

NMED

New
Mexico
Environment
Department



PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES

RFP NO. 20-667-2030-0001

Pre-proposal Conference

December 6, 2019

Jennifer Muus
Procurement Manager, Ground Water Quality Bureau
New Mexico Environment Department

Role of the Ground Water Quality Bureau

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- ❖ To preserve, protect and improve New Mexico's groundwater quality for present and future generations
- ❖ Identify, investigate and clean-up contaminated sites which pose risks to human health and the environment



New Mexico Ground Water Quality Bureau

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Programs:

- ❖ Superfund Oversight
- ❖ Pollution Prevention
- ❖ Agricultural Compliance
- ❖ Mining Environmental Compliance
- ❖ Remediation Oversight Program
 - ❖ Targeted Brownfields Assessment Services



Purpose of this RFP

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Procure services of environmental consulting professionals to perform:

- ❖ Environmental site assessments and investigations
- ❖ Risk assessments
- ❖ Feasibility studies
- ❖ Remediation activities
- ❖ Other technical support

on an as-needed basis in support of the NMED Ground Water Quality Bureau



Scope of Procurement

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- ❖ NMED expects primary offerors to be full service environmental firms
 - ❖ have the in-house capability to perform assessment, remediation services, and project oversight
- ❖ Subcontractors for specialty tasks can be identified in the proposal
 - ❖ i.e. risk assessment, groundwater modeling, isotopic geochemistry, drilling, asbestos sampling and abatement
- ❖ The contract term will be four years, with work tasks assigned on an as needed basis



Scope of Procurement

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- ❖ Phase I, II Environmental Site Assessments
- ❖ Multi-media investigations
- ❖ Site specific SAPs, QAPPs, HASPs
- ❖ Risk assessments/determine clean up levels
- ❖ Alternatives analysis/ABCA
- ❖ Remedial design, cost analysis
- ❖ Remedial work plans
- ❖ Remediation services
- ❖ Project oversight
- ❖ Reporting



Scope of Procurement

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- ❖ Multiple contracts may be awarded under this RFP
- ❖ Work will be assigned by NMED on an as-needed basis
- ❖ The total amount of work in any one Federal Fiscal Year is dependent upon available federal and state funding
- ❖ Under this RFP, contractors may be asked to submit competitive scopes of work and cost estimates for individual tasks or projects



Scope of Procurement

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- ❖ Use of subcontractors must be explained in the proposal, and major subcontractors must be identified by name
 - ❖ **Please include any subcontractors you anticipate utilizing**
- ❖ Subcontractor cost and activity must be explained
- ❖ If subcontractors are not specified in the proposal, a subcontractor can be identified for a specific work task once the contract is awarded; however, to do so, **use of a subcontractor must be pre-approved**



Types of Sites

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- ❖ Closed commercial and industrial facilities
- ❖ Asbestos and lead contaminated facilities
- ❖ Dry cleaners
- ❖ Rail yards
- ❖ Lumber yards
- ❖ Closed landfills
- ❖ Various hydrocarbon sites
- ❖ Abandoned UST sites
- ❖ Mine and tailings sites



Accessing the RFP

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- ❖ Offerors can download copies of the RFP from the following website:
 - ❖ <https://www.env.nm.gov/requests-for-proposals/>
- ❖ If a potential Offeror is unable to download a copy of the RFP, they may contact the Procurement Manager to arrange to pick up a hard copy or receive an electronic copy



Procurement Manager

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Jennifer Muus, Procurement Manager
New Mexico Environment Department
Ground Water Quality Bureau
1190 St. Francis Dr., N-2302
Santa Fe, NM 87505
(505) 827-2242 office
jennifer.muus@state.nm.us

Any inquiries or requests regarding this procurement should be submitted, **in writing (email)**, to the Procurement Manager.



Procurement Library

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A procurement library has been established. Offerors are encouraged to review the material by selecting the link provided in the electronic version of the RFP or by contacting the Procurement Manager and scheduling an appointment.



