

BID INFORMATION MEMORANDUM

Fixed Price Competitive Bid Solicitation

Stop 22, Inc.
4180 William Penn Highway
Murrysville, Pennsylvania
PADEP Facility ID # 65-23315; USTIF Claim # 2005-123(F)

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: 13
Number of bids received: 6

List of firms submitting bids:

1. Converse Consultants
2. Core Environmental Services, Inc.
3. Environmental Alliance, Inc.
4. Letterle and Associates, LLC
5. Mountain Research, LLC
6. P. Joseph Lehman, Inc.

This was a defined Scope of Work bid so price was the most heavily weighted evaluation criteria. The range in cost between the six evaluated bids was \$97,296.19 to \$136,535.97. Based on the total numerical scoring, three of the six bids were determined to meet the "Reasonable and Necessary" criteria established by the Regulations and were deemed acceptable by the evaluation committee for PAUSTIF funding. The claimant reviewed and selected the acceptable bid.

The selected bidder was Letterle and Associates, LLC: Bid Price - \$ 103,548.00

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

- Provide more detailed descriptions of how the work is proposed to be performed than what is included in the Request for Bid (FRB) scope of work (SOW). Bid responses should include enough "original" language and thought that the knowledge and technical approach of the firm can be evaluated. The reason for this is that the bidders on the USTIF list are not pre-qualified and so the evaluation committee must evaluate the technical aspects of the bid and bidder.
- Clearly describe the proposed project team and management approach in the bid. Bids should explain who will be managing and completing the work. The qualifications and experience of the project team are an important evaluation criterion for a defined SOW bid.
- Ensure that the level of insurance is consistent with the levels that are listed in the RFB and that copies of insurance certificates (if provided) are current.
- Include a separate unit rate schedule for any out-of-scope work and a detailed schedule of activities for completing the proposed SOW in the bid submittal.
- Copies of quotations from all major subcontractors (e.g., driller, surveyor, analytical laboratory, geophysical services, waste disposal, etc.) should be included as attachments in the bid package.