

**STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF REMEDIATION AND WASTE MANAGEMENT**

RFP # 201409846

Pre-Qualified List for Geophysical Services Providers

**RFP Coordinator: Janet Gorman
28 Tyson Drive, 17 State House Station, Augusta, ME 04333-0017**

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From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person / State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.

Deadline for Submitted Questions: October 31, 2014, 5:00 p.m. local time

Proposals Due: November 13, 2014, not later than 2:00 p.m. local time

Submit to:

**Division of Purchases
Burton M. Cross Building, 111 Sewall Street, 4th Floor
9 State House Station, Augusta ME 04333-0009**

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Public Notice

**State of Maine
Department of Environmental Protection
Public Notice for RFP # 201409846
Pre-Qualified List for Geophysical Services**

The State of Maine Department of Environmental Protection seeks to establish a prequalified list of geophysical services providers at environmental sites or projects impacted by petroleum, hazardous substances or other contaminants as defined in the Request for Proposals (RFP) document. In accordance with State procurement practices, the Department is hereby announcing the publication of a Request for Proposals (RFP) #201409846 for the purchase of the aforementioned services.

A copy of the RFP can be obtained by contacting the Department’s RFP Coordinator for this project: Janet Gorman. The RFP Coordinator can be reached at the following email address: janet.gorman@maine.gov or mailing address: 28 Tyson Drive, 17 State House Station, Augusta, ME 04333-0017; or the RFP may be downloaded from the Department’s website www.maine.gov/dep/rfp . The Department encourages all interested vendors to obtain a copy of the RFP and submit a competitive proposal.

Proposals must be submitted to the State of Maine Division of Purchases, located at the Burton M. Cross Office Building, 111 Sewall Street, 4th Floor, 9 State House Station, Augusta, Maine, 04333-0009. Proposals must be submitted by 2:00 pm, local time, on November 13, 2014 when they will be opened at the Division of Purchases’ aforementioned address. Proposals not received at the Division of Purchases’ aforementioned address by the aforementioned deadline will not be considered for contract award.

State of Maine - Department of Environmental Protection
RFP # 201409846
Pre-Qualified List for Geophysical Services

PART I INTRODUCTION

A. Purpose and Background

The Department of Environmental Protection (“Department”) is seeking proposals to provide geophysical services at sites impacted by petroleum, hazardous substances or other contaminants as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine (“State”) and the awarded Bidder(s).

The Department will prequalify geophysical services providers to assist Department staff, primarily from the Bureau of Remediation and Waste Management, at petroleum, hazardous substance/Uncontrolled sites, Brownfields, or Landfill programs. Other Programs within the Department may also use geophysical service providers as needed for similar tasks within their program.

B. General Provisions

1. Issuance of this RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
2. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements and Evaluation” section of this RFP.
3. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities. The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
4. The RFP and the selected Bidder’s proposal, including all appendices or attachments, will be incorporated in the final contract.
5. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).
6. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
7. The State of Maine Division of Purchases reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
8. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer’s/Vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Bids

Public agencies, private for-profit companies, and non-profit companies and institutions are invited to submit bids in response to this Request for Proposals.

Personnel must have satisfactorily completed 40-hour HAZWOPER safety training and maintain a current OSHA field certification for working on hazardous substance and petroleum remediation sites.

D. Contract Term

The Department is seeking a cost-efficient proposal to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. Please note that the dates below are estimated and may be adjusted as necessary in order to comply with all procedural requirements associated with this RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for one renewal periods of two years, subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from this RFP, is defined as follows:

Period	Start Date	End Date
Initial Period of Performance	1/1/2015	12/31/2016
Renewal Period #1	1/1/2017	12/31/2018

E. Number of Awards

The Department anticipates creating a pre-qualified list and entering into retainer contracts with multiple contractors as a result of this RFP process. An award is not a guarantee of work.

PART II SCOPE OF SERVICES TO BE PROVIDED

The Department intends to create a list of pre-qualified vendors that can provide geophysical services at sites impacted by petroleum, hazardous substances or other contaminants. Department Staff will use this list, as the need arises, at sites throughout the State of Maine.

