

Response to Written Questions
RFP #15-667-2000-0007

1. Will NMED accept the Acknowledgement of Receipt Form from bidders via email (instead of hand deliver, registered or certified mail)?

The deadline is past. All acknowledgement forms have been received.

2. Will the state allow G&A on travel expenses?

No, but a clerical hourly rate may be applied for the time involved for arranging travel.

3. Will NMED consider reimbursing travel and per diem expenses separately from the loaded hourly labor rates?

The RFP is revised to state: See accompanying addendum to RFP 15-667-2000-0007

Offerors must propose one fixed, fully-loaded hourly rate per service category on the Cost Response Form in Appendix D pages 46-47. The cost responses for the project work plan shall be based on the offerors Cost Response Form using the maximum hourly rate for each service classification. The fixed cost shall include all fringe benefits and overhead, as well as subcontractor personnel, if appropriate. New Mexico gross receipts taxes, travel, and per diem are excluded from the proposed maximum hourly rates. They shall be shown separately on the invoice.

However, at no time shall employee per diem rates be more than the allowable amounts posted by the U.S. General Services Administration for each relevant fiscal year. Offerors must include a complete Time and Materials Fee Schedule for all activities listed in the sample project work plan. The offerors must include any other elements of cost that are appropriate included in Binder 2, and one without costs, to be included in Binder 1, shall be submitted (see Section III.C pages 19-20).

The service classifications are as follows:

- a. Technical
- b. Regulatory
- c. Clerical

4. If NMED requires that labor rates include travel and per diem expenses, will NMED provide the travel locations and durations and/or the estimated dollar amount that should be factored into the labor rates for travel and per diem expenses?

Because of the revision of Section IV.C.1 (see question 3 above), this question is no longer applicable.

5. Should Gross Receipts Tax be factored in to labor rates?

No, the gross receipts should be shown on a separate line. (See response to question 3)

6. What is the anticipated level of effort (hours/year) anticipated for this contract?

NMED estimates approximately 700 hours/year, however this can increase/decrease because it is a facility and needs based situation. Hearings and unexpected events may change this significantly.

7. If the state makes an award to more than one contractor, how will the level of effort by each contractor be determined?

If NMED chooses to award more than one contract, NMED will assign work based on the appropriate area of expertise, capability and availability.

8. Is staff travel time billable to the contract?

Yes.

9. Will the state require any of the contract staff to hold a DOE clearance?

No, a DOE clearance is not necessary.

10. The scope of work refers to environmental field equipment for temporary use by the Agency.

- a. **Specifically what equipment is required?** Sampling equipment such as, but not limited to, low and high volume ambient air samplers.
- b. **How is the contractor to bill for the equipment?** It would be a cost plus item on the invoice.
- c. **Will the state operate and carry insurance on the equipment?** No.

11. What is the current level of funding for this effort?

The current budget value is approximately \$150,000 for this fiscal year.

12. Will the state consider allowing offerors to propose more than just 3 labor rates?

NMED will allow only three service classifications but there may be several labor rates within each classification. For example: Technical Support Levels 1, 2, 3 and 4 all with different rates. The Cost Response Form, Appendix D, requests maximum hourly rate per classification to be used in response to the project work plan.

13. May offerors propose multiple labor rates/positions under each of the three service classifications in Appendix D?

See answer to question 12 above

14. How will the state calculate the cost using the proposed hourly labor rates?

The state will calculate the costs using the revised Section IV.C.1 – Cost. See accompanying addendum to RFP 15-667-2000-0007.

15. Are any certifications required for proposed staff?

Certifications are not required.

16. Will NMED consider revising organizational experience in RFP Section IV.B.1.(a) to also include experience with Federal Government organizations?

The RFP Section IV.B.1.(a), *first sentence only*, is revised to state: See accompanying addendum to RFP 15-667-2000-0007.

“Offerors must: provide a description of relevant corporate experience with state government, federal government and private sector.”

