

**CONTRACT #NAT-15375: ECOLOGICAL CONSULTING SERVICES
REQUEST FOR PROPOSAL (RFP) QUESTIONS
AUGUST 7, 2015**

QUESTION SUBMITTAL #1

QUESTION: Section Number III: Required Information, A. Minimum Requirements
Paragraph #5
Page Number 5
Text: "Provide response to Employing Delawareans Report (Attachment 9)".
Question: The RFP did not include an Attachment 9. Should there be an Attachment 9, or should this reference Attachment 7?

ANSWER: Yes, the referenced attachment should be Attachment 7.

QUESTION: Section Number III: Required Information, A. Minimum Requirements
Paragraph #3 and #7
Page Number: 4 and 5
Text #3: "Complete all appropriate attachments and forms as identified within the RFP",
Text #7: "Vendor's experience, if any, providing similar services. Please provide at a minimum of three (3) references from the past seven (7) years consisting of current or previous customers of similar scope and value with your reply. Include name, address, telephone number, fax number, e-mail address, and a verified current contact person. Please note that the provided references can not be DNREC employees".
Question: These two appear to be somewhat duplicative of each other. One of the attachments to the RFP is Attachment 5 (Business References), and #7 is asking for a minimum of 3 references. Is attachment 5 the only portion of the proposal where the business references are required to be listed, or do business references also have to listed elsewhere in the proposal?

ANSWER: Yes, these are duplicative. Please provide the references within Attachment 5. If the vendor chooses, a reference to Attachment 5 can be included within the proposals text.

QUESTION SUBMITTAL #2

QUESTION: Section Number: Attachment 5
Paragraph Number 1
Page Number: 37
Text: "Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please provide a spate list of the contract(s)."
Question: By State Employee, do you specifically mean State of Delaware, or any state?

ANSWER: The text should have clarified that it was reference State of Delaware employees only.

QUESTION: Section Number: Appendix A
Paragraph Number: Item 2
Page Number: 43
Text: "The remaining vendor proposal packages shall identify how the vendor proposes meeting the contract requirements and shall include pricing."
Question: This conflicts with page 2, which states "Once selected, the vendor will be asked to submit a list of prices which will become part of the contract and apply during

the contract period.” Can DNREC confirm that pricing is not required in the proposal stage?”

ANSWER: Submittal of rates and costing are not required at this point. The submittal of rates is considered to be part of the contract negotiation process with the selected vendors.

QUESTION: Section Number: 7, General Contract Terms

Paragraph Number: H

Page Number: 23-24

Text: “Any potential work conducted under the Pre-Remedial Assessment Site Inspection Grant or other applicable grants must comply with the Environmental Protection Agencies’ 40 CFR Parts 33 Section 33.302(c) Participation by Disadvantaged Business Enterprises (DBE) in Procurement under Environmental Protection Agency (EPA) Financial Assistance Agreements (#EPA-HQ-QA-2002-001). All compliance with the DBE Regulations and resulting documentation is the responsibility of the prime contractor and not the State of Delaware, DNREC. A Prime Contractor DBE Compliance Statement must be signed for each project to certify that all regulations have been followed and all provisions document. A copy of the Prime Contractor DBE Compliance Statement is included within Attachment 10.”

Question: Is there a DBE percentage goal associated with this contract?

ANSWER: No, there is not a DBE percentage goal associated with this contract. The requirement for the DBE Compliance statement is only for specific DNREC projects. If this form is needed, the DNREC-SIRS project manager will notify the vendor.

QUESTION: Section Number: Attachment A

Paragraph Number: a-i

Page Number: 42

Text: “All text in attachment A”

Question: Please confirm that attachment A applies to the selected consultants and is not required in the proposal stage.

ANSWER: The Prime Contractor Disadvantaged Business Enterprise (DBE) Compliance Statement is only required for specific projects within DNREC and is not required during the RFP proposal stage. If this form is needed, the DNREC-SIRS project manager will notify the vendor.

QUESTION: Section Number III: Required Information

Paragraph Number : A. Minimum Requirements

Page Number: 4

Text: “The following information shall be provided in each proposal in the order listed below.”

Question: Would we be able to place full resumes of personnel in an Appendix in the back of the proposal?

ANSWER: Yes, please include the resumes within the proposal where the vendor feels it is best.

QUESTION SUBMITTAL #3

QUESTION: Section Number III: Required Information; A. Minimum Requirements

Paragraph Number: 2

Page Number: 4

Text: “Clearly identify capabilities as presented in the General Evaluation Requirements below....”

Question: The General Evaluation Requirements (section IIIB) ask for “experience in ecological risk assessment and natural resource damage assessment projects.”

However, the evaluation factors on page 16 ask for individual experience in many specific areas. If a firm is not offering services in some of the specific categories (e.g. HEC-RAS modeling), would it be deemed to not meet the minimum requirements as set out in III.A.2?

ANSWER: It would meet the minimum requirements; however, bidders who have experience in more of the specific areas listed in the proposal would be scored higher.

QUESTION SUBMITTAL #4

QUESTION: Please confirm that pricing is not required as part of this RFP, that pricing will be required if XXXX is short listed and asked to provide a proposal for specific scopes of work.

ANSWER: Submittal of rates and costing are not required at this point. The submittal of rates is considered to be part of the contract negotiation process with the selected vendors.

QUESTION SUBMITTAL #5

QUESTION: Who are the current consultants under contract?

ANSWER: Consultants previously contracted under Contract #10375 include: Black and Veatch; EA Engineering, Science and Technology; Louis Berger; URS and Versar.

QUESTION: How many projects were issued under the existing Eco Contract during the last iteration, and what was the total \$ amount awarded?

ANSWER: A total of 10 projects were awarded through this contract. A FOIA request must be submitted for more specific information on funding. FOIA requests can be completed through the DNREC website.

QUESTION SUBMITTAL #6

QUESTION: Appendix A: Minimum Mandatory Submission Requirements
Item 2 (at the bottom of the page)

Text: Copy of electronic price file shall be a separate file from all other files on the electronic copy.

Question: Do we need to include pricing information with our proposals?

ANSWER: This is an error. The submittal of rates is considered to be part of the contract negotiation process with the selected vendors. Please disregard the text.

Thank you for the question submittals and DNREC-SIRS hopes this has answered the questions.