

**CONTRACT NUMBER NAT20374 ENVIRONMENTAL SERVICES**  
**Request for Proposal Questions**  
**September 23, 2020**

1. There is a lot of Tank related language in the Request for Proposal for qualifications. Does this mean you guys are looking to umbrella all the work under this contract and will be doing away with the Hydro contract once it expires in the Spring?

**Answer:** Yes, the NAT15374, NAT14003 Hydro, and NAT14002 PFP Remed work will be included in the NAT20237 Contract.

2. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

**Answer:** No Additional details will be provided.

3. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com/free](http://www.mygovwatch.com/free)?

**Answer:** No, it was not.

4. Other than your own website, where was this bid posted?

**Answer:** No in accordance with Delaware Code, <https://mymarketplace.delaware.gov> is the only place that it is posted.

5. When and how answers will be provided?

**Answer:** The answers will be provided on the [mymarketplace.delaware.gov](https://mymarketplace.delaware.gov) website, on September 24, 2020.

6. In the above referenced Bid, part of the scope is 'Data Usability-Perform in accordance with DNREC Data Usability Assessment Guidance'. Can a bid be submitted just for this? If not, how would I go about attempting to be a subcontractor?

**Answer:** The Department is only accepting bids for the full scope of work. In order to become a subcontractor, you would have to reach out to one of the vendors who get awarded the contract. The subcontractor work outlined in the Request for Proposal is for the vendor to have the ability to subcontract the work.

7. We respectfully request a two-week extension to the proposal due date to fulfill the requirements, including the requirement to obtain documentation from personnel outside of our organization (i.e., subcontractors). With many people working remotely during the COVID-19 pandemic, some of the required documentation for internal original signatures, subcontractor certifications, and other requirements may take longer to obtain.

· Section number: IV

· Paragraph number: B, 2

· Page number: 12

· Text of passage being questioned: All properly sealed and marked proposals are to be sent to the State of Delaware and received no later than 1:00 PM (Local Time) on September 29, 2020.

**Answer:** No, there will be no extension to submit the proposal.

8. In light of the ongoing COVID-19 pandemic, is there a specific procedure for hand delivery of the final proposal; i.e., will someone be present to receive proposals?

- Section number: IV
- Paragraph number: B, 2
- Page number: 12
- Text of passage being questioned: The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand.

**Answer:** Yes, there will be someone present to receive the proposals.

9. Due to COVID-19 restrictions in place, would DNREC consider removing the required paper copies delivery with a PDF file of the proposal, and accept an emailed or uploaded electronically PDF submittal? If not, please confirm that the DNREC New Castle office building will be open, and someone will be accepting hand deliveries up to the September 29, 2020 at 1:00 PM (local time). Professional Services RFP Administrative Information; B. RFP Submissions; 2. Proposals; Page 12.

**Answer:** DNREC will require the 1 electronic and 2 paper copies of the proposals to be delivered to the 391 Lukens Drive, New Castle DE 19720 location. Yes, there will be a staff to accept the packages.

10. In light of the ongoing COVID-19 pandemic, will the oral presentations be held in person or via a virtual format?

- Section number: IV
- Paragraph number: C, 5
- Page number: 22
- Text of passage being questioned: After initial scoring and a determination that vendor(s) are qualified to perform the required services, selected vendors may be invited to make oral presentations to the Evaluation Team.

**Answer:** At this time there are no plans to have any oral presentations.

11. Please clarify what is meant by “accreditation status.”

- Section number: III
- Paragraph number: A, 7
- Page number: 10
- Text of passage being questioned: 7. A brief history of the vendor’s organization, including accreditation status, if applicable.

**Answer:** If the company has any accreditation's, then the firm would be asked to detail the status with that accreditation.

12. Please clarify what is meant by “Professional Performance.”

- Section number: III
- Paragraph number: B, 9
- Page number: 10
- Text of passage being questioned: 9. Professional Performance’

**Answer:** Professional Performance means to show examples of work completed for the professional services the company would provide.

13. What are the pricing proposal requirements?

- Section number: Appendix A
- Paragraph number: 2
- Page number: 53
- Text of passage being questioned: The remaining vendor proposal package shall identify how the vendor proposes meeting the contract requirements and shall include pricing.

