



Office of
Procurement Services
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REQUEST FOR PROPOSAL

RFP NUMBER: CSP904015
INDEX NUMBER: EPA010
UNSPSC CATEGORY: 83101500, 77000000

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Environmental Protection Agency (OEPA) is requesting Proposals for:

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081

OPERATION& MAINTENANCE (O & M)
GROUND WATER REMEDIATION SYSTEMS
AT FORMER BISON CORPORATION
CANTON, OHIO

OBJECTIVE: The State is seeking an experienced contractor that will perform the ongoing operation and maintenance (O&M) on the Ground Water Remediation Systems. The Systems includes Air Sparging (AS), Soil Vapor Extraction (SVE) and Ground Water Hydraulic Barrier (GWHB) systems and sampling activities removing contamination from the ground water beneath the Former Bison Corporation Site in Canton, Ohio.

RFP ISSUED: March 06, 2015
INQUIRY PERIOD BEGINS: March 06, 2015
PRE-PROPOSAL CONFERENCE: March 18, 2015 at 11:00 AM
INQUIRY PERIOD ENDS: April 02, 2015 at 8:00 AM
PROPOSAL DUE DATE: April 10, 2015 by 1:00 PM

Offeror must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either "Technical Proposal" or "Cost Proposal" with the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

Submit Sealed Proposals to:

Department of Administrative Services
Office of Procurement Services
Attn: Bid Desk
4200 Surface Road
Columbus, OH 43228-1395

Note: Please review the [Proposal Instructions](#) on our Web site.

Offeror Name and Address: _____ _____ _____ _____ E-Mail Address: _____ Phone Number: () _____ - _____, Ext. _____	Name/Title: _____ _____ Signature: _____ By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.
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RFP GLOSSARY OF TERMS

AA:	Affirmative Action
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

CALENDAR OF EVENTS.

This RFP gives the dates on page 1 for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand. Detailed instructions regarding dates are as follows:

Firm Dates

RFP Issued:	March 06, 2015
Inquiry Period Begins:	March 06, 2015
Mandatory Pre-Proposal Conference/Site Visit	March 18, 2015 at 11:00 am
Inquiry Period Ends:	April 02, 2015, at 8:00 a.m.
Proposal Due Date:	April 10, 2015, by 1:00 p.m.

Estimated Dates

Contract Award Notification:	To be determined
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There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due. Proposals received after 1:00 p.m. on the due date will not be evaluated.

MANDATORY PRE-PROPOSAL MEETING AND SITE VISIT.

A mandatory pre-proposal meeting and site visit will be held on March 18, 2015, starting at 11:00 a.m. at the Former Bison Corporation Site, 1935 Allen Avenue S.E., Canton, Ohio. All prospective Offerors are required to attend and encouraged to bring any subcontractors or other personnel required for assessing the project.

The purpose of this conference is to discuss the RFP and Project with prospective Offerors and to allow them to ask questions arising from their initial review of this RFP. Attendance at the Pre-Proposal Conference is a prerequisite to submitting a Proposal. The State will answer questions as best as possible. We reserve the right to take questions under advisement and respond through the inquiry process. Offerors are responsible for any and all information exchanged at the conference and via the Internet inquiry process.

Proposals submitted by Offerors that do not attend the mandatory pre-proposal meeting will be rejected, unopened. This will be the only opportunity for a site visit. All prospective Offerors must attend the site visit. Attendance at the meeting will be taken.

When submitting proposal, clearly mark outside envelope with company name, address, and RFP number to enable verification of attendance prior to opening of offer submitted.

To facilitate access to the conference, please provide the names, organization(s) and telephone numbers of representatives that will attend the mandatory pre-proposal conference and send this information to: Geraldine Berry, Ohio Department of Administrative Services, no later than 4:00 PM, March 17, 2015 by email to: geraldine.berry@das.ohio.gov

1.0 EXECUTIVE SUMMARY

- 1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Environmental Protection Agency (the Agency), is soliciting competitive sealed proposals (Proposals) for Operation & Maintenance (O & M) of the Ground Water Remediation System at the Former Bison Corporation Canton Ohio Site. If a suitable offer is made in response to this RFP, the State of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP also gives the estimated dates on page one, for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

- 1.2 CONTRACT PERIOD Once awarded, the term of the Contract will be from the award date through June 30, 2018. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed four (4) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.
- 1.3 BACKGROUND The Bison Facility has been commercially developed since approximately 1951 and was first developed as a manufacturer of cloth/fabric buffing wheels used in the metal finishing business. The Bison Corporation began operations at the Facility in approximately 1960, and expanded operations to include the bulk storage and distribution of industrial metals, degreasing solvents, and acids. Activities by the Bison Corporation continued until approximately 2003, although manufacturing activities were scaled back during the late 1990s.

