



**INSTRUCTIONS FOR PREPARATION AND SUBMITTAL**

**OF**

**TECHNICAL PROPOSALS**

**FOR**

**The Alabama Underground and Aboveground Storage Tank Trust Fund  
Eligible Inactive Site Program**

**JULY 2021**

**UNDERGROUND STORAGE TANK PROGRAM**

**ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**

**P.O. BOX 301463**

**MONTGOMERY, ALABAMA 36130-1463**

**INSTRUCTIONS FOR PREPARATION AND SUBMITTAL  
OF TECHNICAL PROPOSALS  
FOR ALABAMA UNDERGROUND AND ABOVEGROUND STORAGE TANK  
CONTRACT EVALUATION  
FY 2021**

The Alabama Department of Environmental Management (ADEM) is initiating procurement procedures to obtain hydrogeological and engineering services for the performance of emergency response activities, to provide a temporary source of drinking water, to perform soil and groundwater quality assessments, develop risk-based corrective action limits, and to develop and implement soil and groundwater corrective action plans at sites where a petroleum release has occurred from an underground or aboveground storage tank system. This work will be funded through the Alabama Underground and Aboveground Storage Tank Trust Fund and is subject to the State of Alabama procurement regulations. The ADEM is currently seeking firms with which to contract to perform investigative and corrective action activities at various inactive Trust Fund eligible sites where there is no current viable tank owner. 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 are 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 the technical proposal submittal. This letter shall bear the name, title, address, and telephone number of the official contact and an alternate contact for the potential contract. The individual(s) named shall be available to be contacted by telephone and attend meetings as required for 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 review by the Department of submitted technical proposal and interviews.

***I. The technical proposal should contain sections addressing the following four 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 proof of insurance in the amounts listed under ADEM Admin. Code R. 335-6-16-.16(1)(b).
- 8) 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.
- 9) 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 the Trust Fund 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 underground storage tank

release 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](http://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 in the Alabama UST program, 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 UST incident number, facility I.D. number for the site, and the name and location of the site.

### **C. 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 below. All subcontractors must be identified, and their intended scope of work clearly detailed. 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)
- Tank/Line Testing Services: (Firm name and address)
- Analytical Laboratory(s): (Name and address of laboratories performing 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.

#### **D. PAST PERFORMANCE OF INVESTIGATIVE AND CORRECTIVE ACTION SERVICES AT PETROLEUM CONTAMINATED SITES**

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.

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 "UST OR GW Project" column should list either "UST" for those sites where investigations/remediation occurred due to releases from USTs or "AST" for those sites where investigations/remediation occurred due to releases from ASTs.

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.

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

- A. Current Approved Alabama Tank Trust Fund Response Action Contractors will be selected to perform site activities based on a satisfactory review of the technical proposal by the Department staff that may include the following criteria:
1. Background and Experience of Personnel Who Will Perform the Work
  2. Project Organization and Management
  3. Past Performance of Investigative and Corrective Action Services at Petroleum Contaminated Sites
  4. Proximity of firm office to the site locations
  5. Previous work performed at the locations

**III. *General Information***

The deadline for receipt of Technical Proposals is **September 15, 2021 5:00 p.m.**

- A. The cover letter and technical proposal should be submitted by **email** to:

Ms. Dorothy Malaier  
ADEM Groundwater Branch  
dsm@adem.alabama.gov

- B. 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 selected for contract consideration and negotiation.
- C. The Department will acknowledge the receipt of all technical proposals. The evaluation process is projected to be complete by **November 30, 2021**. The Department will notify all firms submitting proposals of the results of their evaluation.
- D. Misrepresentation of any information in a proposal or future technical submittal shall be cause for disqualification of a firm from further contract consideration.
- E. 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 are required to be paid prior to seeking payment from the Department.
- F. The Department limits mileage reimbursement for one trip to 450 miles one-way and 900 miles round trip.