As noted previously in this RFP, the Department intends to make multiple contract awards that will establish a list of pre-qualified vendors to provide geophysical services at Sites impacted by petroleum, hazardous substances or other contaminants. A “pre-qualified list” means that only those vendors who are placed on the list (as a result of this RFP) will be able to perform specific, future assignments. This RFP is not set up to perform any one specific assignment, but service future, indefinite needs.

Once the pre-qualified list is established, the Department will notify all pre-qualified vendors when specific services are needed. This notification process shall be referred to as a “mini-bid” process. Each vendor on the pre-qualified list will be given a description of the particular services needed and asked to respond within a specific timeframe with information on how that vendor proposes to provide the particular services, along with the cost for those services. The Department will then select one vendor based on availability and costs submitted during the “mini-bid” process. Please note, the costs proposed under this RFP process will form the foundation of each vendors future “mini-bid” responses – that is, a vendor may not propose rates in the “mini-bid” that is above what is proposed in response to this RFP process (but a vendor may propose a rate lower, if it so chooses).

At the discretion of the State, large projects and/or projects with unique needs not covered within this RFP may be released and awarded through project specific RFPs. Vendors for those projects will not be selected from the pre-qualified list, but rather through a separate RFP process based on their specific needs/timelines. The Department may also select vendors from the pre-qualification list without using the mini bid process for emergencies and for projects less than \$5,000.

This RFP offers an annual enrollment process for new vendors to be included on the pre-qualified vendor list. Once selected, vendors do not need to reapply. The annual enrollment proposal due date is the first business day in February of each year starting in 2016. Proposals will be evaluated and vendors notified of the decision within 30 days of this date.

To determine qualifications, the Department is requesting geophysical services providers submit a proposal responsive to this Request for Proposals. For BRWM purposes, qualifications will be based on company equipment, company and staff experience, and expertise. The Department will evaluate cost using the rates provided in the proposal.

Various surface and borehole geophysical techniques are used to gather information, including depth to bedrock, depth to groundwater, likely water-bearing bedrock fracture locations and orientations, locations of subsurface structures/utilities/waste, extent of contaminant plumes, flow dynamics within a well, and borehole lithology. The contractor will also be responsible for interpretation of survey results and will provide a written report discussing the results. Any geologic interpretations (results/reports, downhole geophysics interpretations) must be conducted by or under the supervision of a Maine Certified Geologist or equivalent.

Typical geophysical services requested (not all inclusive):

Ground Penetrating Radar (GPR)

Surface resistivity

Seismic refraction/reflection

Very Low Frequency (VLF) electromagnetic

Magnetometer

Borehole camera

Single point resistivity

Fluid conductivity

Fluid temperature

Borehole flow meter

Optical Televierer (OTV)

Acoustic Televierer (ATV)

Borehole caliper log

Gamma log

Isolation packers

A. Basic Requirements

The contractor must provide all equipment and supplies necessary for conducting the requested services.

The contractor must have or be able to obtain the necessary equipment and understand the proper procedures for decontamination of tooling.

Provide a list of all relevant equipment owned by the vendor, equipment rented from other vendors (must identify suppliers and the wait times to obtain), and a brief description of what the equipment is used for).

PART III KEY RFP EVENTS

A. Timeline of Key RFP Events

Event Name	Event Date and Time
Due Date for Receipt of Written Questions	October 31, 2014 at 5:00pm, local time
Due Date for Receipt of Proposals	November 13, 2014 at 2:00pm, local time
Estimated Contract Start Date (subject to change)	January 1, 2015

B. Bidders Conference

The Department does not intend to hold a Bidders' Conference as part of this RFP process.

C. Questions

1. General Instructions

- It is the responsibility of each Bidder to examine the entire RFP and to seek clarification in writing if the Bidder does not understand any information or instructions.
- Questions regarding the RFP must be submitted in writing and received by the RFP Coordinator listed on the cover page of this RFP document as soon as possible but no later than the date and time specified in the timeline above.
- Questions may be submitted by e-mail, and include the RFP Number and Title in the subject line. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
- Include a heading with the RFP Number and Title. Be sure to refer to the page number and paragraph within this RFP relevant to the question presented for clarification, if applicable.

2. Summary of Questions and Answers

Responses to all substantive and relevant questions will be compiled in writing and distributed to all registered, interested persons by e-mail no later than seven (7) calendar days prior to the proposal due date. Only those answers issued in writing by the RFP Coordinator will be considered binding. The Department reserves the right to answer or not answer any question received.