Until 2003, approximately 35 above-ground storage tanks (ASTs) were located west and south of the main building. From the early 1960s through the late 1990s, these ASTs stored chlorinated solvents in bulk (including tetrachloroethene [PCE], trichloroethene [TCE], 1,1,1-trichloroethane [TCA], methylene chloride, and other materials) for subsequent distribution via tanker trucks to clients of the Bison Corporation. Distribution of solvents in bulk was performed at a dispenser shack located west of the main building (Building 1) on the Facility. In addition, Bison Corporation performed "custom blending" of chlorinated solvents (i.e., creating ratio mixtures of PCE and TCE, or TCE and TCA) to meet specific clients' specifications. These custom blends were mixed together in drums in another shack/ lean-to in the southwest corner of the Facility. Following the insolvency of Bison Corporation in 2003, the ASTs were cleaned and removed from the Facility.

Site investigations conducted in 2001 and 2002 showed that contaminated groundwater from the Facility migrated in a southwest direction under residences located down gradient from the Facility. An indoor air modeling report prepared for Bison Corporation by Black, McCuskey, Souers & Arbaugh in 2002 indicated that estimated indoor air inhalation exposures in homes located down-gradient from the Facility might exceed Ohio EPA and U.S. EPA acceptable risk goals. Based on this information, the air inside homes along Kimball Avenue SE was sampled by the Ohio EPA and the Canton City Health Department. Elevated concentrations of volatile organic compounds (VOCs) were initially detected in eight (8) single family residences and one (1) four-unit apartment building located on Kimball Avenue SE in December 2002. In response to the 2002 findings, the Director of the Ohio EPA issued the Director's Final Findings and Orders (Orders) on February 7, 2003, in the matter of the Bison Corporation and the Morelli Realty Corporation (Respondents). The Orders required an interim action to address the indoor air contamination in the affected homes.

The former Facility property was owned by Morelli Realty Corporation (MRC) since 1961. The Bison Corporation operated on the Facility from the early 1960s until 2003. The Bison Corporation is currently in receivership because of dissolution of Bison Corporation and Morelli Realty Corporation.

For the purpose of this RFP, the term "Facility" refers to 6.05 acres of certain real property and attached buildings located at 1935 Allen Avenue SE, Canton, Stark County, Ohio, formerly owned by the Bison Corporation. The term "Site" refers to both the Facility and an area beyond the boundaries of the Facility where chemicals of concern (COCs) have migrated or are anticipated to migrate. In all, the Site comprises approximately 77.1 acres. Ohio EPA approved a Remedial Investigation and Feasibility Study Report. In March 2008, a Decision Document for the Remediation of Former Bison Corporation, Stark County, Ohio, was completed that specified Ohio EPA's selected remedy for the Site. A Clean Ohio Revitalization Fund (CORF) grant was obtained by The City of Canton for the remediation of the Site in 2008.

The remedial activities implemented at the Site include the following: excavation and removal of over 10,000 tons of source area soils in the former bulk storage tank area; installation of a series of air sparging wells into the affected saturated zone beneath the former Bison Corporation facility portion of the Site; installation of a soil vapor extraction (SVE) system to operate in concert with the air sparging wells; installation of a ground water hydraulic barrier (GWHB) system that consists of a series of four (4) six-inch diameter ground water extraction wells on the People's Express property that pumps contaminated ground water to an air stripper, which in turn discharges treated ground water into the City of Canton sanitary sewer system; and lining of the forty-two inch brick storm sewer to prevent contaminated ground water from entering it. Sub-slab depressurization systems have been installed in impacted residential and commercial structures to ensure applicable indoor air standards are maintained until the ground water remediation is complete.

1.4 SCOPE OF WORK

The successful Offeror shall perform the ongoing operation, maintenance (O&M) and sampling activities at what is the former Bison Corporation Site located at 1935 Allen Avenue S.E. in Canton, OH. The Air Sparging (AS), Soil Vapor Extraction (SVE), and Ground Water Hydraulic Barrier (GWHB) systems located at 2207 Kimball Road are removing chlorinated solvent contamination from the ground water beneath the Former Bison Corporation property and local residences to protect human health and the environment.

The successful Offerors' personnel will become familiar with the Operation and Maintenance Plan Manual that details normal operating conditions and maintenance specifications for the AS, SVE and GWHB systems. The O&M Manual provides details on normal operating conditions, troubleshooting and maintenance guidelines the AS, SVE and GWHB systems. The O & M Manual should be used as a reference and a guide when repairing, maintaining or returning to satisfactory service elements of the hydraulic containment system. The successful Offerors' key personnel who work on this system are expected to become familiar with the O&M Manual and consult it when questions arise. The O&M Manual should be maintained on file, at the control building, and be available to anyone responsible for operating or repairing the system. This O&M Manual contains log sheets to aid the operator in tracking system performance and maintenance (Appendix A of the O&M Manual). The completed sheets and/or onsite log book should be kept at the Site with this O&M Manual.

