INSTRUCTIONS FOR PREPARATION AND SUBMITTAL

OF

TECHNICAL PROPOSALS

GROUNDWATER QUALITY ASSESSMENT AND SITE REMEDIATION

JUNE 2020

GROUNDWATER PROTECTION UNIT / LAND DIVISION

ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

P.O. BOX 301463

MONTGOMERY, ALABAMA 36130-1463

INSTRUCTIONS FOR PREPARATION AND SUBMITTAL
OF TECHNICAL PROPOSALS
FOR GROUNDWATER QUALITY ASSESSMENT AND SITE REMEDIATION
CONTRACT EVALUATION
FY 2020

The Alabama Department of Environmental Management (ADEM) is initiating procurement procedures to obtain hydrogeological and engineering services for the performance of work activities involving soil and groundwater quality assessments, developing risk-based corrective action limits, and developing and implementing soil and groundwater corrective action plans at sites where a petroleum release has occurred. The selection process will be based on the submittal of technical proposals which will contain information regarding the firm's personnel, experience and knowledge of investigation and corrective action activities.

The following instructions for preparation of the technical proposal have been designed to minimize preparation cost and response time. These instructions will also help to ensure that all proposals are reviewed and evaluated in a consistent manner. Information submitted in a form inconsistent with these instructions could result in a loss of credit. Proposal information relating to personnel and past experience that is not in the required format will not be given full credit.

One original signed transmittal letter must accompany three (3) copies of the technical proposal submittal. This letter shall bear the name, title, address, and telephone number of the official contact and an alternate contact. The individual(s) named shall be available to be contacted by telephone and attend meetings as required for interviews, negotiations, and contract signing.

This is a competitive process which will result in the awarding of contracts to the most qualified firms based on the submitted technical proposal and interviews.

I. The technical proposal should contain sections addressing the following five areas in sequential order indicated below:

A. GENERAL INFORMATION REGARDING FIRM

Provide the following information in a clear and concise format:

1) Firm name, street address, mailing address, phone number, and fax number.

2) Name of proposed key contact and alternate contact. Include name, title, address, phone number and email address.

3) Date of firm's incorporation and/or organization.

4) Is firm registered with the Alabama Secretary of State's Office and the Alabama Department of Revenue Franchise Tax Division? (Each contractor should contact these two agencies to determine if their firm will be required to be registered with the agencies.)

5) Does the firm hold a current Alabama General Contractor's License? This is a requirement for consideration for this contract. Indicate the status of the license.

6) Does firm have a Certificate of Authorization from the Alabama State Board of Licensure for Professional Engineers and Land Surveyors?

7) Provide the name of the individual responsible for preparation of Section C of the proposal.

8) Provide proof of insurance in the amounts listed under ADEM Admin. Code R. 335-6-16-.16(1)(b).

9) Each firm submitting a proposal must obtain all other applicable licenses, permits, etc., to provide the services described in these instructions in conformance with state and local laws and regulations. A statement verifying that the applicable licenses, permits, etc., have been obtained by the applicant must be provided in the proposal.

10) Contractors must affirm, for the duration of the potential contractual agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. A statement verifying that the firm will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama must be included in the proposal.

B. BACKGROUND AND EXPERIENCE OF PERSONNEL WHO WILL PERFORM THE WORK

Using the attached Form A format, provide a resume of all key professional personnel to be used for solicited projects, including resumes of all key subcontractor professional personnel to be used. Clearly specify which personnel are in-house and which are subcontracted. Include their qualifications, specialized experience gained during their entire career, and their proposed responsibilities for these projects. The "Project Responsibilities" column under Item i must be completed by designating an "S" for supervision, "M" for project management, "D" for design, "R" for report and plan preparation, "F" for field work, or "O" for other. One or more of these categories may be designated by using all appropriate letters. **Please be aware that if the Form A format is not used, full credit will not be given for this criterion.**

A professional engineer registered in the State of Alabama must be included in this section who has the necessary experience to prepare a corrective action plan and under whose registration plans and specifications for corrective action proposals would be submitted. The registration number of the Professional Engineer(s) must be included in this submittal. Any company which directly employs a professional engineer to perform these services must obtain a certificate of authorization from the Board of Registration for Engineers and Land Surveyors. The registration number and a copy of the Certificate of Authorization must be included in the submittal.

