

BID INFORMATION MEMORANDUM

Fixed Price Competitive Bid Solicitation

Calfo's Service Station

4073 Beechwood Boulevard

Pittsburgh, PA 15217

PADEP FACILITY ID #02-28587

PAUSTIF CLAIM #2005-0102(S)

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:	10
Number of bids received:	2
Number of administratively complete bids:	2
List of firms submitting bids:	Letterle & Associates, LLC United Environmental Group, Inc.

This was a defined Scope of Work bid and so price was the most heavily weighted evaluation criteria. The bid evaluation considered the firms' understanding of the problem, knowledge of how to perform the work, cost, and qualifications and experience. The range in cost between the two (2) evaluated bids was \$225,469.77 to \$252,781.18. Based on the numerical scoring, two (2) of the two (2) bids were determined to meet the "Reasonable and Necessary" criteria established by the Regulations and were deemed acceptable by the evaluation committee for USTIF funding. The claimant reviewed the acceptable bids.

The selected bidder was Letterle & Associates, LLC: Bid Price - \$252,781.18

The attached sheet lists some general comments regarding all bid submittals and the evaluation of the bids that were received for this solicitation. These comments are intended to provide general information regarding bid submittals, 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

- For defined Scope of Work (SOW) bids that request bids for the application of specific remedial technologies, please provide a plan and costs for the defined SOW and defined remedial applications detailed in the Request for Bid (RFB). If an alternative remedial approach is to be recommended in the bid, please provide costs and text descriptions for the scope and remedial application/technologies defined in the Request for Bid (RFB) document and then provide separate descriptions and costs for the proposed alternative remedial technologies/applications. The RFB clearly defined the remedial application, which was further defined in a Remedial Action Plan attached to the RFB and approved by the Pennsylvania Department of Environmental Protection (PADEP).
- Provide a clear description of how the SOW 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 for this is that the bidders on the USTIF list are not prequalified and so the evaluation committee must evaluate the technical aspects of the bid and bidder.
- Please include all requested information (insurance, qualification questions, cost spreadsheets, etc.) in the bid submittal.
- Bids should provide an appropriate total cost in the summary spreadsheets and text to cover the SOW presented in the RFB text. For example, if the bid proposes the completion of 12 quarterly groundwater sampling events then the costs to complete all 12 events should be included. The total costs provided should not just include the completion of one (1) quarterly event.
- Insure that the bid SOW discussions, costs, and schedule are consistent throughout the bid, including the text, summary tables, and attachments. For example, if eight (8) groundwater sampling events are proposed for demonstration of attainment, then make sure that the text description, cost summary tables, total cost, and schedule all reflect eight (8) groundwater sampling events.
- 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.
- Bid should clearly detail how all waste will be handled.

- Please bid the requested SOW as indicated in the RFB. 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 alternate description and costs separately in the proposal.
- Bids need to clearly accept the provided fixed price contract, include any requested changes to the aforementioned contract, and update the provided milestone schedules.
- Bids should appropriately discuss and provide potential cost changes or unit task costs for the cost adders/deductions detailed and requested in the RFB.