

## **Underground Storage Tank Indemnification Fund Notice of Changes to the Competitive Bid Program and Bid Submission Requirements**

The Pennsylvania Underground Storage Tank Indemnification Fund (USTIF) has made changes to the Competitive Bid Program as outlined below.

1. Please review the revised [USTIF Bulletin 5: Competitive Bid Fact Sheet](#)  
Find other USTIF Bulletins at the bottom of the [ustif.pa.gov](http://ustif.pa.gov) home page by clicking on the link to Guidance Documents
2. New required bid submission forms will be included as attachments in Request for Bid (RFB) documents published after December 14, 2020. Items listed below may not be all-inclusive. Bidders should carefully review individual RFBs and attachments to ensure all requirements are met.
  - a. Bid Submission Coversheet (see example in attachment 1) must be completed, signed and dated by an authorized company representative.
  - b. Required Responses Submission Form (see example in attachment 2) must be completed.
    - i. Remediation Agreement
      1. Bidder must state if the Remediation Agreement included as an attachment to the RFB is accepted "as is".
      2. If the Remediation Agreement is accepted "as is" then no proposed modifications should be listed in the form.
      3. If modifications to the Remediation Agreement are proposed they must be listed on the form; and, the Remediation Agreement is not accepted "as is". Stating "No" to acceptance of the Remediation Agreement will not disqualify or negatively impact bid scores. The proposed modifications will be evaluated. Unreasonable modifications may result in

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the bid being disqualified administratively; or may negatively impact bid scores.

- ii. Qualifications and Experience
  1. Answer all questions within the form
  2. Provide requested documentation
  
- c. Bid Cost Submission Form (see example in attachment 3)
  - i. Simplified Form with a bidder instructions tab.
  - ii. Please read the information at the top of the form carefully, complete form, and submit detailed supporting documentation along with the completed form.
  - iii. The form must be signed and dated by an authorized company representative.

## Questions and Answers

General questions about the Competitive Bidding Process may be submitted in writing to [RA-Bid-Submission@icf.com](mailto:RA-Bid-Submission@icf.com). A cumulative list of all Questions and Answers (Q&A) will be published at [ustif.pa.gov/bids](http://ustif.pa.gov/bids). Q&A will initially be published on a weekly basis each Friday. The need for continued weekly Q&A will be evaluated; and, when appropriate, the Q&A will be updated as necessary. No direct email responses will be provided.

December 14, 2020

Attachment 1

Bid Submission Coversheet

## Bid Submission Coversheet

This is for example purposes only. Actual forms will be specific to each site and Request for Bid. When submitting a bid use the form provided as an attachment to the individual Request for Bid.

Request for Bid for [insert Solicitor name]

PADEP Facility ID#:

PAUSTIF Claim #:

Bidder Information	
Bidder Company Name	
Mailing Address	
Website	
Contact Person for Bid	
Contact Person's Phone Number	
Contact Person's E-Mail Address	
Contact Person for Right-to-Know Requests (if different from above)	
Contact Person's Phone Number	
Contact Person's E-Mail Address	

Bid Submission Enclosed (check list)	
Technical Submission	
Proposed Schedule	
Required Responses Submission Form and all requested attachments	
Copy of Insurance Certificate	
Bid Cost Submission Form	
List of Bid Labor Rates and Detailed Breakdown of Milestone Fixed-Costs to Support Bid Cost Submission Form (including but not limited to labor, subcontractor costs and mark-up, direct costs, and equipment)	
Copies of Subcontractor Quotations/Bids/Proposal (if applicable)	

Signature	
Signature of company representative authorized to bind the Bidder to the provisions contained in Bid Submission	
Typed Name	
Title	
Date	

Attachment 2  
Required Responses Submission Form

## Required Responses Submission Form

This is for example purposes only. Actual forms will be specific to each site and Request for Bid. When submitting a bid use the form provided as an attachment to the individual Request for Bid.

Request for Bid for [insert Solicitor name]

PADEP Facility ID#:

PAUSTIF Claim #:

Bidder Company Name:

Remediation Agreement	
Is the Remediation Agreement accepted "as is" with no changes other than obvious modifications to fit this RFB (e.g. names, dates, bid costs)	Yes or No
If No, proposed modifications must be listed including, but not limited to, terms and conditions, Exhibits A and B, Site-Specific Assumptions and Provisions.  Only proposed modifications listed herein will be considered; no additional modifications will be considered during the contracting phase with the selected bidder.	

