

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

**Point Service Station**  
**802 Market Street**  
**Port Royal, Pennsylvania 17082**  
**PADEP FACILITY ID #34-02980**  
**PAUSTIF CLAIM #2005-0164(S)**

**February 27, 2015**

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:	6
Number of bids received:	6
List of firms submitting bids:	Alpha Geoscience Austin James Associates, Inc. Converse Consultants CSI Environmental Letterle & Associates Mountain Research

Of the six bids received, one bid was deemed non-responsive due to non-acceptance of contract terms and conditions and was withdrawn from scoring consideration. This was a defined Scope of Work bid and so price was the most heavily weighted evaluation criteria. The range in cost between the five (5) remaining bids was \$69,930.00 to \$126,281.95. 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 - \$69,930.00**

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**

- 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. As noted, 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. This includes any consultant's internal proposal or contract with terms and conditions contrasting that of the Remediation Agreement.
- 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 or a reference to a level of effort and/or hours. Costs provided in your bid should be developed using your professional opinion, experience, and the data provided.
- 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. Specifically, bidders should not just copy and paste the language in the RFB and provide a cost or not just that the task will be completed for certain cost. An explanation should be provided as to how the task will be completed and all pertinent detail should be included.
- 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.