

**IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**RFP0920 SCIENTIFIC SERVICES FOR REMEDIAL ACTIVITIES**  
**IN THE COEUR D'ALENE BASIN**

**PRESUBMITTAL CONFERENCE**  
**March 13, 2013, 9:00 A.M.**  
**DEQ STATE OFFICE**  
**BOISE, IDAHO**

**PRESUBMITTAL QUESTIONS, DEQ RESPONSE AND RFP ADDENDUM**

This document contains the questions submitted by proposers for the above noted Request for Proposals, responses provided by the Department of Environmental Quality and addendum to the RFP.

**Purpose of this Request for Proposal**

The Idaho Department of Environmental Quality (DEQ), through this Request for Proposal (RFP) is seeking a qualified contractor to provide a variety of scientific, technical, and some minor engineering services to DEQ for any one or a combination of activities at the Bunker Hill Superfund Site and Basin. DEQ expects to award an indefinite-delivery/indefinite-quantity type of contract to one firm.

**Administrative Notes**

Proposals for this RFP are due at the DEQ State Office April 3, 2013, 4:00 pm Mountain Time. Proposals must be submitted to: (hand delivery, mail, or courier) Idaho Department of Environmental Quality, ATTN: Marcia Todd RFP0920, 1410 North Hilton, Boise, Idaho 83706. You will be issued a receipt from the DEQ noting the date and time the proposal was submitted. For proposals submitted by delivery, the receipt will be sent to you.

The selection process is confidential. Upon completion of the selection, the process will be complete and subject to public information. All cost proposals submitted to the state will be treated as confidential and will not be released to competing firms, individuals, agencies or the general public until the contract is signed.

This Presubmittal Conference was the sole opportunity that proposers had to ask questions and clarify points. At no other time during the remainder of the RFP process will DEQ technical personnel or contracts officers be available to respond to questions of a technical nature from proposers. Questions with regard to administrative procedures for proposing will be answered

up to the time bid proposals are due. For questions of an administrative nature, please contact DEQ Contracts Officer Marcia Todd by email: [marcia.todd@deq.idaho.gov](mailto:marcia.todd@deq.idaho.gov).

Any major questions/clarifications addressed in the Presubmittal conference are shared with other prospective proposers even if they did not submit questions. The reason the information is shared is that the State of Idaho, using taxpayer dollars, must maintain an even playing field so that everyone has the same information, the same chance at submitting a proposal with the same information as the prospective proposers who attended this conference.

The contents of the RFP, Proposers' Questions and DEQ Response, RFP addendum and the selected proposal submitted will become the contract statement of work.

### **Proposer Questions/DEQ Answers**

Proposer questions are numbered and in **BOLD** type.

**1. Section 6.4.9 References states that a minimum of two written recommendations are needed from former or current clients. We would like clarification on whether these written recommendations are referring to completion of Appendix D: Performance Evaluation Reference Check Forms or if they are to be written letter, etc., from clients.**

Answer: After review, this section has been reworded as follows: The bidder should include a listing of prior work history and/or related projects including description conducted by your firm within the last two (2) years. All representative project descriptions provided shall include the month and year the project was completed, location of the project, and the name and phone number of a knowledgeable contact person. DEQ may contact these people to check past performance records.

At a minimum, written recommendations from at least two (2) current or former clients should also be provided. These recommendations should include a description of similar services provided and an evaluation of the results. Attached to this RFP is Appendix D, Performance Evaluation Reference Check form for RFP0920 your use.

**2. Are these references also due by April 3?**

Answer: Yes. References from clients are due to DEQ State Office by April 3, 4:00 p.m. Mountain Time. The references may be mailed to the submittal address above or emailed to Marcia Todd at [marcia.todd@deq.idaho.gov](mailto:marcia.todd@deq.idaho.gov).

**3. Section 6.5 Pricing Proposal: Of the 400 available points for this section, what is the scoring breakdown or weighting factors between Part 1. (Salaries of Key Individuals) and Part 2 (Costing of Three Example Tasks)?**

Answer: The breakdown for scoring is: Part 1: Salaries of Key Individuals = 100 points; Part 2 Task 1 = 100 points; Part 2 Task 2 = 100 points; Part 2 Task 3 = 100 points. Each of these sections will be calculated according to the formula shown in Section 8.3.1 Price Proposal Scoring on page 31 of the RFP.

The “fully loaded hourly rates” are reviewed to make sure they are appropriate. They are also used as reference to validate invoices from the incumbent contractor. Part 1 should be capable of supporting the costing of Part 2.