Qualifications and Experience	
1	How many years has your company been in business?

<b>Qualifications and Experience</b>	
2	Does your company employ a Pennsylvania-licensed Professional Geologist that is designated as the proposed project manager?
3	If Yes to #1, list name of P.G.
4	If Yes to #1, how many years of experience does this person have?
5	List up to 5 Pennsylvania Chapter 245 Corrective Action projects involving an approved SCR, RAP, and RACR has your company and/or the Pennsylvania-licensed Professional Geologist closed (i.e., obtained Relief from Liability from the PADEP) <u>using the selected remedial approach</u> in the PADEP Region where the Site is located. If less than 5 closures in the PADEP Region, closures within Pennsylvania may be listed.
6	List up to 5 Pennsylvania Chapter 245 Corrective Action projects involving an approved SCR, RAP, and RACR has your company and/or the Pennsylvania-licensed Professional Geologist closed (i.e., obtained Relief from Liability from the PADEP) <u>using any standard or remedial approach</u> in the PADEP Region where the Site is located. If less than 5 closures in the PADEP Region, closures within Pennsylvania may be listed.

<b>Qualifications and Experience</b>	
7	How many Pennsylvania Chapter 245 projects is your company currently the consultant for in the PADEP Region where the Site is located?
8	List up to 5 of your company's current Chapter 245 projects in the PADEP Region where the Site is located. If less than 5 in the PADEP Region, projects within Pennsylvania may be listed.
9	In the past two years, has your company been party to a terminated PAUSTIF-funded Fixed-Price contract without attaining all of the milestones? If so, please explain.
10	Please insert Resumes for Proposed Project Team immediately following this form in your bid response.
11	Please insert your company's Statement of Qualifications immediately following this form.
12	Please insert your company's Standard Operating Procedures immediately following this form.



Attachment 3  
Bid Cost Submission Form

## Bid Cost Submission Form

**This is for example purposes only. Actual forms will be specific to each site and Request for Bid. When submitting a bid use the form provided as an attachment to the individual Request for Bid.**

Request for Bid for [insert Solicitor Name]  
PADEP Facility ID#                      PAUSTIF Claim #

The bidder shall provide its bid cost only in the Bid Cost Submission Form with descriptions for each task provided in the body of the bid document. No cost information should be provided in the technical submittal. Bidders are responsible to ensure all costs are provided in the Bid Cost Submission Form, and calculations (including, but not limited to the total bid cost) are accurate; the Bid Cost Submission Form must be signed by an authorized representative of the company. In addition, bidders are required to include, as backup for the Bid Cost Submission Form, a list of bid labor rates and a detailed breakdown of each milestone fixed-cost including, but not limited to, labor, subcontractor costs and mark-up, direct costs, and equipment. The technical score for bids will be based solely on those tasks represented as milestones included in the Bid Cost Submission Form and the total bid cost. Any optional bidder-defined tasks, milestones, or cost adders that are not requested as part of this RFB will not be considered by the Bid Evaluation Committee in the technical review and technical score for the bid.

Submitted by: [Insert Bidder Company Name]

Signature of Authorized Company Representative:

Typed Name:

Title:

Date:

### Base Scope of Work/Bid/Contract Price

Milestone	Description	Number of Events	Cost Per Event	Total Cost
A	Supplemental Site Characterization Activities	1.00	\$ 10,000.00	\$ 10,000
B1	LNAPL Transmissivity Testing	1.00		-
B2	LNAPL Physical/Chemical Properties	1.00		-
C	Pilot Testing	1.00		-
D	Preparation of RAP	1.00		-
E	Quarterly Groundwater Sampling	2.00	\$ 50.00	\$ 100
F	Site Closure/Restoration	1.00		-
<b>Total Base Contract Price</b>				<b>\$ 10,100.00</b>

### Optional Milestones/Cost Adders/Unit Costs

Optional Milestone	Description	Cost Per Event/ Unit Cost	Unit
A	additional drilling	\$ 10,000.00	per foot
B1	groundwater disposal		per gallon