



Request for Qualifications (RFQ)

For

**Professional Services for Waste
Management/Waste Cleanup Programs**

RFQ 2021010

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1 Introduction

The Florida Department of Environmental Protection (the Department or DEP) hereby issues this Request for Qualifications (RFQ) pursuant to 62-787, Florida Administrative Code (F.A.C.) for Professional Services for Waste Management/Waste Cleanup Programs. The Department shall select firms in accordance with Chapter 62-787, F.A.C. and the Scope of Services in Section 4 below. The Department will negotiate continuing contracts (“Contracts”) with selected Firms to provide response action activities for the Waste Cleanup Program (WCP). Work under these Contracts will be assigned to a “Pollution Response Action Contractor (PRAC)”. Work may be associated with, but is not limited to, the following Sections/areas within the WCP: Waste Site Cleanup Section (WSCS), Site Investigation Section (SIS), Federal Programs Section (FPS), and Brownfields & CERCLA Site Screening (BF/CSS). Additional information about these programs can be found at the following website: <https://floridadep.gov/waste/waste-cleanup>

Multiple awards, up to a maximum of ten (10) responders to the RFQ will be selected for contract awards. The DEP, at its sole discretion, shall make this determination.

In order for a firm to be considered for contract award, the firm must meet the requirements in Chapter 62-787 F.A.C.

The Solicitation will be administered through the Vendor Bid System (VBS). Respondents interested in submitting a Response must comply with all of the terms and conditions described in this RFQ.

1.1 Solicitation Objective

The Department intends to enter into up to 10 continuing contracts using the Attachment 1, Draft Contract, for Professional Services for Waste Management/Waste Cleanup Programs, hereby incorporated by reference. The Department intends to make a multiple award, however the Department reserves the right to award to one Respondent or multiple Respondents, or to make no award, as determined to be in the best interest of the State.

1.2 Background and Program Information

The Department of Environmental Protection, Division of Waste Management, Waste Cleanup Program is responsible for the following response actions and site rehabilitation activities:

- Managing cleanup of sites contaminated by pollutants or hazardous substances;
- Providing technical support to DEP districts and other State agencies;
- Conducting investigations of soil and groundwater contamination;
- Managing the cleanup of Drycleaning Solvent Cleanup Program (DSCP) eligible sites;
- Overseeing cleanup of State-funded Cleanup sites;
- Managing assessment and cleanup of State-owned properties;
- Overseeing EPA Cleanup of Superfund (NPL) sites in Florida;
- Implementing the Department’s role in the Florida Brownfields Redevelopment Program;
- Providing Brownfields services to eligible applicants using the State and Tribal Response grant from EPA;
- Implementing the Voluntary Cleanup Tax Credit Program;
- Implementing the Institutional Controls/Engineering Controls Audit Program (ICECAP); and



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- Partnering with Department of Defense (DoD) to implement installation restoration at military facilities and formerly used defense sites (FUDs) in Florida under the DoD and State Memorandum of Agreement (DSMOA).

The Department is seeking to qualify Firms to assist the Waste Cleanup Program in providing the above described Services (Collectively, the “Services”), which are part of an ongoing effort. All work under the Continuing Contract(s) will be authorized on a Task Assignment (TA) basis, as funding becomes available.

1.3 Qualification of Firms

To be eligible to enter a Continuing Contract with the Department, Firms must, at a minimum:

- a. Meet all certification and license requirements imposed by applicable Federal, State, and local law.
- b. Employ a professional geologist, who possesses and maintains a valid certificate of authorization to practice geology from the Florida Department of Business and Professional Regulation (DBPR) pursuant to Section 492.111, F.S.
- c. Employ a professional engineer who possesses and maintains a valid certificate of authorization to practice engineering from the Florida Board of Professional Engineers (FBPE) pursuant to Section 471.023, F.S., or demonstrate that the professional engineer is not practicing engineering under a fictitious name or a business organization, and therefore does not require a certificate of authorization.
- d. Have the capacity to perform or directly supervise the majority of the work at a Site in accordance with Section 489.113(9), F.S.
- e. Must have and maintain an office and personnel located in the State of Florida, as outlined further in section 3.4.2.2.