- G. The firms shall utilize Tank Trust Fund cost proposals and payment request forms.
- H. 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](http://www.adem.alabama.gov).
- I. Contracts will be for two-year periods. Renewal of a contract is subject to contractual performance and site requirements.
- J. 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).
- K. Firms will be subject to audits in accordance with State law.
- L. To address questions regarding these instructions, please contact:

Dorothy S. Malaier, Chief  
UST Corrective Action State and Federal Funds Section  
Groundwater Branch  
Land Division  
P.O. Box 301463  
Montgomery, Alabama 36130-1463  
(334)270-5613  
[dsm@adem.alabama.gov](mailto:dsm@adem.alabama.gov)

## **ATTACHMENT I**

### **FORM A AND B**

These forms are also available on the ADEM website.



**FORM A - Brief Resume of Key Professionals such as Geologists, Engineers, and Environmental Scientists who will be active in Alabama Tank Trust Fund Projects**

a. Name and Title:		i. Experience			
b. Name and Location of Firm with which associated:		Project Experience	Approximate Number of UST Projects	Approximate Number of Groundwater Projects	Use codes to identify the project responsibilities: ( S ) Supervision ( M ) Project Management ( D ) Design ( R ) Report Preparation ( F ) Field Work ( O ) Other
c. Part Time ( ) Full Time ( ) employee with above firm					
d. Name and location of other firms with which you are currently employed					
e. Proposed Trust Fund Project Responsibilities ( ) Supervision ( ) Data Evaluation and Report Prep ( ) Project Management ( ) Field Work ( ) Design ( ) Other:		<b>Initial Abatement Phase</b>			
		Emergency Response			
		Tank and Line Testing			
		Free Product Recovery			
		Soil Excavation/Treatment/Disposal			
		<b>Investigation Phase</b>			
		UST Closure Assessment			
		Water Well Inventory			
		Soil Gas Investigation			
		Soil Boring Logging			
		Soil Boring Sampling			
		Soil Analysis			
		Monitoring Well Installation			
		Monitoring Well Sampling			
		GW Sample Analysis			
		Potentiometric Surface Mapping			
		Aquifer Characterization			
		Indoor Vapor Intrusion Evaluation			
		<b>Corrective Action Phase</b>			
		Contaminant Plume Modeling			
		Develop Corrective Action Plan			
		Design GW Treatment System			
		Design Soil Treatment System			
		Install GW Treatment System			
		Install Soil Treatment System			
		O&M GW Treatment System			
		O&M Soil Treatment System			
		Risk Assessment			
		Monitoring Well Abandonment			
f. Education Type of Degree and Subject: Year Degree Awarded: College/University Where Degree(s) Obtained:					
g. Active Registrations. List State and License/Registration Numbers.					
h. Years of Investigative/Corrective Action Experience _____ UST Experience: _____ Groundwater Experience: _____ With this firm: _____ With other firms: _____					

# FORM B - UST & Groundwater Project Experience

Project Experience						Initial Abatement Phase			Investigation Phase														Corrective Action Phase																				
Project Name and Location	UST or GW Project	Project Period	Project Personnel (Enter Initials of Key Personnel)	Project Responsibilities: ( S ) Supervision ( M ) Project Management ( D ) Design ( R ) Data Evaluation and Report Preparation ( F ) Field Work ( O ) Other	Percent of Project Completed In House (Percent Not Sub-Contracted)	Emergency Response	Tank and Line Testing	Free Product Recovery	Soil Excavation/Treatment	UST Closure Assessment	Water Well Inventory	Soil Gas Investigation	Soil Boring Logging	Soil Boring Sampling	Soil Analysis	Monitoring Well Installation	Monitoring Well Sampling	GW Sample Analysis	Potentiometric Surface Mapping	Aquifer Characterization	Indoor Vapor Intrusion Evaluation	Risk Assessments	Contaminant Plume Modeling	Develop Corrective Action Plan	Design GW Treatment System for:	Air Sparging	DPVE	Ozone Sparging	In-Situ Bioremediation	In-Situ Chemical Oxidation	Design Soil Treatment System for:	Excavation	Soil Vapor Extraction	DPVE	In-Situ Bioremediation	Soil Venting	Install Gw Treatment System	Install Soil treatment System	O&M Groundwater Treatment System	O&M Soil Treatment System	Monitoring Well Abandonment		