All work and personnel for this Site needs to meet OSHA requirements under 29 CFR 1910.120. The Contractor and/or subcontractors will maintain any permits, licenses, and certifications required to perform work.

ROUTINE OPERATIONS AND MAINTENANCE

The successful Offeror must perform regular preventative maintenance on all of the systems components to limit the number of avoidable breakdowns.

The successful Offeror must perform the following Operation & Maintenance detail task activities on the Bison Site.

For the purpose of this proposal the work activities have been detailed into four (4) tasks. These tasks are to be used to determine yearly cost.

TASK NUMBER	TASK TITLE
TASK ONE	Air Sparging (AS) System
TASK TWO	Soil Vapor Extraction (SVE) System
TASK THREE	Ground Water Hydraulic Barrier (GWHB) System
TASK FOUR	Reporting

TASK ONE - Air Sparging (AS) system configuration includes at Bison Site eighteen (18) AS wells, PVC piping, two (2) air compressors, one (1) 50-gallon knock-out (KO) tank, one (1) heat exchanger, various gauges and one (1) control panel. The AS system O & M activities and their schedules include but are not limited to the following:

AIR SPARGING SYSTEM OPERATION AND MAINTENANCE (TASK ONE):
SCHEDULE AND WORK ACTIVITIES

Schedule	Work Activity
Semiweekly	Inspect the AS system condition and record whether the system is "on" or "off"
Semiweekly	Collect and record readings from the differential and regulator pressure gauges at each AS well location
Semiweekly	Collect and record readings from the West Compressor Discharge Pressure gauge, the East Compressor Discharge Pressure gauge, the Compressor Discharge Temperature gauge, the KO Tank Pressure gauge, the KO Tank Filter gauge, the KO Tank Differential Pressure gauge, and the KO Tank Level site glass tube
Semiweekly	Calculate the air flow rates for the KO Tank
Semiweekly	Calculate the air flow rates for each AS well (18 total)
Semiweekly	Observe and record whether or not the heat exchanger is functioning
Semiweekly	Inspect compressor fan vanes and determine if the vanes need replaced
Semiweekly during November through March	Observe whether building heater is working (late fall through early spring)
Semiweekly	Record system operating hours from gauges located on control panel
Quarterly	Grease compressor fittings

TASK TWO - Soil Vapor Extraction (SVE) system configuration at Bison Site includes nine (9) SVE wells, PVC piping, two (2) vacuum pumps, two (2) 150-gallon KO tanks, two (2) carbon units, one (1) heat exchanger, various gauges and (1) control panel.

SVE SYSTEM OPERATION AND MAINTENANCE (TASK 2):
SCHEDULE AND WORK ACTIVITIES

Schedule	Work Activity
Semiweekly	Upon arrival, inspect the SVE system condition and record whether the system is "on" or "off"
Semiweekly	Collect and record readings from the KO Tank #1 Inlet Vacuum gauge, KO Tank #1 Inlet Temperature gauge, KO Tank #1 Water Level site glass tube, Heat Exchanger Inlet Pressure gauge, Heat Exchanger Inlet Temperature gauge, KO Tank #2 Inlet Pressure gauge, KO Tank #2 Inlet Temperature gauge, KO Tank #2 Differential Pressure gauge
Semiweekly	Record inlet pressure readings from the #1 and #2 vapor-phase granular activated carbon (VGAC) units
Semiweekly	Calculate the air flow rate from KO Tank #2
Semiweekly	Collect Photoionization Detector (PID) readings from each of the SVE well ports (nine total)
Semiweekly	Collect PID readings from the VGAC influent, intermediate and effluent ports (to evaluate if the carbon is spent and needs changed)
Semiweekly	Record the vacuum being applied to each SVE well (nine total)
Semiweekly	Record the differential pressure at each SVE well (nine total)
Semiweekly	Calculate the flow rate for each SVE well (nine total)
Semiweekly	Check vacuum pump oil reservoir level (refill as needed)
Semiweekly	Grease vacuum pump fittings
Semiweekly	Inspect vacuum pump belt
Semiweekly	Record system operating hours from gauges located on control panel
Monthly	Weed clearing and removal of vegetation around the operating facility
Quarterly or 2,000 hours	Change vacuum pump reservoir oil

TASK THREE - Ground Water Hydraulic Barrier System (GWHB) system configuration at Bison Site includes five (5) recovery wells, PVC piping, one (1) tray air stripper, one (1) fan/blower motor, one (1) discharge pump, totalizers, various other gauges, cleaning loop system and control panel(s).