1.4 Anticipated Contract Term & Renewals

The initial term of the Contract(s) will be five (5) year(s) with up to five (5) renewal year(s). At the discretion of the Department, the Contract(s) may be renewed subject to the terms and conditions specified in the Contract(s).

1.5 Definitions

The “General Contract Conditions” Form PUR 1000 (PUR 1000) and “General Instructions to Respondents” Form PUR 1001 (PUR 1001), found in Rule 60A-1.002, Florida Administrative Code (F.A.C.), are hereby incorporated by reference and can be accessed at:

https://www.dms.myflorida.com/business_operations/state_purchasing/documents_forms_references/resources/state_purchasing_pur_forms. The following definitions apply to this RFQ:

- **Business Days** - Monday through Friday, inclusive, except for State government holidays.
- **Firm** means a partnership, corporation, or other legal entity that is certified under Section 471.023, F.S., to practice or offer to practice engineering.
- **Confidential Information** - Any documents, data, or records that are confidential and not subject to disclosure pursuant to Chapter 119, Florida Statute (F.S.), the Florida Constitution, or any other authority.
- **Continuing Contract** means a Contract between the Department and a PRAC for an indefinite quantity of Professional Services as described in the scope of services in the Continuing Contract for a period of time defined in the Continuing Contract.



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- Contract or Contracts - The agreements that result from this competitive procurement, if any, between the Department and the Contractor.
- Contractor(s) - The Respondent(s) that will be awarded a Contract pursuant to this Solicitation.
- Level of Effort means the estimate that the PRACs will provide based on their Project assessment, including the cost(s) from lowest responsible and responsive bid(s) from non-Professional Services.
- Oral Evaluation Committee means Department employees selected by the Department head or designee to evaluate the oral presentation portion of the Request for Qualifications.
- Pollution Response Action Contractor or PRAC means a single entity that is responsible for a Project, including scheduling and coordination, in both pre-rehabilitation and rehabilitation phases, and generally responsible for the successful, timely, and economical completion of the Project. The PRAC shall also be responsible for procurement and management of all non-Professional Services contractor(s) used on a Project.
- Primary Subcontractor means a subcontractor(s) that will be used for professional services which the Respondent intends to use for the term of the Contract.
- Professional Services means, pursuant to Section 287.055, F.S., those services within the scope of the practice of architecture, professional engineering, landscape architecture or registered surveying and mapping, as defined by the laws of the State of Florida, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.
- Project means a response action as defined in Section 376.301, F.S.
- Request for Qualifications or RFQ means a solicitation for statements of qualification for the Department to select one or more vendors to provide Professional Services under a Continuing Contract, performed in accordance with Section 287.055, F.S., and the procedures outlined in Rules 62-787.300 and 62-787.400, F.A.C.
- Secondary Subcontractor means a subcontractor(s) intended for non-professional services (e.g. drilling, IDW transport) but which may not be retained for either the term of the Contract or over a prolonged period of the Contract.
- Site means any "contaminated site" as defined in Section 376.301, F.S.
- Technical Evaluation Committee means Department employees selected by the Department head or designee to evaluate the technical presentation portion during the Request for Qualifications.
- Waste Cleanup Program means all response action activity, regardless of funding source, excluding response actions addressed pursuant to rule Chapter 62-772, F.A.C.
- Respondent – an entity that submits a Response to this RFQ.
- State - The State of Florida.

Further, all words defined in Sections 287.012, and 376.301, F.S., shall have the same meaning when used in this RFQ.

