

REQUEST FOR PROPOSALS
ADDENDUM # 1

ISSUED: 10/20/10

RFP NUMBER: CSP900211
INDEX NUMBER: MAC061
UNSPSC CODE: 76130000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Environmental Protection Agency, is requesting proposals for:

INVESTIGATION AND MITIGATION OF HAZARDOUS WASTE SITES

Reason for Addendum: This Addendum is issued to notify of the following changes as a result of the Pre-Proposal Conference; to extend the inquiry period end date by one week to October 27, 2010 at 8:00 a.m., to extend the bid opening date from October 29, 2010 to November 5, 2010 on pages 1 and 3. Page 12 corrects a typographical error from Senior Hydrologist or Geologist to read Senior Hydrogeologist or Geologist; pages 38 and 102 clarify the OSHA training requirements; page 103 advises the OSHA training requirements for the Health and Safety Officer remain the same. Pages 1, 3, 12, 38, 102 and 103 are attached, please replace with these pages in the RFP.

PROPOSAL DUE DATE: November 5, 2010 at 1:00 p.m.

OPENING LOCATION: Department of Administrative Services
Office of Procurement Services
4200 Surface Rd.
Columbus, OH 43228-1395

REQUEST FOR PROPOSALS

RFP NUMBER: CSP900211
INDEX NUMBER: MAC061
UNSPSC CATEGORY: 76130000

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

INVESTIGATION AND MITIGATION OF HAZARDOUS WASTE SITES

RFP ISSUED: October 1, 2010
INQUIRY PERIOD BEGINS: October 1, 2010
PRE-PROPOSAL CONFERENCE: October 13, 2010, 9:00 a.m. – 11:00 a.m.
INQUIRY PERIOD ENDS: October 27, 2010 at 8:00 A.M.
PROPOSAL DUE DATE: November 5, 2010 by 1:00 P.M.

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Proposals received after the due date and time will not be evaluated.

OPENING LOCATION: Department of Administrative Services
Office of Procurement Services
4200 Surface Road
Columbus, OH 43228-1395

This RFP consists of five (5) parts and ten (10) attachments, four (4) supplements, totaling 116 consecutively numbered pages. Please verify that you have a complete copy.

* To indicate a change to the Inquiry Period End Date and the Proposal Due Date

CALENDAR OF EVENTS. The schedule for the Project is given below, and is subject to change. DAS may change this schedule at any time. If DAS changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Web site area for this RFP. The Web site announcement will be followed by an addendum to this RFP, also available through the State Procurement Web site. After the Proposal due date and before the award of the Contract, DAS will make scheduled changes through the RFP addendum process. DAS will make changes in the Project schedule after the Contract award through the change order provisions located in the general terms and conditions of the Contract. It is each prospective Offeror's responsibility to check the Web site question and answer area for this RFP for current information regarding this RFP and its calendar of events through award of the Contract. No contact shall be made with agency/program staff until contract award is announced.

PRE-PROPOSAL CONFERENCE. A pre-proposal conference will be held on October 13, 2010 at 9:00 AM to 11:00 AM in the Buckeye Room, of the Department of Administrative Services, 4200 Surface Road, Columbus, OH 43228. 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 not 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 or via the Internet inquiry process.

To facilitate access to this site, please provide the names, organization and telephone numbers of representatives that will attend the pre-proposal conference and send this information to: Janice L. Fitzpatrick, Ohio Department of Administrative Services, no later than 4:00 PM, October 8, 2010 by email to: Janice.fitzpatrick@das.state.oh.us or fax 1-614-728-1877.

DATES:

Firm Dates

RFP Issued:	October 1, 2010
Inquiry Period Begins:	October 1, 2010
Pre-Proposal Conference:	October 13, 2010, 9:00 a.m.-11:00 a.m.
* Inquiry Period Ends:	October 27, 2010 at 8:00 a.m.
* Proposal Due Date:	November 5, 2010, by 1:00 p.m.

Estimated Dates

Contract Award Notification:	December 1, 2010
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NOTE: These dates are subject to change.

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.

- * To indicate an extension of the inquiry period end date and a new proposal due date.

1. Reference Checks. DAS may conduct reference checks to verify and validate the Offeror's or proposed candidate's past performance. Reference checks indicating poor or failed performance by the Offeror or proposed candidate may be cause for rejection of the proposal. In addition, failure to provide requested reference contact information may result in DAS not including the referenced experience in the evaluation process.