**Answer:** That language is template language, pricing will be submitted once a firm is requested to enter a contract, the contract is being evaluated on the Professional Performance.

14. How many vendors is DNREC likely to award a contract to?

- Section number: IV
- Paragraph number: B, 25
- Page number: 18

Text of passage being questioned: The State of Delaware has the sole right to select the successful vendor(s) for award, to reject any proposal as unsatisfactory or non-responsive, to award a contract to other than the lowest priced proposal, to award multiple contracts, or not to award a contract, as a result of this RFP.

**Answer:** DNREC will likely award a minimum of 5 vendors, but more may be awarded.

15. The Professional Performance evaluation requirement seems to be omitted from the final Criteria Weight table on page 21. Will DNREC evaluate and score the firms Professional Performance on past performance of State contracts, in particular DNREC contracts? Required Information; B. General Evaluation Requirements; 9. Professional Performance; Page 10.

**Answer:** DNREC feels that a separate category within the Criteria Weight table was not needed. Evaluation will be exhibited within the submitted project examples.

16. “Please provide a separate electronic pricing file from the rest of the RFP proposal responses” Number 2 - “The remaining vendor proposal package shall identify how the vendor proposes meeting the contract requirements and shall include pricing.” Number 3 - “Pricing as identified in the solicitation.” As in the past, pricing was conducted during the negotiation phase. Please elaborate on what pricing information you are asking the vendors to provide. Professional Services RFP Administrative Information; B. RFP Submissions; 2. Proposals; Page 12, and Appendix A. Minimum Mandatory Submission Requirements; Numbers 2 and 3, Page 53.

**Answer:** That is template language, Professional services contract are evaluated on the credentials itself and not pricing. Pricing will be submitted once a firm is requested to enter into contract.

17. We typically provide a completed Attachment 6 – Subcontractor Information Form for each site- specific proposal when a subcontractor is required. For this NAT-20374 proposal, do we need to submit Attachment 6 for each subcontractor we may use throughout the duration of the contract or can we provide a list of our subcontractors by service and include the

completed Attachment 6 at the site-specific proposal phase? Attachments; Important - Please Note; Second Bullet, Attachment 6, Page 42.

**Answer:** Yes, you should submit a listing of subcontractors that will be used in the duration of the contract and then site-specific proposals will include the site-specific contractors.

18. Section C.2, Page 20, Table, Second Row: What type of information is DNREC looking for to demonstrate “matching level of effort and budget to the site-specific scope and complexity”? (cost break down, general description, etc.)

**Answer:** A general description illustrating how the firm completed a complex project(s) while remaining on budget or under budget.

19. Section C.2, Page 20, Table, Various points: The table references “Demonstrate two projects for Sites, which demonstrate your firms experience...”; however, it is unlikely that all relevant experience to match the full list Scope of Services (Section II, starting page 2) can be demonstrated by only 2 projects. Will DNREC prefer additional projects to be added, or will the resumes, certificates, and other information included in the proposal be sufficient to address the experience requirements?

**Answer:** The resumes and etc. would be sufficient to illustrate in addition to the 2 projects.

20. Section IV, Paragraph No.: C.2.a, Page Number: 20, Text of Passage being questions: In table, demonstrate up to two projects...” and “Demonstrate up to two human health...”  
Question: Please clarify intent of wording, i.e., are you stating no more than two projects?

**Answer:** Yes, DNREC is requesting no more than two projects due to the amount of proposals that DNREC will receive and the required review time.

21. Is it DNREC’s intent of this bullet that future LUST remediation will include a guarantee or fixed price? Similar to the previous Pay For Performance contract. Section II, Bullet #7, Page Number: 8, Text of Passage *The Contractor is responsible for all maintenance and/or repairs required. Any maintenance and/or repairs performed on the remedial system during the duration of the agreement shall be at the sole cost of the Contractor.*

**Answer:** No, DNREC’s intent is to have the consultant required to implement remediation but DNREC would not be owner of the equipment. Often the system or remedial approach is through a sub-contractor who is responsible for the system and repair.

22. Appendix A, #3, Page Number: 53. Please confirm that the applicants response does NOT include pricing.

**Answer:** That is template language, Professional services contract are evaluated on the credentials itself and not pricing. Pricing will be submitted once a firm is requested to enter into contract.