1.6 Draft Contract

Awarded Respondent(s) must provide the professional services sought by this RFQ in accordance with the terms, conditions, and Scope of Work detailed in the Draft Contract. All Respondents should carefully review the Draft Contract prior to submission of a Response. Any questions related to the Draft Contract should be submitted as a formal question in accordance with the instructions contained in this RFQ.



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1.7 Procurement Officer

The Procurement Officer is the Department's sole point of contact for information regarding this RFQ from the date of release until an Agency Decision is posted on the VBS. Violation of this provision may be grounds for rejecting a Response.

Refer ALL inquiries in writing to the Procurement Officer by email. Responses to timely questions posed to the Procurement Officer will be posted on the VBS, at <http://myflorida.com/apps/vbs/vbs> [www.main menu](#) in accordance with Section 2.3.1.2 below.

The Department will not talk to any Respondents or their agents regarding a pending solicitation. Questions will NOT be answered via telephone.

1.8 Special Accommodations

Any person requiring a special accommodation due to a disability should contact the Department's Procurement Officer. Requests for accommodation for meetings must be made at least five (5) Business Days prior to the meeting.

1.9 Timeline of Events

The following schedule will be strictly adhered to in all actions relative to this Solicitation. The Department reserves the right to modify this schedule and will notify participants in the Solicitation by posting an addendum to this Solicitation on VBS. It is the responsibility of the Respondent to check VBS on a regular basis for such updates.

Event	Date	Time*	Location/Method
RFQ Advertised	3/2/21	N/A	Vendor Bid System
Registration Deadline for upcoming Mandatory Pre-Response Conference	3/18/21	5:00 PM	All Respondents must email the Procurement Officer to register for the Mandatory Pre-Response Conference by the identified deadline. Failure to register before the deadline may result in not receiving an invitation to the Mandatory Pre-Response Conference.
Mandatory Pre-Response Conference	3/19/21	2:00 PM	The Mandatory Pre-Response Conference will be held virtually. Meeting information will be provided by the Department upon registration. Respondents who fail to attend or who are not represented at a mandatory conference will be determined Non-Responsive.



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Questions Due	3/26/21	3:00 PM	Email to Procurement Officer
Answers Posted (Anticipated)	On or about: 4/5/21		Vendor Bid System
Responses Due	4/19/21	3:00 PM	<u>Mail to Department:</u> <u>RFQ 2021010</u> Bureau of General Services Procurement Section 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000
Public Opening	4/20/21	10:00 AM	Teleconference by calling: 888.585.9008 Conference room number: 617.871.258 The number will be active 5 minutes before the meeting.
References Contacted	Between:		Telephone and/or Email
	4/27/21	5/14/21	
Publish List of Highest Ranking Firms Qualified to Participate in Oral Presentations (Short List) and Presentation Information (Anticipated)	On or about: 6/21/21		Vendor Bid System
Oral Presentations (Anticipated)	Between:		TBD
	Choose date	Choose date	
Posting of Recommended Award(s) (Anticipated)	On or about: 7/30/21		Vendor Bid System

*All times are Eastern Time Zone.

1.10 List of Attachments and Forms

The Attachments, Exhibits, and Forms below are incorporated by reference. Copies of these documents are available in the VBS advertisement that accompanies the RFQ posting. If a Form requires electronic completion or filling in, such as a Microsoft Excel spreadsheet, an electronic copy can be obtained by contacting the Procurement Officer.



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Attachment	Title
1	Draft Contract
2	Past Performance Evaluation Questionnaire for Non-DEP References
3	Past Performance Evaluation Questionnaire for DEP References

Form	Title
A	Business Response Form
B	Client Reference Form
C	United States Department of General Services Standard Form 330 (not attached) https://www.gsa.gov/portal/forms/download/116486



2 RFQ Process

2.1 Firm Responsibilities

Firms should carefully read the entire RFQ, all attachments, and any addenda before submitting a Response. Vendors interested in submitting a Response must comply with all instructions, terms, and conditions of this RFQ to be considered for Award.