The reference evaluation will measure the criteria contained in this part of the RFP as it relates to the Offeror's previous contract performance including, but not limited, to its performance with other local, state, and federal entities. DAS reserves the right to check references other than those provided in the Offeror's Proposal. DAS may obtain information relevant to criteria in this part of the RFP, which is deemed critical to not only the successful operation and management of the Project, but also the working relationship between the State and the Offeror.

FINANCIAL ABILITY. Part of the Proposal evaluation criteria is the qualifications of the Offeror which include, as a component, the Offeror's financial ability to perform the Contract. This RFP may expressly require the submission of financial statements from all Offerors in the Proposal contents attachment. If the Proposal contents attachment does not make this an expressed requirement, DAS may still insist that an Offeror submit audited financial statements for up to the past three (3) years if DAS is concerned that an Offeror may not have the financial ability to carry out the Contract.

In evaluating an Offeror's financial ability, the weight DAS assigns, if any, to that financial ability will depend on whether the Offeror's financial position is adequate or inadequate. That is, if the Offeror's financial ability is adequate, the value assigned to the Offeror's relative financial ability in relation to other Offerors may or may not be significant, depending on the nature of the Work. If DAS believes the Offeror's financial ability is not adequate, DAS may reject the Proposal despite its other merits.

DAS will decide which phases are necessary. DAS has the right to eliminate or add phases at any time in the evaluation process.

To maintain fairness in the evaluation process, all information sought by DAS will be obtained in a manner such that no Offeror is provided an unfair competitive advantage.

MANDATORY REQUIREMENTS. The following Table 1 contains items that are considered minimum requirements for this RFP.

Determining the Offeror's ability to meet the minimum requirements is the first step of the DAS evaluation process. The Offeror must demonstrate, to DAS, it meets all minimum requirements listed in the Mandatory Requirements section (Table 1). The Offeror's response to the minimum requirements must be clearly labeled "Mandatory Requirements" and collectively contained in Tab 1 of the Offeror's Proposal in the "Cover Letter and Mandatory Requirements" section. (Refer to Attachment Two of the RFP document for additional instructions.)

DAS will evaluate Tab 1, alone, to determine whether the Proposal meets all Mandatory Requirements. If the information contained in Tab 1 does not clearly meet every Mandatory Requirement, the Proposal may be disqualified by DAS and DAS will not evaluate any other portion of the Proposal.

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements – Each named and designated person for the positions listed below must at a minimum meet the requirements in Supplement One (1).	Accept	Reject
1. Contract Project Manager		
2. On-Site Project Manager		
3. Senior Engineer		
* 4. Senior Hydrogeologist or Geologist		
5. Project Environmental Scientist		
6. Health & Safety Officer		

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

* To indicate a correction from Senior Hydrologist or Geologist to read Senior Hydrogeologist or Geologist.

3. Dates of Experience. Must be completed to show the length of time the candidate performed the technical experience being described, not the length of time the candidate worked for the company. The Offeror must complete these dates with a beginning month and year and an ending month and year.
4. Description of the Related Service Provided. The State does not assume that since the technical requirement is provided at the top of the page that all descriptions on that page relate to that requirement. Contractors must reiterate the technical experience being described, including the capacity in which the experience was performed and the role of the candidate in the reference project as it relates to this RFP Project. It is the Contractors' responsibility to customize the description to clearly substantiate the candidate's qualification.

- b. Education and Training. This section must be completed to list the education and training of the proposed candidates and will demonstrate, in detail, the proposed candidate's ability to properly execute the Contract based on the relevance of the education and training to the requirements of the RFP. Must include copies of any pertinent licenses and/or certificates. (Refer to Attachment Seven B.)
- c. Required Experience and Qualifications. This section must be completed to show how the candidate meets the required experience requirements. If any candidate does not meet the required requirements for the position the candidate has been proposed to fill, the Offeror's Proposal may be rejected as non-responsive. (Refer to Attachment Seven C.)
- * d. In addition to completed Personnel Profile Summary Forms, the Offeror must provide an OSHA certificate demonstrating that proposed personnel have completed 40-hour OSHA Training and 8-hour OSHA refresher training, (if applicable), or include an explanation as to how this person is qualified absent this training.

The candidate's project experience must be listed separately and completely every time it is referenced, regardless of whether it is on the same or different pages of the form.

One of the criteria on which the State may base the award of the Contract is the quality of the Offeror's Work Team. Switching personnel after the award will not be accepted without due consideration. The Offeror must propose a Work Team that collectively meets all the requirements in this RFP. Additionally, each team member may have mandatory requirements listed in this RFP that the team member must individually meet. All candidates proposed must meet the technical experience for the candidate's position and be named.