23. Section II. Scope of Services – Subsection 3. Remediation Design, Bullet #7 “Subcontractor List”, RFP Page 3 – When it says, “Submit Subcontractor Qualifications with proposal” under Remediation Design, is this to be completed on individual proposals for various HSCA sites after the Contract NAT20374 has been awarded? As part of our RFP response, we

planned to include any subcontractor information in Attachment 6 - "Subcontractor Information Form".

**Answer:** Yes, you should submit a listing of subcontractors that will be used in the duration of the contract and then site-specific proposals will include the site-specific contractors.

24. Section V. Contract Terms and Conditions – Subsection 8. General Contract Terms – Item m. Costs and Payment Schedules, First Paragraph, RFP Page 30 – “All contract costs must be detailed specifically in the Vendor’s cost proposal.” Does DNREC require any rate schedules or costs with our RFP submission? Our understanding is that rate schedules, etc. will be provided to DNREC upon contract award.

**Answer:** The contract is being evaluated on the Professional Performance. Rates will be requested once a firm is requested to enter into contract negotiations with the DNREC.

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**Answer:** Yes, you should submit a listing of subcontractors that will be used in the duration of the contract.

26. Section V. Contract Terms and Conditions – Subsection 8. General Contract Terms – Item m. Costs and Payment Schedules, First Paragraph, RFP Page 30 – “All contract costs must be detailed specifically in the Vendor’s cost proposal.” Does DNREC require any rate schedules or costs with our RFP submission? Our understanding is that rate schedules, etc. will be provided to DNREC upon contract award.

**Answer:** The contract is being evaluated on the Professional Performance. Rates will be requested once a firm is requested to enter into contract negotiations with the DNREC.

27. 26. Section II, on Page 2, the Scope of Work section describes the services that are required and must be addressed in the proposal. Sub-section A and Sub-Section B. of the scope of work call for many similar items albeit focused on either compliance with the hazardous substance cleanups or storage tanks. Is it the Department intent that we include, for instance, 2 Project management sections which would be virtually identical? This would seem to conflict with Item 9 on page 14 of the RFP that requires that proposals be concise and straight-forward.

**Answer:** The intent of the items provided on page 2 is to provide of an overview of the services that DNREC is requesting a proposal for. The requested specific items within the tables should illustrate the above items and the specific items noted.

28. Because the RFP requires that vendor identify all subcontractors and provide a form (Subcontractor Information Form) signed by each subcontractor acknowledging their scope of work, the time allowed for identifying subcontractors, preparing and sending the forms for their signature, and getting the forms back is extraordinarily tight. Would DNREC consider a 2-week extension of the due date for the proposal? Section Number: I. Overview

Paragraph Number: N/A

Page Number: 1

Text of passage being questioned: Deadline for Receipt of Proposals Date: September 20, 2020 at 1:00 PM (Local Time)

**Answer:** No there will be no extension. The Request for Proposal was posted on September 8, 2020 and closed on September 29, 2020, giving ample time to prepare the proposal.

29. The Evaluation Criteria Table starting on Page 21 does not contain instructions for this Item 9 heading. Is this required? If so, will DNREC be providing an amended Evaluation Criteria Table (pages 20 through 22) adding this item with explanatory evaluation criteria? Section Number: B. General Evaluation Requirements, Item # 9

Paragraph Number: N/A

Page Number: 10

Text of passage being questioned: #9. Professional Performance

**Answer:** The contract is being evaluated on the Professional Performance. Rates will be requested once a firm is requested to enter into contract negotiations with the DNREC.

30. The last sentence of the first paragraph says to “provide a separate electronic pricing file from the rest of the RFP proposal responses.” However, in Section IV, subsection C, on page 22, the 1st paragraph after the evaluation criteria table indicates that “pricing shall not be solicited for comparison of vendors.” We also note that there is no pricing form, or template/format provided. Is pricing required to be submitted with the proposal?

Section Number: IV

Subsection B. RFP Submissions, Page 12

**Answer:** The contract is being evaluated on the Professional Performance. Rates will be requested once a firm is requested to enter into contract negotiations with the DNREC.