Firms are responsible for understanding all terms and conditions of this RFQ, its attachments, addenda, the proposed resulting Contract, and Rule 62-787, F.A.C. If a Firm does not understand these requirements, Vendor should submit formal questions to the Department in accordance with Section 2.3.1.2.

2.2 Who May Respond

Firms who possess the minimum qualifications, experience, and personnel resources described in this RFQ are invited to submit Responses. Firms on the Convicted, Suspended, Discriminatory Vendor List(s), and/or the Scrutinized List(s) of Prohibited Companies may not submit a Response.

2.3 Overview of the RFQ

The RFQ is a method of competitively soliciting statements of qualification for the Department to select one or more vendors to provide Professional Services under a Continuing Contract, performed in accordance with Section 287.055, F.S., and the procedures outlined in Rules 62-787.300 and 62-787.400, F.A.C.

2.3.1 Solicitation Phase

2.3.1.1 Pre-Response Conference

The Department will hold a mandatory pre-response conference as part of the process as indicated in Section 3.2.

All Respondents must **email** the Procurement Officer to register for the mandatory pre-response conference by the date and time indicated on the Timeline of Events to register for the mandatory pre-response conference.

Respondents who fail to attend or who are not represented at the mandatory conference will be determined Non-Responsive.

Note: *Any answers to questions given at any conferences are not binding and do not alter the RFQ. Only questions submitted in accordance with the instructions below and answered on the VBS are considered binding.*

2.3.1.2 Question and Answer Period

Respondents may submit questions regarding the terms, conditions, and requirements of the RFQ to the Procurement Officer via email by the deadline listed in the Timeline, Section 1.9 of the RFQ.

Questions will not constitute a formal protest of the specifications or of the Solicitation. Answers to questions will be posted on the VBS.



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All emails shall have the Solicitation number in the subject line. The Department recommends that questions be submitted in the following format:

RFQ Section	RFQ Page #	Question

2.3.1.3 Submission of Responses

Once the Department posts the answers to the questions, Respondents may begin submitting Responses as indicated in Section 3.4; however, Respondents are encouraged to submit their Responses no earlier than five (5) days prior to the submission deadline. Responses must be submitted by the deadline listed in the Timeline above.

2.3.1.4 Opening of Responses

The Department will open the Responses at the date, time, and location noted in the Timeline, Section 1.9. The Procurement Officer will review the entire Response to ensure that all required volumes were timely submitted.

2.3.2 Minimum Mandatory Requirement Review Phase

2.3.2.1 Administrative Review

All responses will be reviewed by the Procurement Officer to ensure that Responses contain all mandatory Forms and are complete.

2.3.2.2 Responsibility Review

The Department will review the Responsibility section of the Respondent’s Business Response Form, Form A, for affirmative responses and attached documentation, if any. Answers in the affirmative are not, in themselves, grounds for declaring a vendor as Non-Responsible; the Department may seek additional clarification and decide whether the circumstances of the case warrant declaring a Respondent Non-Responsible. Respondents deemed Non-Responsible are **not eligible for Contract Award**.

2.3.3 Qualification Phase

2.3.3.1 Determination of Qualification

The Department shall review all of the information submitted pursuant to Section 1.3, Qualification of Firms, and determine if a Firm is qualified.

2.3.3.2 Technical Response Evaluation

The Department will evaluate Responses from responsive and qualified Respondents that meet the Minimum Mandatory requirements listed in Form A, Business Response Form, and provide the documentation required in this Solicitation.

A Technical Evaluation Committee shall determine the relative ability of each Respondent to perform the services required under the Scope of Work using the evaluation criteria in Section 5. Each technical evaluation team member will work independently, to review and score the Response. Upon completion of the Technical Response evaluation, the technical evaluators will submit their scores to the Procurement Officer for tabulation. The Procurement Officer will give each Firm its relative score and ranking.



