

**BID INFORMATION MEMORANDUM**  
**Fixed Price Competitive Bid Solicitation**

**Friends Hospital**  
**4641 Roosevelt Boulevard**  
**Philadelphia, Pennsylvania 19124**  
**PADEP FACILITY ID #51-23029**  
**PAUSTIF CLAIM #2008-0029(F)**

**January 14, 2014**

USTIF understands and appreciates the effort necessary to prepare a well-conceived response to a bid solicitation. As a courtesy, the following summary information is being provided to the bidders.

Number of firms attending pre-bid meeting:	8
Number of bids received:	6
List of firms submitting bids:	Converse Consultants Groundwater and Environmental Services, Inc. Mountain Research, LLC Rettew Associates Synergy Environmental Inc. Tetra Tech, Inc.

This was a defined Scope of Work bid and so price was the most heavily weighted evaluation criteria. The range in cost between the six (6) evaluated bids was \$52,780.00 to \$187,437.00. Based on the numerical scoring, one (1) bid was determined to meet the “Reasonable and Necessary” criteria established by the Regulations and was deemed acceptable by the evaluation committee for USTIF funding. Following review, the claimant selected the acceptable bid.

**The selected bidder was Converse Consultants Bid Price - \$52,780.00**

The attached sheet lists some general comments regarding the evaluation of the bids that were received for this solicitation. These comments are intended to provide information regarding the bids that were received for this solicitation and to assist you in preparing bids for future solicitations.

## **GENERAL COMMENTS REGARDING EVALUATED BIDS**

- Please bid the scope of work as provided in the RFB unless otherwise directed. Consultants are welcome to propose or suggest a change in the SOW; however the consultant should bid the SOW as presented in the RFB and provide any suggested modification to the SOW and provide the cost difference (+ or -) separately in the proposal.
- The RFB requested a total fixed-price bid to complete a specific scope of work. Bids should not include an assumption referencing a level of effort and/or hours. Costs provided in your bid should be developed using your professional opinion, experience, and the data provided.
- Bids need to clearly and unambiguously accept the Remediation Agreement provided in the RFB as well as include any requested changes to the aforementioned contract. The Remediation Agreement provided in the RFB will be the base for the contract to be signed for this project, not a consultant's internal proposal or contract.
- Provide a clear description of how the proposed work scope will be completed. The bid package should specifically discuss all tasks and subtasks that will be included under the fixed price contract, what specific activities are included in each task, and how the tasks will specifically be completed (i.e. explain your groundwater sampling method, which guidance documents will be prepared, how waste will be disposed, what will be completed as part of the SRS, etc.).
- Bid responses should include enough "original" language and thought that the knowledge and approach of the firm can be evaluated. The reason is that the bidders are not prequalified and the evaluation committee must evaluate the technical aspects of the bid and bidder.
- Bids should include all tasks and address all concerns included in the RFB. Specifically, if the RFB indicates a possible health and safety concern than bidders should discuss the concern, how it will be handled, and (as requested) include all costs to address the concern as proposed in the RFB by the consultant.
- Please include all requested information (insurance, qualification questions, cost spreadsheet, schedule, labor rates, etc.) in the bid submittal.
- Bids should include costs to dispose of all anticipated volumes of waste related to the tasks included in the SOW. The volume of waste should be estimated using your professional opinion, experience, and available information. If your bid proposes to dispose of waste under a permit, then your bid needs to address the potential situation of a permit not being approved. Bids need to specifically indicate that your bid costs include the costs to dispose of the waste even if a permit is not approved. As indicated in the bid, there should be no assumptions on waste and assuming that a permit will be approved is still making an assumption on waste. Bid should also clearly detail how all waste will be handled.
- Bids should appropriately discuss and provide costs for the cost adders included in the RFB.