A professional geologist licensed in the State of Alabama must be included in this section that has the necessary experience to perform geological evaluations at investigation sites. The license number of the Professional Geologist(s) must be included in this submittal.

Each approved firm must also have a current Alabama General Contractor's License to be considered for a contract. Please visit www.genconbd.alabama.gov for more information regarding this requirement.

This discussion must adequately demonstrate that sufficient technical staff is available to meet investigation and corrective action requirements in a timely and technically adequate manner. **Proposals must include at least one full time professional in the area of geological support and one full time professional in the area of engineering support (unless one individual demonstrates an adequate educational background and experience base to satisfy both areas of concern) or full credit cannot be given.**

Technical Proposals not including an Alabama Registered Professional Engineer as well as proposals not including an Alabama Licensed Professional Geologist will be considered incomplete and will not be evaluated.

Please note, item f on Form A must contain the type of degree(s) each person has earned (BS, BA, MS, etc.), the subject area (Biology, Geology, Engineering, etc.), the year the degree(s) was granted, and the college/university from which the degree(s) was obtained.

Please attach to Form A a listing of risk assessment, risk management, and risk-based corrective action training your staff has received. The information should include who has received the training, the name of the training course, where the training course was held, who taught the course and when the course was held. Due to the implementation of the risk-based corrective action (RBCA) approach, this background information is of vital importance in determining if your firm has the appropriate training in this area of expertise.

Also, provide a listing of risk assessment evaluations that your firm has performed on sites located in Alabama or in other states. Please indicate the ADEM UST incident number or facility I.D. number for sites regulated by the Department in addition to the name and location of the site.

C. KNOWLEDGE OF TECHNICAL CONSIDERATIONS NECESSARY TO PERFORM PETROLEUM CONTAMINATION ASSESSMENTS AND REMEDIATION

Describe the technical approach that would be used to assess and remediate a petroleum contaminated site where both soil and groundwater have been impacted. At a minimum, a discussion of the following must be presented, or the discussion will be considered incomplete and will not be given full credit. **The author or authors of this discussion must be indicated and the resume of the author(s) must be included in Section B above**. Please present the following discussion in the sequential order indicated below:

1. Describe methods and procedures that would be used for initial abatement. This should include but not be limited to a thorough description of emergency response actions, vapor abatement, and free product removal.

2. Describe the methods and procedures that would be used to conduct an initial site investigation. Discuss how field screening methods might be applied during assessment activities to provide for faster and less costly site assessment.

3. Discuss how a comprehensive investigation will be conducted to determine full horizontal and vertical extent of contamination. Include a discussion on the determination of rate and direction of contaminant migration and appropriate testing procedures for determining aquifer characteristics.

4. Provide a discussion of different monitoring well types and the proper use of each type in the assessment of groundwater contamination.

5. Provide a description of the various hydrogeologic regimes in the State of Alabama and how these regimes affect the way soil and groundwater assessments of petroleum contaminated sites should be conducted.

6. Discuss corrective action technologies for soil and groundwater including the applicability, advantages, and disadvantages of different methods. Discuss innovative technologies and how these technologies may or may not be technically appropriate to provide cleaner, faster and more effective cleanups based on site conditions.

7. Include a discussion on risk-based corrective action and the criteria and procedures that would be considered in evaluating risk and developing risk-based target levels for remediation at petroleum sites.

8. Discuss how the safety of personnel would be addressed while working at a petroleum contaminated site as well as any safety training required, safety equipment required under different site conditions and necessary public safety contacts that will be notified in case of an emergency.