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A Respondent's Technical Response is the only material which will be considered by the technical evaluators. No oral or written representations, prior conversations, meetings, projects, or outside information, other than what is specifically requested to be in a Response, will be considered by the technical evaluators.

The Department will publish on the Vendor Bid System the list identifying the highest-ranking Firms selected by the Technical Evaluation Committee to participate in oral presentations as well as the oral presentation topic(s), oral presentation scoring guidelines and presentation date in an Addendum to the RFQ.

2.3.3.3 Oral Presentation Evaluation

Respondents will present the oral presentations to the Oral Evaluation Committee. The Oral Evaluation Committee will evaluate all presentations and shall select Respondents deemed to be the most highly qualified to perform the required services. The Oral Evaluation Committee will submit their recommendation to the Secretary of the Department or designee for approval.

2.3.3.4 Negotiation of Rates

The Department will negotiate contracts with the 10 highest-ranking firms. Failure of a Firm to negotiate a contract rate that is fair, competitive, and reasonable, shall result in that Firm no longer being eligible for a Contract. The Department will then select the next highest-ranking Firm from the oral presentations to negotiate a contract. The Department will use this method to award up to 10 Contracts.

2.3.3.5 Past Performance

The Respondent's references will be contacted by the Department by telephone during normal working hours (8:00 AM - 5:00 PM) as indicated in the Timeline. The Department will make up to two (2) attempts to call before making one attempt to contact the references by email. If the contact person cannot be reached following the three (3) attempts, or if the Respondent fails to provide a reference, the Respondent will receive a score of zero (0) for that reference.

2.4 Conformance to Requirements

In order to be considered for Award, Responses submitted to the Department must conform in all material aspects to the requirements included in this RFQ. Responses failing to conform in all material aspects to the requirements included in this RFQ are Non-Responsive and are not eligible for Award, at the sole discretion of the Department.

2.5 Limitation on Vendor Contact with Agency During Solicitation Period

Respondents to this Solicitation or persons acting on their behalf may not contact, between the release of the Solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this Solicitation, except in writing to the Procurement Officer or as provided in the Solicitation documents. Violation of this provision may be grounds for rejecting a Response.

2.6 Addenda/Amendments to the RFQ

The Department reserves the right to modify this RFQ by issuing addenda and/or amendments. All changes to the RFQ will be made through addenda or amendments posted on the VBS. It is the



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responsibility of the Respondent to check for any changes on the VBS. Issuance of written Addenda and/or amendments is the only method by which a solicitation may be modified.

2.7 Contract Formation

The Department will issue a notice of award, if any, to successful Respondent(s) after a determination that the rates are fair, competitive, and reasonable, as described in section 2.3.3.4 above. No contract shall be formed between the Department and the awarded Respondent until both parties sign the Contract. The Department will not be liable for any costs incurred by a Respondent in preparing or producing its Response or for any work performed before the Contract is effective.

The Contract will consist of the Draft Contract as attached, which will incorporate the Scope of Work, below in Section 4, relevant portions of the Response submitted by the awarded Respondent (if any), and the negotiated Price Sheet, accepted by the Department. If there is any discrepancy between the Scope of Work and the incorporated relevant portions of the Response, the terms most favorable to the Department shall prevail.

The Contractor must execute a Truth-in-Negotiation certificate, attached as Exhibit F to the Draft Contract, stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.

The Department objects to and shall not consider any additional terms or conditions submitted by a Respondent, including any appearing in documents attached as part of a Response, except those identified in the Contract. The Respondent shall bring any perceived inconsistencies among any of the provisions of the RFQ and its attachments to the attention of the Department prior to the submission of its Response. At any time during the Solicitation, the Department may specifically identify and incorporate by reference any additional documents which are to be incorporated into the Contract. The Contract that results from this Solicitation will be posted on the Florida Accountability Contract Tracking System (FACTS) website in accordance with section 215.985, F.S., "Transparency Florida Act."