**4. Section 6.5 Pricing Proposal (page 60): Part 2 refers to *fully loaded pricing* and Part 1 refers to *raw salary rate per hour*. Is Part 1 supposed to really reflect fully loaded prices as well to ensure continuity in your scoring? If it remains raw salary rate per hour, how is this going to be scored?**

Answer: Part 1 should reflect the fully loaded pricing. An amended Part 1 will be attached to this Addendum.

**5. Section 6.4 Technical Proposal: limited 20 pages. Are the transmittal letter and Cover Page included in the 20 page count?**

Answer: No.

**6. Oral Presentations: If required, does DEQ have an estimated date presentations would take place?**

Answer: If we have reason to think we need to see an oral presentation we will notify you to give you sufficient time to prepare. Normally we don't have oral presentations. However, after the evaluation committee has reviewed and scored the submitted proposals they may arrange to have the top three (3) ranked offerors do a presentation on their proposal and answer questions from the evaluation committee. The score from the oral presentation is included with the proposal score. With this RFP, if we did schedule oral presentations, they would probably be held April 11.

**7. This is in regard to question 3 going back to the cost breakdown for the scoring part: The first part is going to be worth 100 points and each task is worth 100 points. To come up with that point total, is it going to be the percentage times the rate for that specific question? The percentage use of that personnel times their rate to get an overall average rate? Or how is the 100 points going to be calculated for Part 1?**

Answer: The fully loaded salary rates are totaled together and calculated according to the formula shown in Section 8.3.1 Price Proposal Scoring on page 31 of the RFP.

**8. Section 2.1 Description of Tasks: Will this position involve oversight of some of these activities including the yard remediation activity and the human health efforts and performance or will it just be involvement in all of these to keep things moving along? What will be the level of involvement?**

Answer: In the past we have used this contractor to help provide oversight for the yard program in terms of actually guiding the construction. The contractor produces the construction maps and does the sampling for those properties, so it's a pretty important role. If this contractor is not there the cleanup does not happen.

**9. So we would actually be depended on to produce the maps? Would we have to basically rely on all of our own equipment and subcontractors and our own work plan to accomplish these tasks?**

Answer: Yes.

**10. It looks like DEQ has to approve the work plan, the QA/QC and all the components at the beginning of each task, correct?**

Answer: Correct.

**11. So we would submit all our work plans to you and all the products would be submitted to you; what would be the timeframe for starting some of these projects that you would expect? Pretty quickly?**

Answer: Yes, it would be. It's a bit of a transition because we are not only competing this contract we are also competing the actual construction contract for the yard remediation. All throughout the winter we are producing construction maps getting ready for the construction season. So the work would be to pick up where we left off with the current contract to continue on in developing those maps and starting the sampling effort.

**12. Who is the Project Manager for this project for DEQ?**

Answer: The Project Manager for DEQ is Rob Hanson, Mine Waste Program Manager.

**13. Section 2.1. Description of Tasks: It seems like this is quite a broad scope that is presented here. I know there is a wide range of activities that are going on in the Basin. Will this work apply to pretty much anything and everything that's happening up there as far as all the activities this year and the next coming year?**

Answer: Yes, that's why the description of tasks is written so broadly and is a Task Order type contract because you just never know what our role is going to be and what is going to come up.

**14. It could be just being involved in any component of all the activities in the Basin at this time, right?**

Answer: Yes.

There were no further questions.

Attendance List:

Jon Munkers	TerraGraphics
Wayne Gehring	TerraGraphics
Ben Williams	AllWest Testing
Paul Van Middlesworth	Prism Environmental Services
Natalie Morrow	Tetra Tech

## **ADDENDUM**

Section 6.4.9 on page 22 of the RFP is modified so that the wording is clarified. It is replaced with the following section:

### **6.4.9 References (ME)**

The bidder should include a listing of prior work history and/or related projects including description conducted by your firm within the last two (2) years. All representative project descriptions provided shall include the month and year the project was completed, location of the project, and the name and phone number of a knowledgeable contact person. DEQ may contact these people to check past performance records.

At a minimum, written recommendations from at least two (2) current or former clients should also be provided. These recommendations should include a description of similar services provided and an evaluation of the results. Attached to this RFP is Appendix D, Performance Evaluation Reference Check form for RFP0920 your use.

Page 61 of the RFP, Price Proposal Part 1, Salaries of Key Individuals is modified. The column "current raw salary rate per hour" is changed to "Fully Loaded Salary Rate Per Hour". A revised Price Proposal Part 1 Salaries of Key Individuals, follows for your use.