8. Work Plan. Offeror must fully describe its current capacity, approach, methods, and specific work steps for doing the Work on this Project. The State encourages responses that demonstrate a thorough understanding of the nature of the Project and what the Contractor must do to complete the Project satisfactorily. To this end, the Offeror must submit for this section of the Proposal the Project plan that will be used to create a consistent, coherent management plan of action that will be used to guide the Project. The Project plan should include detail sufficient to give the State an understanding of the Offeror's knowledge, approach, and successful completion of the deliverables to complete the Project.

The Work Plan must demonstrate an understanding of the requirements of the project as described in Attachment One Part One Work Requirements. 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 detail as to how it proposes to accomplish this project and what resources are necessary to meet the deliverables.

The State seeks insightful responses that describe proven state-of-the-art methods. Recommended solutions should demonstrate that the Offeror would be prepared to immediately undertake and successfully complete the required tasks. The Offeror's Work Plan should clearly and specifically identify key personnel assignments. (NOTE: The staffing plan should be consistent with the Work plans).

Additionally, the Offeror should address potential problem areas, recommended solutions to the problem areas, and any assumptions used in developing those solutions.

9. Contract Management Plan. Offerors must include a plan outlining the proposed approach to managing the Work. The plan must address the following:
 - a. How mobilizations will be handled in an expeditious manner and how work plans and subcontracting arrangements will be prepared in relation to the urgency of the proposed work.
 - b. How the determination will be made as to the number of people assigned to projects under this Contract and what provisions will be made for multiple projects going on at the same time.
 - c. What the availability will be of people assigned from the offeror's Ohio office and what people and other resources are available within the offeror's organization other than those in the Ohio office.

* To indicate a change in the verbiage regarding the OSHA Training requirements.

SUPPLEMENT ONE (CONT'D)
LABOR CLASSIFICATIONS & PERSONNEL QUALIFICATIONS

9. Project Environmental Scientists:
Must have an MS in Environmental Science, Engineering, Hydrogeology, Geology or another science-related field with at least **1 year** of experience performing Phase I (ASTM/VAP) and Phase II environmental assessment tasks at hazardous waste (CERCLA and VAP or RCRA and VAP) sites and petroleum sites (BUSTR) **or** a BS or BA in Environmental Science, Engineering, Hydrogeology, Geology or another science-related field with at least **2 years** of experience performing Phase I (ASTM/VAP) and Phase II environmental assessment tasks at hazardous waste (CERCLA and VAP or RCRA and VAP) sites and petroleum (BUSTR) sites; **in addition**, this person must specifically have **(1)** the knowledge and ability to sample soil, sediment, groundwater, surface water, indoor air, outdoor air, soil vapor, liquid waste (e.g., leachate, free product), and solid waste samples for laboratory analysis in accordance with U.S. EPA's and Ohio EPA's field investigation and sampling guidance, and **(2)** the knowledge and ability to perform other basic field tasks required for environmental assessments, including but not necessarily limited to Phase I site walkovers, measuring and recording static groundwater levels for the evaluation of groundwater flow, monitoring well development, operating air monitoring and water quality field monitoring equipment and properly documenting calibration and field monitoring data, and properly completing chain-of-custody forms. Responsible for completing specific SSWP project tasks as assigned and directed by senior professionals or managers, and if applicable, overseeing and/or coordinating work performed by technicians, surveyors, drillers, heavy equipment operators, other non-management personnel, or subcontractors.
- * 10. Health and Safety Officer:
Must have an MS in Occupational Health, Occupational Safety, or Industrial Hygiene with at least **6 months** of experience writing site-specific Health and Safety Plans (HASPs) and serving as a Health and Safety Officer (HSO) for investigatory or remedial activities at hazardous waste (CERCLA and VAP or RCRA and VAP) sites, **or** an MS in Environmental Science, Engineering, Hydrogeology, Geology or a science-related field with at least **2 years** of experience writing HASPs and serving as an HSO for investigatory or remedial activities at hazardous waste (CERCLA and VAP or RCRA and VAP) sites, **or** a BS or BA in Occupational Health, Occupational Safety, or Industrial Hygiene with at least **1 year** of experience writing HASPs and serving as an HSO for investigatory or remedial activities at hazardous waste (CERCLA and VAP or RCRA and VAP) sites, **or** a BS or BA in Environmental Science, Engineering, Hydrogeology, Geology or a science-related field with at least **3 years** of experience writing HASPs and serving as an HSO for investigatory or remedial activities at hazardous waste (CERCLA and VAP or RCRA and VAP) sites; **in addition**, this person must have completed OSHA 40-Hour HAZWOPER Training, OSHA Site Supervisor Initial Training, and OSHA 8-Hour Refresher Trainings in accordance with 29 CFR 1920.120(e), and First Aid/CPR Training. Responsible for assuring that the Contractor and any subcontractors comply with the site-specific Health and Safety Plan (HASP) during site work. This person must have the authority to stop any work activities in order to comply with the HASP or to respond to emergency situations, and serves as the primary Contractor contact for the Ohio EPA Site Coordinator(s) and the Contract Administrator with respect to on-site health and safety concerns and/or emergency situations.
11. Certified Asbestos Inspector:
Must have BS or BA in Environmental Science, Engineering, Hydrogeology, Geology or another science-related field, be certified by the Ohio Department of Health as an Asbestos Hazard Evaluation Specialist, and have at least **1 year** of experience performing asbestos inspections. Responsible for completing Certified Asbestos Inspections in accordance with all applicable local, state, and federal laws and regulations
12. Cartographer/GIS Technician
Must have formal Computer-Aided Design (CAD) and Geographic Information System (GIS) training and at least one year of experience using CAD and GIS to prepare maps, figures, cross sections, and other supporting documentation for Phase I and Phase II environmental assessment reports and remedial action/corrective measure plans.
13. Other Management Personnel:
Must have an MS in Engineering, Hydrogeology, Geology, Environmental Science or a science-related field with at least **1 year** of experience managing Phase I (ASTM/VAP) and Phase II environmental assessments or remedial/corrective measure activities at hazardous waste (CERCLA and VAP or RCRA and VAP) sites, **or** a BS or BA in Engineering, Hydrogeology, Geology, Environmental Science or a related field with at least **2 years** of experience managing Phase I (ASTM/VAP) and Phase II environmental assessments or remedial/corrective measure activities at hazardous waste (CERCLA and VAP or RCRA and VAP) sites.