2.8 Disclosure of Response Contents

All documentation produced as part of the RFQ will become the exclusive property of the Department and will not be returned to the Respondent unless it is withdrawn prior to the Response opening in accordance with Section 2.9. Once the Procurement Officer opens the Response, the Response may be disclosed pursuant to a public records request, subject to any confidentiality claims and the timeframes identified in section 119.071(1)(b), F.S.

2.9 Withdrawal of Responses

The Respondent may withdraw or modify a Response at any time prior to the due date by submitting a request to the Procurement Officer.

2.10 Administrative Cure Process

In the interest of maximizing competition, the Response qualification and cure process seeks to minimize, if not eliminate, Respondent disqualifications resulting from nonmaterial, curable deficiencies in the Response that are identified in the Minimum Mandatory Review Phase. Therefore, the Department may, in its sole discretion, notify Respondents whose qualifying information or documentation does not meet the requirements of the RFQ and allow for the correction of errors and



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omissions prior to making a final determination of responsiveness. Timely cures made pursuant to this section will be accepted by the Department.

2.11 Clarification Process

The Department may request clarification from the Respondent for the purpose of resolving ambiguities or questioning information presented in the Response. Clarifications may be requested throughout the Solicitation process. The Respondent's answers to requested clarifications must be in writing and must address only the information requested. Respondent's answers to requested clarifications must be submitted to the Department within the time specified by the Department in the requested clarification.

2.12 Information from Other Sources

The Department reserves the right to seek information from outside sources regarding the Respondent, the Respondent's offerings, capabilities, references, and the Respondent's performance, if the Department determines that such information is pertinent to the RFQ. The Department may consider such information throughout the Solicitation process including, but not limited to, determining whether the award is ultimately in the best interest of the State. This may include, but is not limited to, the Department engaging consultants, subject matter experts, and others to ensure that the Department has a complete understanding of the information provided pursuant to the Solicitation.

2.13 Firm Response

The Department may make an award within one hundred and eighty (180) days after the date of the opening, during which period responses shall remain firm and shall not be withdrawn. If award is not made within one hundred and eighty (180) days, the Response shall remain firm until either the Department awards the Contract, or the Department receives from the Respondent written notice that the Response is withdrawn. Any response that expresses a shorter duration may, in the Department's sole discretion, be accepted or rejected.

2.14 Right to Reject

The Department may reject any Response not submitted in the manner specified by the Solicitation documents. Respondents whose past performance, current status, or Response does not reflect the capability, integrity, or reliability to fully, and in good faith, perform the requirements of Contract may be rejected as Non-Responsible and are **not eligible for Award**.

2.15 Cancellation, Non-Award, and Withdrawal

When the Department determines that it is in the best interest of the State, it reserves the right to:

- Cancel this Solicitation.
- Make no Award and reject all responses.
- Withdraw the Solicitation at any time, including after an award is made.
- Withdraw or amend its Notice of Award at any time prior to execution of a contract, including, but not limited to situations in which the Contractor(s) fails to execute the contract.
- Re-procure services.

2.16 Misrepresentations

All information submitted, and all representations made, by the Respondent in a response may be relied upon by the Department in determining Responsibility of a Respondent for Award. Any misstatement or



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omission, whether intentional or not, may be treated by the Department as a fraudulent concealment of the true facts relating to the Response. Such misrepresentation will be a basis for the Department to disqualify the Respondent as Non-Responsible, and bar the Respondent from participation in any re-solicitation pertaining to this subject matter (regardless of whether the re-solicitation resulted from Respondent's misrepresentation) and may be punishable under law, including, but not limited to, Chapter 817, F.S.

2.17 Licensure & Registration

Prior to the execution of a Contract, the selected Respondent must be properly licensed to do business within the State, and all entities must be appropriately registered with the Florida Department of State, if required by federal or state law.