**GWHB SYSTEM WORK OPERATION AND MAINTENANCE (TASK 3)
SCHEDULE AND WORK ACTIVITIES**

Schedule	Work Activity
Semiweekly	Upon arrival, inspect the GWHB system condition and record whether the system is "on" or "off"
Semiweekly	Confirm if the building lights, heater and ventilation systems are working and report immediately to Ohio EPA if not functioning.
Semiweekly	Inspect the condition of the floor for cracks and note the water level within the discharge sump
Semiweekly	Collect and record readings from the Blower Pressure gauge, the Air Stripper gauge, the Discharge Pump Pressure, and the Discharge Pump Totalizer
Semiweekly	Collect and record the pressure at each well using the dedicated pressure gauges (five total)
Semiweekly	Collect and record the flow rate from each well using the dedicated digital readouts (five total)
Semiweekly	Collect and record the totalizer value for each well using the dedicated digital readouts (five total)
Biweekly	Clean the GWHB system air stripper to remove carbonate scale build-up using the GWHB system cleaning loop
Monthly	Collect water levels in each of the recovery wells (five total), , and the conditions of the well caps and locks
Monthly	Weed clearing and removal of vegetation around the operating facility
Quarterly	Collect ground water samples for volatile organic compounds (VOC) analysis from each recovery well and the sanitary sewer manhole located 200 feet east of the HB system control building (six samples total) Then deliver them for analysis. Either to the Canton WRF three miles north or ship to an identified lab.

TASK 4 – Reporting – AS, SVE and HB Systems Performance, Monitoring and Repair Work

REPORTING - (TASK 4)
SCHEDULE AND WORK ACTIVITIES

Schedule	Report Name	Recipients
Quarterly and Annually	GWHB Systems Performance Summary	City of Canton Water Reclamations Facility
Semiannually	AS/SVE System Performance Summary	Ohio EPA-DERR-NEDO

REPORTS

- A. GWHB system performance summary report, including the following:
 - 1. system operation,
 - 2. totalizer readings,
 - 3. system cleanings, and
 - 4. recovery well and manhole analytical results
- B. AS/SVE and GWHB systems performance summary report, including the following:
 - 1. systems operation,
 - 2. all recorded system readings,
 - 3. monitoring and sampling results,
 - 4. inspection results, and
 - 5. maintenance activities
- C. Miscellaneous Reports as requested by Ohio EPA, i.e. weekly, monthly quarterly and annually to be delivered electronically by the next week to Ohio EPA NEDO Project Coordinator.
- D. A copy of all reports must be delivered to the Ohio EPA NEDO Project Coordinator.

EXTENUATING (UNFORESEEN) EVENTS The successful Offeror may need to perform events identified as being outside of the scope of Task One, Task Two and Task Three. Prior to initiating work on any extenuating events, the successful Offeror and Ohio EPA's Contract Manager must agree on the scope of work for an individual event. The successful Offeror will then complete Form 5.5.1 (Review & Approvals of Extenuating Funds Request) and submit to Ohio EPA's Contract Manager. No repairs can be completed until a letter of approval is sent out by the Contract Administrator. A purchase order will be issued as a result of the approved costs. Examples of events that would be included:

- A. Immediate response to alarm condition(s) to avoid any long term shutdown of any of the extraction wells and/or the main aerator.
- B. Repairs identified in performing the routine Operations and Maintenance of the system.
- C. Additional facility repairs

BILLING The successful Offeror will submit their invoices on a monthly basis accompanied by a monthly report. Cost must be billed as specified as follows in the Cost Summary.

LABOR RATE SCHEDULE Labor Rate Schedule has been established by the state, specifying a "not-to-exceed" unit base cost for labor.

Labor Rate Schedule

Category	Not to Exceed Hourly Rate
Project/Contract Manager	\$ 105.00
Senior Project Engineer	\$ 110.00
Project Environmental Scientist	\$ 75.00
Field Technician	\$ 50.00
Licensed Electrical Technician	\$ 40.00
Licensed Plumber Technician	\$ 40.00

Standard Time (ST) will consist of a standard, 40 hour week. Work performed in excess of 40 hours/week/ if Overtime (OT) and is chargeable at Time-and-one-half (1.5 X ST rate). Work performed on State and National Legal Holidays is chargeable at Double Time (DT) (2.0 X ST rate). All time charged for ST must be related to work at actions under this Contract. OT and DT must be approved in advance by the Contract Administrator or the Ohio EPA Project Coordinator. Unapproved OT or DT will be reimbursed at ST rates.

Attendance at public meetings, testimony, etc. will be reimbursed at rates consistent with labor categories as listed above.

LABOR CATEGORY DESCRIPTIONS/REQUIREMENTS The following is the job specifications for the Labor Rate Schedule as identified in Item 1 (above).