D. PROJECT ORGANIZATION AND MANAGEMENT

A discussion of the firm's organizational capabilities as well as an organizational chart must be included **which clearly represents the firm's capability to provide all the services indicated in Attachment I**. All subcontractors must be identified, and their intended scope of work clearly detailed. List which firms are MBE or WBE firms, if applicable. The organizational chart must clearly indicate which individuals and their associated firms will be responsible for the following response actions:

- Emergency Response: (Firm name and address)
- Analytical Laboratory(s): (Name and address of laboratories <u>performing</u> the analyses)
- Groundwater Investigative Services: (Firm and individual names, and addresses)
    - Geologists:
    - Engineers:
    - Other:
- Groundwater and Soils Corrective Action Services: (Firm and individual names, and addresses)
    - Geologists:
    - Engineers:
    - Other:
- Drilling Firms: (Name and address of drilling firms performing the drilling operations)

- Management methods must be discussed relating to:

    - Use of Subcontractors
    - Cost Control
    - Schedule Control
    - Project Tracking
    - Data Management

Submittal of cost data is not required at this time.

Selected firms will be required to submit a Quality Assurance Project Plan for site work that outlines the firm's procedures that ensure quality data is collected and submitted to the Department (See Section F. and Attachment IV).

E. PAST PERFORMANCE OF INVESTIGATIVE AND CORRECTIVE ACTION SERVICES AT PETROLEUM CONTAMINATED SITES OR SITES WITH SIMILAR ORGANIC SOIL AND GROUNDWATER CONTAMINATION

Using the attached Form B format, list sites where abatement, investigative and/or corrective action services beyond soil excavation have been provided during the last three (3) years. Please list as many sites as possible on each sheet. Experience gained while previously employed by another firm may be indicated, as long as it was gained within the three year time period indicated above.

The Department will be looking for significant demonstration of experience in the areas of hydrogeological investigations and corrective actions. The "Project Personnel" column should only list the names of the project personnel who have a resume included in Section B above. If the project listed was performed while previously employed by another firm, then only the name of the one employee gaining that experience should be listed under "Project Personnel". The "Project Responsibilities" column on the form must be completed for all personnel indicated for each project. Indicate responsibilities by designating an "S" for supervision, "M" for project management, "D" for design, "R" for report and plan preparation, "F" for field work, and "O" for other.

The percent of work that is accomplished by in-house personnel must be indicated. In other words, indicate the percent of all work that is not subcontracted to other firms. If the work listed was performed while employed by another firm, indicate zero percent in this column. Finally, mark an "X" on the form under each specific experience category that is applicable to experience gained at each site.

F. QUALITY ASSURANCE PROJECT PLAN

Each firm should submit a quality assurance project plan (QAPP) that is specific to performing investigative and corrective actions at release sites. Guidelines for the preparation of the project plans are located at http://www.epa.gov/QUALITY/qapps.html. The "EPA Requirements for Quality Assurance Project Plans, EPA QA/R-5" should be utilized in preparation of the firms' QAPP. The QAPP should be submitted as a separate document with the technical proposal. Those firms who are selected for a contract will be required to have a QAPP which meets the Department's requirements before the beginning of data collection. Please utilize the attached checklist (Attachment IV) while developing the QAPP and submit the checklist with the QAPP to the Department. The Department will provide comments regarding the submitted QAPPs to the firms who are selected for contractual agreements.

II. Firms Will be Considered for Interviews and Potential Contracts Upon Satisfaction of the Following:

A. The firm receives a satisfactory rating from the Department's evaluation of the technical proposal using the following criteria.

1. Background and Experience of Personnel Who Will Perform the Work
2. Knowledge of Technical Considerations Necessary to Perform Contamination Assessments
3. Project Organization and Management
4. Past Performance of Investigative and Corrective Action Services at Sites with Organic Soil and Groundwater Contamination
5. Acceptable draft QAPP and checklist

B. Interviews will be conducted at the ADEM Montgomery offices with representatives of the firms whose proposals received the highest evaluations. The number of contracts awarded is at the discretion of the Department. No minimum amount of work is guaranteed to result from the execution of a contract to provide the identified services.

Firms will be expected to adhere to the current Alabama Aboveground and Underground Storage Tank Trust Fund reasonable rates in effect at the time of the contract award.

