

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

**Bethlehem Municipal Garage**  
**540 Stefko Boulevard**  
**Bethlehem, PA 18017**  
**PADEP FACILITY ID #48-19594**  
**USTIF CLAIM #99-0083(F)**

**November 20, 2013**

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:	9
Number of bids received:	4
List of firms submitting bids:	MEA Inc. Synergy Environmental Inc. Letterle & Associates, LLC. 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 four (4) evaluated bids was \$61,567.50 to \$161,518.60. 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 MEA Inc Bid Price - \$61,567.50**

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 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 for this is that the bidders are not prequalified and so the evaluation committee must evaluate the technical aspects of the bid and bidder.
- Bids should include all tasks requested by the RFB. Specifically, if the RFB indicates that a private mark out is required than bidders should discuss it in the text as well as include the costs in their bid.
- Please include all requested information (insurance, qualification questions, cost spreadsheet, schedule, labor rates, etc.) in the bid submittal.
- Bids should provide an appropriate total cost in the bid cost spreadsheet to cover the SOW presented in the RFB text. Specifically, 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.
- 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 need to clearly accept the provided fixed price contract, include any requested changes to the aforementioned contract and update the provided milestone schedules.
- 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 cost difference (+ or -) separately in the proposal.
- Bids should appropriately discuss and provide costs for the cost adders included in the RFB.