

**LDEQ ANSWERS TO PROPOSERS QUESTIONS
RFP No. 3000012134
“Site Investigations for the Remediation Division”**

LDEQ’s answers to the following questions are intended to provide information to potential proposers’ questions to RFP No. 3000012134.

Questions and answers that may potentially result in the disclosure of information from proposals of competing bidders will not be published.

Question 1: I have contacted our CPA to inquire about obtaining audited financial statements for the past 3 years. Please see his response below:

“An audit of a company’s financial statement is an intense process involving a team of auditors. Everything must be confirmed and documented. It takes a significant amount of time from start to finish (two months would be a quick turn around when you are talking about an audit). Obviously, it would be impossible to provide audited statements over three years by March 8th. Confirmations must be sent to banks, customers and vendors and responses to these confirmations must be waited for. AICPA auditing requirements have become very intense and somewhat burdensome...a lot of this was triggered following the downfall of Enron. Planning and preparation could comprise up to one-third of the total fee (these steps are mandator whether it is a large or small company). Banks used to require them much more frequently than they do now because the costs have gotten so high for these reasons.

A ballpark cost I think would easily be in the \$20,000 - \$25,000 range (per year). The first year would be more expensive because there are audit procedures that requiring going back to the beginning of the year being audited and performing additional procedures.”

I have also contacted a bonding company to inquire about acquiring a 100% Performance Bond. Without knowing the amount of the contract and/or knowing the scope of services to be performed, the company would only be able to issue a “General Bond Ability Letter.” In other words, the company would be able to submit a letter stating the dollar amount that our company would qualify for in bonding capacity.

Are there any other submittal options to provide in the Financial Information section?

LDEQ’s answer: Part III, Section 3.3, Financial Information (Volume II) states as follow:

In a separate volume, proposals should include evidence demonstrating the Proposer's financial capability to carry out this project. Evidence can include, but is not limited to:

- (Preferred) Financial Statements audited by an independent Certified Public Accountant (CPA) for the past 3 years. This includes:
 - Notes to the Financial Statements, and
 - The CPA's audited report for each year
- Letter of intent to obtain a 100% Performance Bond

And

The selected Proposer may be required to provide additional information as requested by the Department.

Part IV, Section 4.7, Determination of Responsibility states as follows:

Proposers should ensure that their proposals contain sufficient information for the Department to make its determination by presenting acceptable evidence of financial resources, experience, organization, technical qualifications, skills, personnel, and facilities, to perform the services called for by the contract.

The items listed in Section 3.3 are the Department's preferred financial submittals, however, it is the Proposer's responsibility provide proof of adequate financial resources for performance.

Question 2: Part 1. Section 1.3 and 3.2.7 seem to be in conflict. Should "D" have been included in 3.27

"Only Attachment 2. Schedule of Prices A, B, and C will be considered in evaluating price proposal.

The Proposer is advised to not include any additional terms and conditions, company fee schedules, etc. as they will not be considered?"

LDEQ's answer: No, Schedule of Prices D is not included in Part III, Section 3.2.7 Price Proposal (Schedule of Prices). All Tasks in Schedule of Prices D show the Payment Unit as "Actual Costs". Since the Proposer is not required to fill out any rates on this form, it will not be used for evaluation purposes.

Schedule of Prices D will be used in the awarded contract, therefore, is included in Part I, Section 1.3 Compensation.

Question 3: Attachment 1 Section 4.0. “Minimum Qualifications of the Contractor’s Personnel” – Is it allowable for one employee to satisfy more than one designated position?

LDEQ’s answer: Yes, one employee is allowed to satisfy more than one designated position. Part III, Section 3.2.3(1)(b) Project Organization states, “The organizational chart should be accompanied by a narrative identifying the functions and responsibilities of each position identified and the names of specific personnel proposed for assignment to these positions (include dual assignments, multiple individuals assigned to one position, and subcontractors).” Also see Schedule of Prices A, Footnote 3:

³Each labor category’s hourly rate shall be applied to all individuals who perform the function of that category. Work performed by individuals with dual assignments shall be billed according to the hourly rate provided for the type of work performed, not the individual’s customary rate.