17. Will NMED consider revising organizational experience in RFP Section IV.B.1.(a) to also include experience with relevant technical advisory services, analyses, studies, audits, and assessments? Can this experience also be added to any staffing experience that is required?

No. NMED believes that the listed experiences should be directly RCRA Subtitle C related.

18. Will NMED consider combining the organizational and staffing experience and references into one, so that offerors may submit a combination of organizational and staffing experience to demonstrate its qualifications to perform this work. This will make the proposals easier to evaluate and will also reduce redundancy in the references that are requested.

No. NMED needs to evaluate and verify these separately.

19. With regard to RFP Section IV.B.1.(a), please clarify if offerors are to describe two successes and two failures of a consulting engagement.

Yes, RFP Section IV.B.1.(c) does require this. For example, the description should include a summary of the assigned project or task and the results.

20. With regard to RFP Section IV.B.2, may offerors include references for personnel who will be proposed for this contract?

Yes. The RFP Section IV.B.4 is added to require the following: See accompanying addendum to RFP 15-667-2000-0007.

Each offerors must submit resumes of all proposed key professional staff members who are proposed to perform services under the contract. Experience narratives shall be attached that describe the specific relevant experience of the staff members in relation to the role that member will perform for this contract. The narrative(s) must include the name of the individual(s) proposed and should include a thorough description of the education, knowledge, and relevant experience as well as certifications or other professional credentials that clearly shows how they meet and/or exceed the Agency's minimum experience requirements as follows:

- a. Key staff members must have a minimum of 5 years of experience with RCRA Subtitle C regulations and related technical areas.
- b. Proposed staff members must have the RCRA Subtitle C technical and regulatory expertise to address WIPP permit and permit modification activities.
- c. Proposed staff member in the RFP response will be bound by the contract. Any changes to proposed staff must be approved by the Agency.

21. Where are offerors to include staff experience and staff references as this is not included in the Technical Specifications?

See the detailed addendum and response to question 20 above.

22. May the offeror include experience and references from proposed subcontractors and/or consultants?

Yes, but information must be clearly marked as relevant experience and reference for a proposed subcontractor and/or consultant.

23. Is the information requested in RFP Section IV.B.1.(b) required for the prime contractor only, or also for proposed subcontractors?

It is only required for the prime contractor.

24. With regard to RFP Section IV.B.2.(d), please clarify if offerors are to provide a comprehensive list of Software applications, Internet capabilities, Data communications, Network, and Hardware used on each consulting engagement for which a reference is provided.

No. Please provide a list of applications and capabilities relevant to the project.

25. With regard to RFP Section IV.C.8, we understand that out-of-state contractors are required to concur with the pay equity reporting requirement defined in Section II.C.30. However, please clarify if out-of-state contractors are required to submit Pay Equity reports if they are exempt.

Per the RFP, Out-of-state Contractors that have no facilities and no employees working in New Mexico are exempt if the contract is directly with the out-of-state contractor and fulfilled directly by the out-of-state contractor, and not passed through a local vendor. Therefore, for this situation, a pay equity report would not be required. They must follow the reporting requirements if any work is performed in New Mexico.

26. With regard to RFP Section II.C.8.c.iii, many companies consider proposed cost and pricing data to be confidential financial information since this information is used as a competitive evaluation factor in the multiple proposals that the company submits to prospective clients. Will the NMED revise the RFP to allow bidders to identify cost and pricing data as confidential?

No.

27. Do the requirements for New Mexico Employees Health Coverage, Campaign Contribution Disclosure Form, and Resident Business or Resident Veterans Preference apply to the prime contractor only, or also to proposed subcontractors?

This applies only to the prime contractor.

28. RFP Section V.B.6, Business Specifications, states "Up to 200 points will be awarded for this evaluation factor based upon the quality and thoroughness of the project plan." However, we do not see a requirement in RFP Section IV.C, Business Specifications, to submit a project plan. Please clarify.

The RFP Section IV.C is added to require the following: See accompanying addendum to RFP 15-667-2000-0007.