III. General Information

The deadline for receipt of Technical Proposals is **, 2020 5:00 p.m.**

A. **Three copies** of the technical proposals shall be submitted by certified mail or other delivery method which provides the applicant a receipt to:

Joe Kelly
ADEM Groundwater Branch
Post Office Box 301463
Montgomery, AL 36130-1463

Physical Address:
ADEM
1400 Coliseum Boulevard
Montgomery, Alabama 36110

B. One original signed transmittal letter must accompany all copies of the technical proposal submitted. This letter shall provide the name, title, address and telephone number of the official contact and the alternate contact.

C. Technical proposals will be independently evaluated by members of a review committee consisting of Department supervisory and/or senior staff members and according to the criteria of Section II-A of these instructions. The top ranked firms will be invited for interviews for contract consideration.

D. The Department will acknowledge in writing the receipt of all technical proposals. The evaluation process is expected to be completed by **28, 2020**. The Department will notify all firms submitting proposals of the results of the evaluation.

E. Misrepresentation of any information in a proposal or future technical submittal shall be cause for disqualification of a firm from further contract consideration.

F. The Department limits pass-through charges of subcontracted work to a maximum of 10% of the subcontracted charges. System installation and purchase charges and some other remediation charges are limited to a 5% pass-through. Invoices for subcontracted work will be required to have been paid prior to seeking payment from the Department. Contractors are encouraged to seek monthly payments under the contract.

G. The Department limits mileage reimbursement for one trip to 450 miles one way and 900 miles round trip.

H. Contractors selected through this procurement process will be expected to make reasonable attempts to notify potential Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) of subcontracting opportunities when their proposals for services are sufficient and financially competitive. Efforts to notify and obtain services of these firms must be documented to the Department on a quarterly basis.

I. The Department has established reasonable rates for certain response actions under the Alabama Underground and Aboveground Storage Tank Trust Fund. Approval of costs for items not listed on the rate schedule will be evaluated on a case-by-case basis. The current rate schedule is located on the Department website at www.adem.alabama.gov.

J. Contracts will be for two-year periods. The submitted proposals will be used for two 2-year contract periods. Renewal of a contract is subject to contractual performance.

K. Selected firms will be expected to provide proof of insurance in the amounts listed in ADEM Admin. Code R. 335-6-16-.16(1) (b).

L. To address questions regarding these instructions, please contact:

Joe Kelly, Chief
Groundwater Protection Unit
Land Division
P.O. Box 301463
Montgomery, Alabama 36130-1463
(334) 271-7844
Fax (334)271-7844
jrk@adem.alabama.gov

ATTACHMENT I

Firms that perform the referenced contract work must have the capability of providing the following services for the Department:

1. Taking initial actions necessary to prevent further release of product to the environment; preventing further migration of the release of substances into surrounding soils and groundwater; mitigating any additional fire and safety hazards; and remedying hazards posed by contaminated soils.

2. Performing initial site assessments.

3. Implementing free product removal, where free product is present.

4. Performing additional site assessments which determine the lateral and vertical extent of contamination necessary to fully evaluate routes of exposure and to develop corrective action limits for soil and groundwater.

5. Develop alternate corrective action limits based on the Alabama Risk-Based Corrective Action (ARBCA) approach.

6. Preparing and implementing a Corrective Action Plan, where required by the Department.

7. Providing an alternate or temporary source of drinking water where required by the Department.

8. Analyses of soil and groundwater in accordance with the ADEM and EPA protocols, either directly or through a subcontractor.

9. Preparation of cost proposals and payment requests for response actions in accordance with established ADEM policies and procedures.

ATTACHMENT II

ADEM ALABAMA TANK TRUST FUND MAXIMUM ALLOWABLE RATES

July 2018

http://www.adem.state.al.us/programs/land/landforms/RevisedMaximumAllowableLaborRatesFebruary2018.pdf

http://www.adem.state.al.us/programs/land/landforms/TrustFundPerDiemIncreaseJuly2018.pdf

ATTACHMENT III

FORM A AND B

These forms are also available on the ADEM website.

http://www.adem.state.al.us/programs/land/landforms/FORM-A.pdf

http://www.adem.state.al.us/programs/land/landforms/FORM-B.pdf

ATTACHMENT IV

ADEM LTF Contactor QAPP Review Checklist