Question 4: Part III, Section 3.2.3 Scope of Services states:

“Each Proposer should submit a Scope of Services that clearly and concisely describes his technical and management approach to completing the requirements described in Attachment 1, Statement of Work (SOW). The Proposer’s Scope of Services should be presented in as much detail as judged necessary by the Proposer. An unsupported statement that the Proposer will comply with all the requirements of this solicitation shall not be acceptable. Each Proposer’s Scope of Services should include a brief introduction followed by a discussion of the following technical elements, in the order listed.”

Will responses to Sections 3.2.3 thru 3.5 **only** be considered full responsive? Or

Must responses include Part III, Sections 3.2.3 thru 3.5 **and** all of Attachment 1’s sections?

If all the sections in Attachment 1 **do not** require a response, please identify the sections that must be responded to.

LDEQ’s answer: Mandatory items are indicated in RFP Part IV, Proposal Evaluation and Selection, Section 4.1, Acceptance of Proposal Content.

RFP Part III, Proposal Preparation Instructions, Section 3.2.3, Scope of Services, Item (2) Performance of Project Tasks requests that proposers “describe the proposed approach to the performance of the technical

tasks described in Attachment 1, SOW” and also requests that proposers “include a description of deliverables to be received by the Department as end products of the services rendered.” Any responses lacking information or details in response to Part III, Section 3.2.3 will not be rejected, but scored accordingly.

Question 5: Attachment 2, Schedule of Prices B, Analytical Testing; Line Item 2: Closed System Purge and Trap Sample Kit (shall include all samplers, Terracore or equivalent; or Encore equivalent), vials and other supplies for volatiles/VPH. Question: Can LDEQ amend this line item, by making it 2 line items, as 1 line item for Terracores and another line item for Encores. As the pricing for Terracores vs Encores differs.

LDEQ’s answer: The Department chooses not to amend this line. The Department is aware of the price difference between Terracore (or equivalent) or Encore (or equivalent) but leaves the choice of sample kits to be used to the discretion of the proposer.

Question 6: Attachment 2, Schedule of Prices B, Analytical Testing; Line Item 10: Glycols: Please provide a listing of the actual Glycols needed, as there are several.

LDEQ’s answer: At a minimum, Diethylene Glycol, Ethylene Glycol and Propylene Glycol will be required.

Question 7: Attachment 2, Schedule of Prices B, Analytical Testing; Line Item 31: Total Organic Carbon (TOC) by SW 846 Method 9060. Question: Is Method SM 5310B also acceptable for TOC?

LDEQ’s answer: Typically, Total Organic Carbon (TOC) by SW 846 Method 9060 will be required. However, if other methods are needed, Attachment 2, Schedule of Prices B, Footnote 3 will apply. If approved by the Department, other analytical tests will be paid at actual costs per Attachment 2, Schedule of Prices B, Part 2 Other Parameters, “Other Analytical Tests.”

Question 8: Attachment 2, Schedule of Prices B, Analytical Testing; Line Item 34: Phenolics by SW 846 9066. Question: Is EPA Method 420.4 also acceptable for Phenolics?

LDEQ’s answer: Typically, Phenolics by SW 846 9066 will be required. However, if other methods are needed, Attachment 2, Schedule of Prices B, Footnote 3 will apply. If approved by the

Department, other analytical tests will be paid at actual costs per Attachment 2, Schedule of Prices B, Part 2 Other Parameters, "Other Analytical Tests."

Question 9: Attachment 2, Schedule of Prices B, Analytical Testing; Line Item 43: Cyanide by SW 846 9012. Question: Is EPA Method 335.4 also acceptable for Cyanide?

LDEQ's answer: Typically, Cyanide by SW 846 9012 will be required. However, if other methods are needed, Attachment 2, Schedule of Prices B, Footnote 3 will apply. If approved by the Department, other analytical tests will be paid at actual costs per Attachment 2, Schedule of Prices B, Part 2 Other Parameters, "Other Analytical Tests."

Question 10: Attachment 2, Schedule of Prices B, Analytical Testing; Line Item 76: Fully Supported Data Package. Question: What is the turnaround time for Fully Supported Data Packages? Is it not to exceed 15 business days, as mentioned on Page 18?

LDEQ's answer: The turnaround time for Fully Supported Data Packages is not to exceed 30 business days. The 15 business days turnaround time on Page 18 is standard for summary data packages.