

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

**Finch Petro LLC
Finch Petro
610 York Road
Warminster, PA 18974
PADEP FACILITY ID #09-30778
PAUSTIF CLAIM #20180142(F)**

November 10, 2022

The Pennsylvania Underground Storage Tank Indemnification Fund (PAUSTIF) 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:	7
Number of bids received:	2
List of firms submitting bids:	Alpha Geoscience Mountain Research, LLC

This was a Fixed Scope of Work Request for Bid (RFB). The range in cost between the bids was \$122,856.90 to \$145,747.39. Based on the numerical scoring, one of the two bids was determined to meet the "Reasonable and Necessary" criteria established by the Regulations and deemed acceptable by the evaluation committee for PAUSTIF funding.

The selected bidder was Mountain Research, LLC - \$145,747.39

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

- 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 state that the task will be completed for a certain cost. An explanation should be provided as to how the task will be completed and all pertinent detail should be included.
- Bid responses and costs should include all requested activities required to complete the Scope of Work included in the RFB. Specifically, if the RFB instructions direct that bid responses should include the costs to complete communications, updates, and meetings; then the consultant should include those costs in their fixed price bid. Consultants should not put assumptions in their bid that indicate that they will bill certain management tasks separately when the RFB indicates they should be included.
- Bid responses should 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.). Bidders should not rely solely upon referencing available state or Federal guidance documents to describe how a specific task will be completed. Particular attention should be paid to underlined or highlighted text contained within the RFB.
- Bid responses should acknowledge and address all site-specific guidelines listed in the RFB, including all base scope of work milestones that require approval prior to initiation.
- Bid responses should include all requested information, including but not limited to Bid Submission Coversheet, Required Responses Submission Form, Bid Cost Submission Form, insurance certificate, detailed cost spreadsheet, schedule, labor rates, resumes, statement of qualifications, and standard operating procedures.
- Bid responses should appropriately discuss and provide costs for the optional cost adder milestones included in the RFB
- Bid responses should address only the Scope of Work (SOW) 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 separately in the bid response and cost difference (+ or -) separately in the Bid Cost Submission Form.
- The RFB requested a total fixed-price bid to complete a specific scope of work. Bid responses should not include assumptions or references to level of effort and/or hours. Costs should be developed using your professional opinion, experience, and the data provided.
- Bids responses 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. Bid responses 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 RFB, there should be no assumptions on waste and assuming that a permit will be approved is still making an assumption on waste. Bid responses should also clearly detail how all waste will be handled.

- Bidders should follow the specific instructions provided in the RFB and include the correct number of events based on their proposed schedule. For example, if the RFB requests costs to complete events every two weeks from the time of contract execution through the completion of a specific report based on the schedule provided from the bidder, then the bid response should include enough events on the schedule and in the costs.
- Bidders should review bid responses prior to submittal. Care should be taken to ensure that bid responses are complete, accurate, and include all necessary information.