- A. Project/Contract Manager – The candidate shall have a Master of Science (MS) in environmental science, environmental engineering or related fields (including civil/chemical engineering) and a minimum general experience of 5 years as a project manager in the field or in a related area, or a Bachelor of Science (BS) degree in environmental science, environmental engineering or related fields but limited to included geology and hydrogeology with 7 years experience as a project manager in remediation of hazardous waste sites and functionally coordinates, monitors, and implements the contract and technical performance. Ensures all work adheres to specifications and time lines and communicates any performance issues. Has experience in corrective measure activities at hazardous waste (CERCLA and VAP or RCRA and VAP) sites and petroleum (BUSTR) sites; in addition this person must specifically have experience with the preparation of proposals/scopes of work, cost estimates, and Contracts. Responsible for managing the entire project, including but not necessarily limited to the following tasks; allocating personnel and resources, schedule coordination, and invoicing Ohio EPA. In addition, the Contract Project Manager will serve as the primary contact for the Ohio EPA Project Coordinator(s) and the Contract Administrator.
- B. Senior Project Engineer - The candidate shall have a Bachelor of Science degree in Engineering, or related engineering discipline with at least three (3) years' experience in the remediation of hazardous wastes sites (e.g., RD/RA, Interim Remedial Actions, Operation and Maintenance)
- C. Project Environmental Scientist - The candidate shall have an MS in Environmental Science, Engineering Hydrogeology, Geology or another science-related field with at least three (3) years' experience in the remediation of hazardous wastes sites (e.g., RD/RA, Interim Remedial Actions, Operations and Maintenance), and Phase II environmental assessments at hazardous waste (CERCLA and VAP or RCRA and VAP) sites including the oversight of project-level environmental scientists and/or field technicians and other staff, **or** a BS or BA in Environmental Science, Engineering, Hydrogeology, Geology or another science-related field with at least five (5) years of experience managing remediation of hazardous wastes sites (e.g., RD/RA, Interim Remedial Actions, Operations and Maintenance), and Phase II environmental assessments at hazardous waste (CERCLA and VAP or RCRA and VAP) sites including the oversight of project-level environmental scientists and/or field technicians and other staff. The Project Environmental Scientist is specifically responsible for the oversight of project-level environmental scientists or technicians responsible for performing work or collecting, groundwater, surface water, indoor air, outdoor air, soil vapor, liquid waste (e.g., leachate, free product), and solid waste for laboratory analyses.

Labor Category Descriptions/Requirements. (contd.)

- D. Field Technician – One year minimum experience in the field or related area, Implements and Involved in the task at hand. Responsible for collecting data, preparing, maintaining and updating environmental reports. Serves as contact on site. Familiar with standard concepts, practices and procedures within a related field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Works under supervision.
- E. Licensed Electrical Technician – For electrical work that may need to be performed, a licensed electrician will be used as needed.
- F. Licensed Plumber Technician – For plumbing work that may need to be performed, a licensed plumber will be used as needed.

- 1.5 CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION DAS procures goods and services through a RFP in a transparent manner and in accordance with the laws of the State of Ohio. All proposals provided to DAS in response to this RFP become records of DAS and as such, will be open to inspection by the public after award unless exempt from disclosure under the Ohio Revised Code or another provision of law.

Unless specifically requested by the State, an Offeror should not voluntarily provide to DAS any information that the Offeror claims as confidential, proprietary or trade secret and exempt from disclosure under the Ohio Revised Code or another provision of law. Additionally, the Offeror must understand that all Proposals and other material submitted will become the property of the State and may be returned only at the State's option. Confidential, proprietary or trade secret information should not be voluntarily included in a Proposal or supporting materials because DAS will have the right to use any materials or ideas submitted in any Proposal without compensation to the Offeror.

See Instructions for further detail.

- 1.6 REGISTRY OF OFFERORS DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and open for public inspection after the Proposals are received.
- 1.7 INSTRUCTIONS
Link to Web site for Instructions is available in Section 5.1.
- 1.8 REQUIRED REVIEW
Offerors shall carefully review the entire RFP and all the referenced Web links. Offerors shall promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.
- 1.9 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and five (5) copies for a total of six (6) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate. In addition to the other instructions in Form 5.1.1 p3 – PROPOSAL SUBMITTAL Offeror must clearly mark each envelope or package with their company name and return address.

2.0 EVALUATION OF PROPOSALS

- 2.1 MANDATORY REQUIREMENTS The following Table 1 contains items that are Mandatory Requirements for this RFP.

Determining the Offeror's ability to meet the Mandatory Requirements is the first step of the DAS evaluation process. The Offeror's response must be clearly labeled "Mandatory Requirements" and collectively contained in Tab 2 of the Offeror's Proposal in the "Offeror Required Information and Certification" section.