D. Submitting the Proposal

- Proposals due:** Proposals must be received no later than 2:00 p.m. local time, on the date listed in the timeline above, at which point they will be opened. Proposals received after the 2:00 p.m. deadline will be rejected without exception.
- Mailing/Delivery Instructions**

PLEASE NOTE: The proposals are not to be submitted to the RFP Coordinator at the requesting Department. The official delivery site is the State of Maine Division of Purchases (address shown below).

- a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Bidders submitting proposals are responsible for allowing adequate time for delivery. Proposals received after the 2:00 p.m. deadline will be rejected without exception. Postmarks do not count and fax or electronic mail transmissions of proposals are not permitted unless expressly stated in this RFP. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Bidder, or use of private courier services.
- b. The Bidder must send its proposal in a sealed package including one **original and three copies** of the complete proposal. Please clearly label the original. One electronic copy of the proposal must also be provided on CD or flash drive with the complete narrative and attachments in MS Word format. Any attachments that cannot be submitted in MS Word format may be submitted as Adobe (.pdf) files.
- c. Address each package as follows (and be sure to include the Bidder's full business name and address as well as the RFP number and title):

Bidder Name/Return Address

Division of Purchases
 Burton M. Cross Building, 4th Floor
 111 Sewall Street
 9 State House Station
 Augusta ME 04333-0009

Re: RFP # 201409846

PART IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Bidders to use in preparing their proposals. The Bidder's proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section or to respond to all questions and instructions throughout this document may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department and its evaluation team for this RFP have sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed yet succinct responses that demonstrate the Bidder's experience and ability to perform the requirements specified throughout this document.

A. Proposal Format

1. For clarity, the proposal should be typed or printed. Proposals should be single-spaced with 1" margins on white 8 ½" x 11" paper using a font no smaller than 12 point Times New Roman or similar.
2. All pages should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder's name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
3. Bidders are asked to be brief and to respond to each question and instruction listed in the "Proposal Submission Requirements" section of this RFP. Number each response in the proposal to correspond to the relevant question or instruction of the RFP. The proposal should be limited to a maximum total of 5 pages. Pages provided beyond the aforementioned maximum amount will not be considered during evaluation.

4. The following proposal elements, if applicable/requested, will not be counted as part of the maximum total number of pages allowed for the proposal: proposal cover page, table of contents, financial forms, any required attachments, appendices, or forms provided by the Department in the RFP, organizational charts, job descriptions, or staff résumés.
5. The Bidder may not provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Any material exceeding the proposal limit will not be considered in rating the proposals and will not be returned. Bidders shall not include brochures or other promotional material with their proposals. Additional materials will not be considered part of the proposal and will not be evaluated.
6. Include any forms provided in the application package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
7. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
8. Bidders should complete and submit the proposal cover page provided in Appendix A of this RFP and provide it with the Bidder's proposal. The cover page must be the first page of the proposal package. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

B. Proposal Contents

Section I Organizational Description, Qualifications and Experience

1. Organizational Description, Qualifications and Experience (limit to no more than 5 pages)

- a. Provide a brief description of the location of the corporate headquarters. Also, describe the current or proposed location where services will be provided from or from which the contract will be managed.
- b. List and attach documentation of licensure, certifications or registrations (i.e. OSHA 1910.120 certification, Maine Geologist Certification, etc.).
- c. Briefly describe the history of the Bidder's organization, especially regarding the number of years providing the type of services required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. Include similar information for any subcontractors. If this is a "team" submittal, provide a history of the teams experience working together on projects.
- d. Provide a list of the equipment operator(s) and provide a detailed history of the operator's experience with the equipment listed in (d.) above. Provide examples of at least 3 projects that the operator has worked on and the specific tasks performed. The operator(s) who will actually do the work under this proposal must be identified and only their experience will be evaluated.

- e. Attach a certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with this contract.

Section II Proposed Services

Discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. If subcontractors are involved, clearly identify the work each will perform.