Procurement Library continued

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- ❑ Procurement Regulations and Request for Proposal – RFP instructions:
- ❑ http://www.generalservices.state.nm.us/statepurchasing/ITBs_RFPs_and_Bid_Tabulation.aspx.
- ❑ Procurement Regulations, 1.4.1 NMAC. A copy may be obtained from the following website:
<http://www.generalservices.state.nm.us/uploads/files/SPD/User%20Guides/1%204%201%20NMAC.pdf>.
- ❑ New Mexico Voluntary Remediation Regulations, 20.6.3 NMAC:
<http://164.64.110.134/parts/title20/20.006.0003.html>
- ❑ New Mexico Ground and Surface Water Protection Regulations, 20.6.2 NMAC:
<http://164.64.110.134/parts/title20/20.006.0002.html>
- ❑ The following websites contain links to the State of New Mexico statutes and regulations, as well as the Federal Register and government publications that are relevant to this procurement:
 - ❑ <https://www.generalservices.state.nm.us/statepurchasing/>
 - ❑ <https://www.osha.gov/law-regs.html>
 - ❑ <https://www.epa.gov/quality>
 - ❑ <https://www.epa.gov/npdes>
 - ❑ <https://www.epa.gov/aboutepa/about-office-land-and-emergency-management>
 - ❑ <https://www.epa.gov/superfund>
 - ❑ <https://www.env.nm.gov/gwqb/>
 - ❑ <https://www.env.nm.gov/gwqb/ros/>
 - ❑ <https://www.env.nm.gov/gwqb/mecs/>
- ❑ <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>



Procurement Sequence of Events

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Actions & Deadlines	Due Dates
1. Issuance of RFP	11/19/2019
2. Distribution List- Acknowledgement of Receipt	12/6/2019
3. Pre-Proposal Conference	12/6/2019
4. Deadline to submit Questions	12/13/2019
5. Response to Written Questions	12/19/2019
6. Submission of Proposal no later than 3:00 p.m. MST	1/6/2020

← Today

LATE PROPOSALS WILL NOT BE ACCEPTED



Acknowledgement of Receipt Form and Pre-Proposal Conference

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Distribution List/Acknowledgement of Receipt

- Potential Offerors should **hand deliver or return by registered or certified mail** the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document, **APPENDIX A**, to have their organization placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned to the Procurement Manager by **3:00 PM MST Mountain Standard Time on December 6, 2019**.
- The procurement **distribution list will be used for the distribution of written responses** to questions. All distributions will be disseminated electronically by email. Potential Offerors must provide an active email address(s) that are appropriate for receipt. **The email address provided must be legible**. Failure to return the Acknowledgement of Receipt form shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's organization name shall not appear on the distribution list.

Pre-Proposal Conference

- A pre-proposal conference will be held as indicated in the Sequence of Events beginning at 9:30 AM MST Mountain Standard Time in the Runnels Auditorium, at 1190 S. St. Francis Dr., Santa Fe, New Mexico 87505. Potential Offeror(s) are encouraged to submit written questions in advance of the conference to the Procurement Manager (see Section I, Paragraph D). The identity of the organization submitting the question(s) will not be revealed. **Additional written questions may be submitted at the conference. All written questions will be addressed on the date listed in the Sequence of Events**. Question responses will be disseminated electronically by email. A public log will be kept of the names of potential Offeror(s) that attended the pre-proposal conference.



Deadline to submit questions and Response to written questions

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- Deadline to submit questions is 12/13/2019
 - RFP questions will not be accepted after the deadline

- Questions should be written/email

- Response to written questions: 12/19/2019
 - Replies will be sent via email to distribution list (anyone who properly submits an Acknowledgement of Receipt Form)
 - Replies will also be placed on the website:
<https://www.env.nm.gov/requests-for-proposals/>



Submission of proposal

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- ❖ **ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE **NO LATER THAN 3:00 PM MST ON JANUARY 6, 2020.****
- ❖ Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.
- ❖ Proposals must be addressed and delivered to the Procurement Manager.
- ❖ Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the:
 - ❖ *NEW MEXICO ENVIRONMENT DEPARTMENT, PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES,*
 - ❖ *RFP # 20-667-2030-0001*
- ❖ Proposals submitted by facsimile, or other electronic means will not be accepted.



Submission of proposal continued

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- An amendment will be issued if Santa Fe state offices are closed due to inclement weather on the date of the submission proposal deadline
 - Distribution list would be notified via email the next day offices open
 - Amendment would be posted on the NMED webpage the next day offices open
- State facilities will follow the inclement weather delays/closures of the school district where they are located (Santa Fe Public Schools)

<http://www.spo.state.nm.us/>

- If Procurement Manager is out of the office, the Designee's contact information will be posted on the office door (N2302) and in automatic email replies



Procurement Sequence of Events – Cont.