DAS will evaluate Tab 2 alone to determine whether the Proposal meets all Mandatory Requirements (accept/reject). If the information contained in Tab 2 does not clearly meet every Mandatory Requirement, the Proposal may be disqualified by DAS from further consideration.

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements	Accept	Reject
The Offeror must attend the mandatory pre-proposal conference. (Attendance will be documented by sign in sheets the event.)		

If the State receives no Proposals meeting all of the mandatory requirements, the State may elect to cancel this RFP.

2.2 PROPOSAL EVALUATION CRITERIA If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from DAS, Agency team members, and potentially a subject matter expert or an independent consultant.

2.3 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	500
Proposal Cost	125
Total	625

2.4 The scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.

STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Evaluation Criteria	Weight	Rating (0 to 5)	Extended Score
Offeror Profile /Company Profile (Tab 4 of Proposal)			
1. The Offeror must submit a detailed Offeror Profile that describes the company history, past similar project experiences, current capability and capacity to perform the work under this RFP. (Form 5.2.3)	10		
2. The Offeror must document the number of times, and describe in detail its successful completion experiences within the past five years of the following: <ul style="list-style-type: none"> • Design and operation of ground water recovery systems and associated hydraulic barriers. • Ground water modeling projects. • Soil remediation projects. • Ground water remediation projects. • Design and operation of dual phase air sparging systems. • Design and operation of soil vapor extraction systems (VAP) remedial activities. • VAP operation and maintenance (O&M) plans (prepared, submitted and implemented). • VAP No Further Action (NFA) and O&M completed. 	20		
Offeror Prior Projects (Tab 4 of Proposal)			
3. The Offeror must provide a minimum of three (3) previous references from jobs similar to this Project and provide details of similarities. Offeror must complete in detail all areas of Form 5.2.4 for each of the three (3) references provided. If fewer than three (3) references are provided, the Offeror must include information as to why fewer than three (3) references were provided.	10		
Personnel Profile(s)/Offeror's Candidate Profiles(s) (Tab 6 of Proposal)			
4. The Offeror must submit a list of the key, qualified personnel, including a contract/project manager, senior project engineer, which would be involved in the Work. The key staff must have experience with projects of a similar size, scope and nature to this RFP's requirements. The Offeror must provide completed Form 5.2.5 and Form 5.2.6 for such personnel and their responsibilities. If fewer than three (3) references are provided, the Offeror must include information as to why fewer than the three (3) references were provided.	25		
Work Plan/Scope of Work (Tab 7 of Proposal)			
5. The Offeror must fully describe its current capacity, approach, methods, and specific work steps for doing the work on this project. The Offeror must: <ul style="list-style-type: none"> • Demonstrate its understanding of the nature of the project, the equipment needed and what it must do to fill the requirements of the project as described in the Scope of Work. (Section 1.4) • Describe the methodologies, processes and procedures it will utilize in the implementation and production of the Scope of Work. • Provide a comprehensive Work Plan that gives ample description and details as to how it proposes to accomplish this project and what resources are necessary to meet the Program Requirements and Approach. 	35		
	100		
Total Technical Points			

*Proposal Format & Documentation Required (5.1.3) Tabs 1-16

In this RFP, DAS asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an Offeror, a failure by an Offeror to make a required submission or meet a mandatory requirement will normally result in

a rejection of that Offeror's Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that DAS received.

Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. It is within DAS' discretion to wait to factor in a Proposal's cost until after the conclusion of any interviews, presentations, demonstrations or discussions. Also, before evaluating the technical merits of the Proposals, DAS may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. DAS may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

- 2.6 COST PROPOSAL POINTS DAS will use the information Offeror gives on the Cost Summary Form to calculate Cost Proposal Points. DAS will calculate the Offeror's Cost Proposal points after the Offeror's total technical points are determined, using the following method:

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. The value is provided in the Scoring Breakdown table. "Cost" = Total Not to Exceed Cost identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted Cost Proposal given the maximum number of points possible for this criterion. Other acceptable Cost Proposals will be scored as the ratio of the lowest Cost Proposal to the Proposal being scored, multiplied by the maximum number of points possible for this criterion.

An example for calculating cost points, where Maximum Allowable Cost Points Value = 60 points, is the scenario where Offeror X has proposed a cost of \$100.00. Offeror Y has proposed a cost of \$110.00 and Offeror Z has proposed a cost of \$120.00. Offeror X, having the lowest cost, would get the maximum 60 cost points. Offeror Y's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$110.00 (Offeror Y's cost) equals 0.909 times 60 maximum points, or a total of 54.5 points. Offeror Z's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$120.00 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

Cost Score: _____

- 2.7 FINAL STAGES OF EVALUATION The Offeror with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

Technical Score: _____ + Cost Score: _____ = Total Score: _____

If DAS finds that one or more Proposals should be given further consideration, DAS may select one or more of the highest-ranking Proposals to move to the next phase. DAS may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal evaluation phase.