Section III. Cost Proposal

1. General Instructions

- a. The Bidder must complete and submit the Cost Proposal listed in Appendix B. This Cost Proposal will be used for scoring purposes and for establishing the order of listing on the pre-qualified list. The Bidder must also submit a Company Rate Sheet as Attachment 1 to the Cost Proposal. The rate sheet should include the rates which would be effective for the entire two year contract period for services being offered. A Rate Sheet template has been provided and is attached to the end of this RFP. Please use the expected contract start date of 1/1/2015 and an end date of 12/31/2016 in preparing this section. The Bidder must submit a rate sheet that covers the entire two year period of the contract.
- b. The cost proposal shall be based on the rates listed in the Company Rate Sheet and include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.
- c. Failure to provide the requested information and to follow the required cost proposal format provided in Appendix B may result in the exclusion of the proposal from consideration, at the discretion of the Department.
- d. No costs related to the preparation of the proposal for this RFP or to the negotiation of the contract with the Department may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

Section IV. Economic Impact within the State of Maine

In addition to all other information requested within this RFP, each Bidder must dedicate a section of its proposal to describing the Bidder's economic impact upon and within the State of Maine. The use of economic impact in making contract award decisions is required in accordance with Executive Order 2012-004, which states that certain service contracts "...advertised for competitive bid shall include scoring criteria evaluating the responding Bidder's economic impact on the Maine economy and State revenues."

For the purposes of this RFP, the term "economic impact" shall be defined as any activity that is directly performed by or related to the Bidder and has a direct and positive impact on the Maine economy and public revenues within the State of Maine. Examples may include, but are not limited to, employment of Maine residents, subcontracting/partnering with Maine businesses, payment of State and Local taxes (such as

corporate, sales, or property taxes), and the payment of State licensing fees for the Bidder's business operations.

To complete the "economic impact" section of the Bidder's proposal, the Bidder shall include no more than one page of typed text, describing the Bidder's current, recent, or projected economic impact with the State of Maine, as defined above. The Bidder may include all details and information that it finds to be most relevant for this section.

Section V. Required Proposal Attachments

The following documents must be attached to the back of each Bidder's proposal in the order as numbered below. The required documents will be reviewed and rated by the Department's evaluation team.

Attachment 1-Company Rate Sheet for services being offered which would be effective for the entire two year contract period. Please use the expected contract start date of 1/1/2015 and an end date of 12/31/2016 in preparing this section. A Rate Sheet template is attached to this RFP.

Attachment 2-Documentation of current Maine Certified Geologist License, current OSHA 1910.120 Certification

Attachment 3- Certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with this contract

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process - General Information

1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous cost and economic impact considerations (where applicable) for the State.
2. Officials responsible for making decisions on the selection of a contractor shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal best satisfies the criteria of the RFP at a reasonable/competitive cost.
3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders if needed to obtain clarification of information contained in the proposals received, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their costs and other requested information as clearly and completely as possible.

B. Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100 point scale and will measure the degree to which each proposal meets the following criteria.

Section I. Organizational Description, Qualifications and Experience (30 points)

Includes all elements addressed above in Part IV, Section I.

Section II. Scope of Services to be Provided (30 Points)

Includes all elements addressed above in Part IV, Section II.

Section III. Cost Proposal (35 points)

Includes all elements addressed above in Part IV, Section III.

1. Hypothetical Cost Scenarios (25 points)
2. Rate Sheet (10 points)

Section IV. Economic Impact within the State of Maine (5 points)

Includes all elements addressed above in Part IV, Section IV.

2. **Scoring Process:** The review team will use a consensus approach to evaluate the bids. Members of the review team will not score the proposals individually but instead will arrive at a consensus as to assignment of points on each category of each proposal. The contract award(s) will be made to the Bidder(s) receiving the highest number of evaluation points, based upon the proposals' satisfaction of the criteria established in the RFP. The Economic Impact section will also be scored using a consensus approach, with the highest number of evaluation points being assigned to the Bidder(s) with the most economic impact, actual or feasible, as determined by the evaluation team. The Cost section will be scored according to a mathematical formula described below.
3. **Scoring the Cost Proposal:** The Rate Sheet will be evaluated by the same consensus approach described above and assigned a score (up to 10 points).

The sum of the two hypothetical cost scenarios will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

$$(\text{lowest submitted cost proposal} / \text{cost of proposal being scored}) \times 25 = \text{pro-rated score}$$

4. **No Best and Final Offers:** The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.
5. **Negotiations**

The Department reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department's Request for Proposals to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

C. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Purchases Review Committee.
2. Notification of contractor selection or non-selection will be made in writing by the Department.
3. Issuance of this RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
4. The Department reserves the right to reject any and all proposals or to make multiple awards.