Offerors must submit a thorough project plan as part of the proposal. At a minimum, the project plan must include a milestone chart clearly indicating the interim regulatory and technical steps to be performed, the time frame and proposed staff member designated for the completion of each task, to get to a final action. The sample project work plan should include checklist(s) for administrative completeness and any other pertinent information demonstrating a logical progression towards project completion. A sample project work plans should be submitted for the following: a Class 2 permit modification request to add a new type of container, including the class determination analysis.

29. Appendix D indicates "Maximum Hourly Rate." Please clarify that the rates in Appendix D will be firm fixed price?

Yes, the maximum may not increase and is firm.

30. On Appendix D, should offerors propose one set of rates to cover all four years of the proposed contract, or should rates be provided for each year?

Since the rate is firm and fixed, it will cover the entire contract duration.

31. How many resumes should offerors include in their proposals? (See Section I.C)

To the extent possible, resumes for the business and staff demonstrating qualifications for each subject area should be submitted.

32. In Section II.A. Sequence of Events on page 7, line 12 states: "Contract Awards". Similarly, paragraph 12 on page 10 refers to 'offerors'. Does this mean that is there intended to be more than one award made via this solicitation?

NMED reserves the right sign more than one contract as necessary.

33. Regarding Section II.C, Paragraph 4, Subcontractors, on Page 11 of the RFP, is approval required for each assignment when a subcontractor is proposed to be used or will a blanket approval be issued?

No. Approval will not be required for each assignment once the contractor receives approval, in writing, from the agency awarding any resultant contract, to use a subcontractor. Work may proceed as necessary.

34. With respect to Section II.C., Paragraph 14, Basis for Proposal, on Page 13, does this mean we cannot use any information available about WIPP from DOE or other sources?

The agency is requiring the Basis of Proposal from Offerors follow the instructions provided in writing through the RFP or provided by the procurement manager.

35. Under Paragraph B on Page 19, can the requirement for an electronic submission of a copy of the Technical Proposal and the Cost Proposal be met by submission through e-mail?

No.

36. Regarding the Scope of Work, what is the procedure that will be used by the Agency to issue task or work assignments if there is one award or if there is multiple awards?

See response to question 7.

37. With respect to the requirements in Section IV.A, Scope of Work, to attend meetings, public hearings, etc., how will this be reimbursed?

See the responses to question 3.

38. With respect to the requirement in Section IV.A, Scope of Work, subparagraph (7), to provide written or electronic copies to the Agency, how do we establish prices for this service since it is not addressed in Appendix D?

See the responses to question 3. Additional costs may be identified as a line item in the Cost Response Binder.

39. With respect to Section IV.A, Scope of Work, subparagraph (7), what environmental field equipment might we be required to provide? Also, how do we provide prices for such equipment since it is not addressed in Appendix D?

See response to question 10.

40. Section V.B. Evaluation Factors allocates points for Staff Experience and Staff References. However, there are no instructions in Section III or IV regarding minimum staff experience or capabilities requirements or number of references required. Please clarify.

Please see response to question 20 and addendum.

41. Section V.B.6 on Page 26 indicates a project plan is required. However, there are no instructions in Section III or IV regarding a project plan. What are the requirements for this project plan, such as objective, scope, or other details?

Please see response to question 28 and addendum.

42. Page 36. The Sample Contract presents two options with respect to compensation. Given the requirements of the Scope of Work (see question 7. And 8. Above), which option does the Agency propose to use?

Example A is the more appropriate and similar to the contract we will issue.

43. Please provide the list of attendees for the Pre-Proposal Conference?

See attached attendance list

PRE-PROPOSAL CONFERENCE LOG OF ATTENDEES

Professional Services for Permit Technical and Regulatory Support

RFP Title: 15-667-2000-0007

Date: July 22, 2014

Name (Please Print)	Organization	E-Mail	Phone Number
Connie Walker	Trinity Engineering Associates	conniewalker@aol.com	303-526-0954
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