- 2.8 REJECTION OF PROPOSALS DAS may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that DAS believes is excessive in price or otherwise not in the interest of the State to consider or to accept. In addition, DAS may cancel this RFP, reject all the Proposals, and seek to do the Work through a new RFP or by other means.

3.0 COST SUMMARY

- 3.1 SUBMISSION The Cost Summary shall be submitted with the Proposal (under separate cover labeled as the Cost Proposal). All prices, costs, and conditions outlined in the Proposal shall remain fixed and valid for acceptance for twelve (12) months, starting on the due date for Proposals. Cost should be determined using the Labor Rate Schedule listed in this RFP. No price change shall be effective without prior written consent from DAS, Office of Procurement Services.

The Offerors total cost for the entire Work must be represented on the Cost Summary. All costs for furnishing the services must be included in the Cost Proposal. The Offeror shall provide a comprehensive cost analysis; however, any ancillary fees for labor, materials and equipment or other costs that cannot be predetermined will be negotiated and approved by Ohio Environmental Protection Agency. All costs for furnishing the services must be included in the Costs Proposals as requested. No mention of or reference to costs may be made in the Technical response to this RFP.

- 3.2 THE OFFEROR'S FEE STRUCTURE The Contractor will be paid as proposed on the Cost Summary after the Agency approves the receipt of product(s)/services and continued completion of all deliverables. All costs must be in U.S. Dollars.

- 3.3 REIMBURSABLE EXPENSES None; there will be no additional reimbursement for travel or other related expenses. The State will not be responsible for any costs not identified.

3.4 BILL TO ADDRESS

Contract Administrator
Division of Environmental Response and Revitalization
Ohio Environmental Protection Agency
P. O. Box 1049
Columbus, OH 43216-1049

- 3.5 PERFORMANCE BOND: The Contractor must be able to provide a performance bond. The amount of the performance bond must be for the amount of \$ 250,000.00, and must remain in place through the term of the Contract and may be renewed or continued annually with the approval of the State. Each Offeror must enclose a letter of commitment from a bonding company for the performance bond with its Proposal. A standard bond form, from any company authorized to do business within the State of Ohio, is acceptable. The bond will be made payable to the Treasurer, State of Ohio, referencing the applicable CSP900416. If required, the actual performance bond must be submitted to the Office of Procurement Services, State of Ohio within five (5) business days of receipt of a purchase order from the agency.

COST SUMMARY FORM

RFP TITLE: Bison Site Ground Water Remediation System Operation and Maintenance

RFP#: CSP904015

UNSPSC CATEGORY CODE: 83101500

OFFEROR: _____

Description	Labor Hours	Labor Cost	Total Yearly Cost
1. TASK ONE - Air Sparging (AS) system configuration			
Labor Category			
Project/Contract Manager			
Senior Project Engineer			
Project Environmental Scientist			
Field Technician			
Licensed Electrical Technician			
Licensed Plumber Technician			
TASK ONE TOTAL YEARLY COST			\$
2. TASK TWO - Soil Vapor Extraction (SVE) system			
Labor Category			
Project/Contract Manager			
Senior Project Engineer			
Project Environmental Scientist			
Field Technician			
Licensed Electrical Technician			
Licensed Plumber Technician			
TASK TWO TOTAL YEARLY COST			\$

Description	Labor Hours	Labor Cost	Total Yearly Cost
3. TASK THREE - Ground Water Hydraulic Barrier System (GWHB) system			
Labor Category			
Project/Contract Manager			
Senior Project Engineer			
Project Environmental Scientist			
Field Technician			
Licensed Electrical Technician			
Licensed Plumber Technician			
TASK THREE TOTAL YEARLY COST			\$
4. TASK 4 – Reporting – AS, SVE and HB Systems Performance, Monitoring and Repair Work			
Labor Category			
Project/Contract Manager			
Senior Project Engineer			
Project Environmental Scientist			
Field Technician			
Licensed Electrical Technician			
Licensed Plumber Technician			
TASK FOUR TOTAL YEARLY COST			\$
PROJECT TOTAL YEARLY COST			\$
	Cost	1	
Performance Bond - Annual Cost (\$ 250,000.00)			\$

All costs must be in U.S. Dollars.
The State will not be responsible for any costs not identified.
There will be no additional reimbursement for travel or other related expenses.

4.0 AWARD OF THE CONTRACT

- 4.1 CONTRACT AWARD DAS intends to award the Contract based on the schedule in the RFP, if DAS decides the Work is in the best interests of the State and has not changed the award date.