D. Appeal of Contract Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: <http://www.maine.gov/purchases/policies/120.shtml>). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

If this RFP results in the creation of a pre-qualified or pre-approved list of vendors, then the appeal procedures mentioned above are available upon the original determination of that vendor list, but not during subsequent competitive procedures involving only the pre-qualified or pre-approved list participants.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The successful Bidder will be required to execute a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed
Rider B: Method of Payment and Other Provisions
Rider C: Exceptions to Rider B
Rider D: Not applicable
Rider E: Not applicable
Rider G: Identification of Country in Which Contracted Work Will Be Performed

The complete set of standard BP54 contract documents may be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms/BP54.doc>

Other forms and contract documents commonly used by the State can be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms.shtml>

2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Purchases Review Committee. Contracts are not considered fully

executed and valid until approved by the State Purchases Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, Chapter 110, § 3(B)(i): <http://www.maine.gov/purchases/policies/110.shtml>)

This provision means that a contract cannot be effective until at least 14 days after award notification.

3. The Department estimates having a contract in place by January 1, 2015. The State recognizes, however, that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Purchases Review Committee. Any appeals to the Department's award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the contract, the successful Bidder shall act independently and not as an agent of the State of Maine.

B. Standard State Agreement Provisions

1. Agreement Administration

- a. Following the award, an Agreement Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the successful Bidder in the finalization of the contract.
- b. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

2. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from this RFP.

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

1. Appendix A – State of Maine Proposal Cover Page
2. Appendix B – Cost Proposal Form
3. Appendix C– Rate Sheet Template

PART VIII APPENDICES

Appendix A

**State of Maine
DEPARTMENT OF ENVIRONMENTAL PROTECTION
PROPOSAL COVER PAGE**

**RFP # 201409846
Pre-Qualified List for Geophysical Services Providers**

Bidder's Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Headquarters Street Address:		
Headquarters City/State/Zip:		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Proposed Cost:	
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

Debarment, Performance, and Non-Collusion Certification

By signing this document I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

- **Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.**

To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name:	Title:
Authorized Signature:	Date:

State of Maine
DEPARTMENT OF ENVIRONMENTAL PROTECTION
COST PROPOSAL FORM

RFP #201409846
Pre-Qualified List for Geophysical Services Providers

Bidder's Organization Name: _____

Task 1

Travel to site (distance 50 miles) _____

Conduct GPR survey of site to locate buried structures
(Assume 3 hours working time) _____

Total Task 1 _____

Task 2

Travel to site (distance 50 miles) _____

Conduct Geophysical Logging of a 100 ft. deep bedrock borehole
(caliper log, profiles for temperature & fluid conductivity, bore hole
flow ambient & pumped and acoustic televiewer log) _____

Prepare and submit Geophysical Log Report with analysis
and discussion of results _____

Total Task 2 _____

State of Maine
DEPARTMENT OF ENVIRONMENTAL PROTECTION
RFP #201409846
Pre-Qualified List for Geophysical Services Providers
Rate Sheet Template

Company Name:

Task	Unit	Rate
Professional Time		
Geologist/Geophysicist	(per hour)	
Senior Technician	(per hour)	
Technician	(per hour)	
Equipment		
Borehole Logging rig with standard suite of tools: (including temp., caliper, fluid resistivity, single point resistance, self potential, natural gamma and heat pulse flowmeter	First Day	
	Subsequent Days	
Acoustic Televiewer	First Day	
	Subsequent Days	
Optical Televiewer	First Day	
	Subsequent Days	
Full Suite of Borehole Tools	First Day	
	Subsequent Days	
Seismograph & ancillary equipment	First Day	
	Subsequent Days	
Electrical Resistivity Imaging	First Day	
	Subsequent Days	
EM-61 Metal Detector or equivalent	First Day	
	Subsequent Days	
Ground Penetrating Rada	First Day	
	Subsequent Days	
EM-31 Terrain Conductivity Meter or equivalent	First Day	
	Subsequent Days	
Packer sampling equipment	First Day	
	Subsequent Days	
Utility Locator	First Day	
	Subsequent Days	