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Actions & Deadlines	Due Dates
7. Organizational References	1/7/2020
8. Proposal Evaluation	1/9/2020-1/14/2020
9. Selection of Finalists	1/17/2020
10. Best and Final Offers	1/24/2019
11. Notify Selected Finalists/ Finalize Contractual Agreements	Approximately 1/29/2020
12. Contract Awards	Approximately 3/3/2020
13. Protest Deadline	Protest period is 15 calendar days following the award of contracts. By 5:00 p.m. MDT



Contact Information

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- **Any inquiries or requests** regarding this procurement should be submitted, in writing, to the Procurement Manager

Delivery of Proposals should be addressed to the Procurement Manager as follows:

Jennifer Muus, Procurement Manager
New Mexico Environment Department
Ground Water Quality Bureau
1190 St. Francis Dr., Room N-2302
Santa Fe, NM 87505
Email: jennifer.muus@state.nm.us
Phone: (505) 827-2242



Terms and conditions

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- ❖ **Acceptance of Conditions Governing the Procurement**
 - ❖ Potential Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal.
 - ❖ Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

- ❖ **Contract Terms and Conditions**
 - ❖ The contract between NMED and a contractor will follow the format specified by the Agency and contain the terms and conditions set forth in the Sample Contract Appendix G. NMED reserves the right to negotiate provisions in addition to those contained in this RFP (Sample Contract) with any Offeror.

 - ❖ Should an Offeror object to any of the terms and conditions as set forth in the RFP Sample Contract (APPENDIX G) strongly enough to propose alternate terms and conditions in spite of the above, the Offeror must propose **specific** alternative language. NMED may or may not accept the alternative language.



Proposal format & organization

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- ❖ **Technical Proposals (Binder 1):** which will only contain the Technical Proposal
 - ❖ One (1) ORIGINAL
 - ❖ Completed Forms (see RFP appendices) need only be submitted with the original proposal
 - ❖ One (1) HARD COPY
 - ❖ Original and hard copy shall be in separate labeled binders.
 - ❖ One (1) ELECTRONIC COPY (electronic version/copy can NOT be emailed)

- ❖ **Business Specifications/Cost Proposals (Binder 2):** which will only contain the Cost Proposal/Completed General Cost Detail Form
 - ❖ One (1) ORIGINAL
 - ❖ One (1) HARD COPY
 - ❖ Original and hard copy shall be in separate labeled binders from the Technical Proposals.
 - ❖ One (1) electronic copy (the electronic copy can NOT be emailed)



Proposal format & organization

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- ❖ **Technical Proposal (Binder 1):**
 - ❖ Signed Letter of Transmittal
 - ❖ Table of Contents
 - ❖ Summary of Company Experience
 - ❖ Professional Qualifications as Demonstrated by Similar Experience and Past Performance
 - ❖ Proposal Summary
 - ❖ Technical Approach for Scope of Work
 - ❖ Offeror References
 - ❖ Health and Safety /Quality Assurance
 - ❖ Response to Contract Terms and Conditions
 - ❖ Offeror's Additional Terms and Conditions
 - ❖ Response to Specifications (except cost info, which will be in Cost Proposal/Binder 2 only)
 - ❖ Other Supporting Material, if applicable

- ❖ **Business Specifications (Binder 2):**
 - ❖ Cost Proposal
 - ❖ Completed General Cost Detail Form



Proposal format & organization continued

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- ❖ **Optional:** Proposals containing confidential information must be submitted as two separate binders:
 - ❖ **Unredacted** version for evaluation purposes
 - ❖ **Redacted** version (information blacked out and not omitted or removed) for the public record



Detailed scope of work

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- ❖ Work to be Performed:
 - ❖ Multimedia environmental site assessments and investigations
 - ❖ Risk assessments
 - ❖ Cleanup alternatives analysis (feasibility studies)
 - ❖ Remediation planning and implementation
 - ❖ Ground or surface water sampling
 - ❖ Soil sampling and vapor intrusion sampling
 - ❖ Related tasks at brownfield and voluntary remediation sites, Superfund sites, mining impacted sites, and other types of contaminated or potentially contaminated sites statewide, where there has been storage, use, disposal, or releases of hazardous substances, petroleum hydrocarbons, radionuclides, mine wastes, and other contaminants



Detailed scope of work

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- ❖ Work to be performed:
 - ❖ Other environmental consulting tasks may include:
 - ❖ data management and analysis tasks
 - ❖ groundwater modeling
 - ❖ providing expert testimony
 - ❖ assisting with public outreach or workshops, site reuse or redevelopment planning
 - ❖ or other similar tasks identified by NMED.
 - ❖ A site-specific **Quality Assurance Project Plan (QAPP)** prepared in conformance with EPA policy and 2 CFR 1500 and 40 CFR 35 is required for EPA-funded projects.
 - ❖ A site specific **Health and Safety Plan (HASP)** which complies with 29 CFR 1910.120 “Hazardous Waste Operations and Emergency Response” (HAZWOPER) requirements will also be required.
 - ❖ Work must be conducted in compliance with the applicable state and/or federal regulations and guidance.