* To indicate no change has been made to the OSHA requirements for the Health and Safety Officer

SUPPLEMENT ONE (CONT'D)
LABOR CLASSIFICATIONS & PERSONNEL QUALIFICATIONS

14. Other Non-Management Professional Personnel
Must have an MS in Engineering, Hydrogeology, Geology, Environmental Science or a science-related field with at least **6 months** of experience performing Phase I (ASTM/VAP) and Phase II environmental assessments or remedial/corrective measure activities at hazardous waste (CERCLA and VAP or RCRA and VAP) sites, **or** a BS or BA in Engineering, Hydrogeology, Geology, Environmental Science or a related field with at least **1 year** of experience performing Phase I (ASTM/VAP) and Phase II environmental assessments or remedial/corrective measure activities at hazardous waste (CERCLA and VAP or RCRA and VAP) sites.
15. Field Technician:
Must have at least six months of experience with the investigation and/or remediation of hazardous waste (CERCLA, VAP, or RCRA) sites or petroleum (BUSTR) sites and the knowledge and ability to performing basic tasks required to support environmental assessments and remedial activities.
16. Drilling Rig Operator & Driller's Helper
The drilling rig operator must have at least **2 years** of experience with the operation, maintenance, and safety of the specific drilling equipment being used for the project and possess a valid Certified Drivers License (CDL) if required to transport the drilling equipment being used for the project; the driller's helper must have at least **1 year** of drilling experience; in addition, both driller and helper must participate in an employer mandated drug-screening program.
17. Heavy Equipment Operator
Must have at least **2 years** of experience with the operation, maintenance, and safety of the specific equipment being used for the project and possess a valid Certified Drivers License (CDL) if required to transport the equipment being used for the project; in addition, must participate in an employer mandated drug-screening program.
18. Truck Driver
Must possess a valid Certified Drivers License (CDL) and participate in an employer mandated drug-screening program.
19. Other Non-Management Non-Professional Personnel
Must have at least **six months** of experience with field or office work activities related to investigatory or remedial activities at hazardous waste (CERCLA, VAP, or RCRA) sites or petroleum (BUSTR) sites.
- * 20. All On-Site Personnel
Should have completed OSHA 40-Hour HAZWOPER Training or OSHA 24-Hour HAZWOPER Training as appropriate for the assigned work tasks and OSHA 8-Hour Refresher Trainings in accordance with 29 CFR 1920.120(e), or include an explanation as to how this person is qualified absent this training.

(Note: additional years of experience with a BS degree are appropriate substitutes for an MS degree.)

* To indicate a change in the verbiage regarding the OSHA Training.