DAS expects the Contractor to commence the Work upon receipt of a state issued purchase order. If DAS awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, DAS reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror's Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

- 4.2 CONTRACT If this RFP results in a Contract award, the Contract will consist of this RFP including the Terms and Conditions, all forms, written addenda to this RFP, the Contractor's accepted Proposal and written authorized addenda to the Contractor's Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and amendments issued under the Contract. The general terms and conditions for the Contract are contained in the following link:

<https://procure.ohio.gov/Zip/RFP%20Instructions/5.3%20Terms%20and%20Conditions.pdf>

If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

- 3.0 The one-page Contract Signature Page, Form 5.2.2
- 4.0 The RFP, as amended, including the Terms and Conditions;
- 5.0 The documents and materials incorporated by reference in the RFP;
- 6.0 The Executive Order. EO2011-12K incorporated by reference in the RFP;
- 5.0 The Contractor's Proposal, as amended, clarified, and accepted by the State; and
- 6.0 The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent amendment will take precedence over anything else that is part of the Contract.

- 4.3 ECONOMIC PRICE ADJUSTMENT The contract prices(s) will remain firm for the first twelve (12) months duration of the contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the contract pricing will be returned to the pricing in effect prior to the temporary decrease. for quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

4.4 SPECIAL PROVISIONS

MINORITY BUSINESS ENTERPRISE (MBE) SET ASIDE: The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This solicitation is being issued as a minority set aside contract in accordance Section 125.081 of the Ohio Revised Code. All offerors must be an Ohio certified MBE as of the solicitation date of March 06, 2015. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at: <http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>.

5.0 LINKS

To be applicable to all Proposals and subsequent award(s), including sections named below:

5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Evaluation of Proposals
- 5.1.3 Proposal Format & Documentation Required
- 5.1.4 Addenda to the RFP
- 5.1.5 Proposal Submittal
- 5.1.6 Confidential, Proprietary or Trade Secret Information
- 5.1.7 Waiver of Defects
- 5.1.8 Multiple or Alternate Proposals
- 5.1.9 Addenda to Proposals
- 5.1.10 Proposal Format
- 5.1.11 Evaluation of Proposals
- 5.1.12 Documentation Required

5.2 Forms

- 5.2.1 Offeror Required Information
- 5.2.2 Contract Signature Page
- 5.2.3 Offeror Profile
- 5.2.4 Offeror Prior Projects
- 5.2.5 Offeror's Candidate References
- 5.2.6 Offeror's Candidate Education, Training, Experience
- 5.2.7 Offeror Performance Form
- 5.2.8 Contractor/Subcontractor Affirmation and Disclosure

5.3 Terms and Conditions

- 5.3.1 Performance and Payment
- 5.3.2 Work and Contract Administration
- 5.3.3 Ownership & Handling of Intellectual Property & Confidential Information
- 5.3.4 Representations, Warranties and Liabilities
- 5.3.5 Acceptance and Maintenance
- 5.3.6 Construction
- 5.3.7 Law & Courts

5.4 Additional Resources

EOD Reporting	http://eodreporting.oit.ohio.gov/searchEODReporting.aspx
Office of Budget and Management	http://obm.ohio.gov/LandingPages/Vendor/default.aspx
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Shared Services	http://www.ohiosharedservices.ohio.gov/Home.aspx
Ohio Business Gateway	http://business.ohio.gov/
Ohio Secretary of State	http://www.sos.state.oh.us/SOS/Businesses.aspx
OSS Vendor Information Link	vendor@ohio.gov

5.5 Agency Forms - Samples

[5.5.1 Review and Approvals of Extenuating Funds Request](#)

[5.5.2 Request for Extenuating Funds](#)

[5.5.3 Invoice Package](#)

All links are subject to change in accordance with State of Ohio laws, Ohio Revised Code, Ohio Administrative Code, Executive Orders or any other updates issued by the State of Ohio, Department of Administrative Services, and the Office of Procurement Services. It is the Offeror's responsibility to read and be aware of any changes, corrections, updates or deletions to any information included in the link(s) above.

6.0 Guide for Proposal Submission.

This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.

- 6.1 _____ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.
- 6.2 _____ Take advantage of the “question and answer” period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.
- 6.3 _____ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.3, Proposal Format & Documentation Required.
- 6.4 _____ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.
- 6.5 _____ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror’s capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6 _____ Check the State’s Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.
- 6.7 _____ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Affirmative Action and proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 _____ If not a current vendor of the State of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at vendor@ohio.gov. See section 5.4, Additional Resources.
- 6.9 _____ Review and read the RFP Document again to make sure that you have addressed all requirements. Read and understand Supplements, if applicable. Offeror’s original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and used to score the response.
- 6.10 _____ Offeror’s response must be submitted on time. Late Proposals are never accepted. Make sure the response is labeled on the exterior of the envelope/package with the RFP# and due date, and whether the packet is for the Technical Proposal or the Cost Proposal. Do not place the Cost Proposal in the Technical Proposal.