Work assignment process

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- ❖ **Upon contractor selection and the establishment of contracts** as a result of this RFP, NMED will contact one or more contracted firms when environmental services are required
 - ❖ NMED will then request that the contractor(s) **prepare a project-specific technical quote with schedule of deliverables and cost estimate** for the proposed work as appropriate to the project.
 - ❖ The contractor's Rate Schedule must identify costs for each task as specified in their contract.
- ❖ Work on a particular project will not begin until NMED notifies the contractor that it agrees to the contractor's quoted prices and scope of work, has properly secured access to the property, and has approved a work order.



Technical Specifications (Binder 1)

Mandatory Specifications

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Failure to respond to Mandatory Specifications will result in the disqualification of the submission.

- ❖ Offerors Response/Letter of Transmittal
- ❖ Summary of Corporate Experience
- ❖ Professional Qualifications as Demonstrated by Similar Experience and Past Performance
- ❖ Technical Approach for Scope of Work
- ❖ Health and Safety / Quality Assurance
- ❖ Organization References
- ❖ Mandatory Responses and Forms
 - ❖ Written Affirmative Response to Agency Terms and Conditions
 - ❖ Offeror's Additional Terms and Conditions, if any
 - ❖ Completed Forms and Other Supporting Material

See RFP Appendices for Forms



Business specifications (Binder 2)

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- ❖ Cost Proposal
 - ❖ Financial Stability/Ability to perform the Proposed Work
 - ❖ General Cost Detail Form- see Appendix
 - ❖ Cost Tracking- submit a description of how the offeror tracks the cost on a project basis
 - ❖ Unforeseen Circumstances (that may cause the actual cost of a project to be more than that specified in a scope of work)
 - ❖ Letter of Transmittal Form (see RFP appendices)

- ❖ Completed forms provided in RFP appendices

All discussion of proposed costs, rates or expenses must be included only in Binder #2 on the General cost Detail Form and be included in a sealed envelope that accompanies the proposal.



Evaluation – point summary

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- The following is a summary of evaluation factors with point values assigned to each.

<u>Table 1</u>	Points
A. Evaluation Point Summary	
B. Technical Evaluation (Binder 1)	
1. Offerors Response to Mandatory Specifications	100
2. Summary of Corporate Experience	125
3. Professional Qualifications as Demonstrated by Similar Experience and Past Performance	150
4. Technical Approach to Meet Scope of Work	150
5. Health and Safety / Quality Assurance	100
6. Organizational References	75
7. Mandatory Responses and Forms	Pass/Fail
C. Business Specifications (Binder 2)	
1. Cost Proposal	300
2. Completed Mandatory Forms	Pass/Fail
TOTAL	1,000 points



Cost Evaluation

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- ❖ The evaluation of each Offeror's cost proposal will be conducted by comparing hourly rates for the following staff categories:
 - ❖ Senior Engineer/Hydrologist/Scientist
 - ❖ Project Engineer/Hydrologist/Scientist
 - ❖ Staff Engineer/Hydrologist/Scientist
 - ❖ Field Technician
 - ❖ Administrative Secretary

Scores will tallied using the following formula:

$$\frac{\text{Lowest Responsive Offer Sum of Rates}}{\text{This Offeror's Sum of Rates}} \times \text{Available Award Points}$$



Appendices

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APPENDIX A	ACKNOWLEDGEMENT OF RECEIPT FORM
APPENDIX B	CAMPAIGN CONTRIBUTION DISCLOSURE FORM
APPENDIX C	CERTIFICATION OF INDEPENDENT PRICE DETERMINATION FORM
APPENDIX D	DISCLOSURE REQUIREMENTS/CONFLICT OF INTEREST CERTIFICATION FORM
APPENDIX E	CERTIFICATION REGARDING LOBBYING FORM
APPENDIX F	DISCLOSURE OF LOBBYING ACTIVITIES FORM
APPENDIX G	SAMPLE CONTRACT
APPENDIX H	GENERAL COST DETAIL FORM
APPENDIX I	LETTER OF TRANSMITTAL FORM
APPENDIX J	ORGANIZATIONAL REFERENCE QUESTIONNAIRE



Submission of Proposal

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All proposals due by 3:00 p.m. MST
Monday, January 6, 2020