2.18 Replacement and Alternate Responses

The Department will only consider one (1) Response per Respondent, unless otherwise indicated in Section 3. Respondents may submit revised Responses at any time prior to the Response Due Date as specified in the Timeline of Events. Revised Responses must include a statement, signed and dated by an Authorized Signatory, withdrawing all prior Responses from the Respondent. Alternate commodities and/or contractual services may be proposed only if permitted in accordance with the instructions contained in this Solicitation. The Department is under no obligation to consider alternate commodities and/or contractual services to those requested in this Solicitation if not specifically requested as part of a Response and may reject a Response making such offers as Non-Responsive.

2.19 Exclusivity

This Solicitation will not result in an exclusive license to provide the commodities and/or contractual services described in this Solicitation or the resulting Contract. The Department may, in compliance with applicable laws, contract with other vendors to provide the same or similar commodities and/or contractual services if the Department determines that doing so will serve the State's best interests.

2.20 Diversity

The State is dedicated to fostering the continued development and economic growth of minority-owned, veteran-owned, and woman-owned businesses. Participation of a diverse group of Respondents doing business with the Department is central to the State's effort.

The Office of Supplier Diversity (OSD) has been established within the Florida Department of Management Services (DMS) to certify qualifying minority-owned, veteran-owned, and woman-owned business enterprises (CBEs). CBEs are encouraged to participate in the State's procurement process as both prime Respondents and subcontractors. Non-CBE Respondents are encouraged to partner with CBEs for Contract performance.

2.21 Bid Protests

Failure to file a protest within the time prescribed in section 120.57(3), F. S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S.

Documents received after normal working hours (Monday-Friday, 8:00 a.m. - 5:00 p.m., Eastern Time) will be filed the following business day.



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All filings must be made with the Agency Clerk ONLY and are only considered "filed" when stamped, physically or digitally, by the Agency Clerk. It is the responsibility of the filing party to meet all filing deadlines.

The Agency Clerk's address is:

Agency Clerk, Office of General Counsel
Department of Environmental Protection
3900 Commonwealth Boulevard,
Douglas Building, MS#35
Tallahassee, Florida 32399-3000
Email: Agency_clerk@floridadep.gov



3 Response Instructions

This section contains the General Instructions and Special Instructions to Respondents. The “General Instructions to Respondents” Form PUR 1001 is incorporated by reference and can be accessed at http://dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasing_forms.

The terms of the PUR1001 are controlling for this RFQ, except for the following sections, which are inapplicable:

Section 3. Electronic Submission of Responses

Responses shall be submitted in accordance with Section 3.4 of this Solicitation.

Section 5. Questions

Questions shall be submitted in accordance with Section 2.3.1.2 of this Solicitation.

Section 14. Firm Response.

This paragraph is superseded by Section 2.13 of this Solicitation.

Section 15. Clarifications/Revisions.

This paragraph is superseded by Section 2.11 of this Solicitation.

Section 17. Contract Formation.

This paragraph is superseded by Section 2.7 of this Solicitation.

Section 20. Protests.

This paragraph is superseded by Section 2.21 of this Solicitation.

3.1 MyFloridaMarketPlace (MFMP) Vendor Registration

Prior to execution of the Contract by the Department, the Contractor must be registered with MFMP. Information about the registration process is available on, and registration may be completed at <https://vendor.myfloridamarketplace.com/>.

Prospective vendors who do not have internet access may request assistance from MFMP Customer Service within DMS.

The following United Nations Standard Products and Services Code(s) (UNSPSC) are provided to assist potential Respondents in their registration efforts:

Code	Title
81101514	Geotechnical or geoseismic engineering
76121900	Hazardous waste disposal
77101700	Environmental advisory services
70131700	Land and soil management



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3.2 Pre-Response Conferences

The Department will hold a mandatory pre-Response Conference for Respondents to ask questions informally. All Respondents must **email** the Procurement Officer by the date and time indicated on the Timeline of Events to register for the mandatory pre-response conference.

3.3 Submission of Responses

Respondents shall deliver Responses to the Department's office designated in the Timeline of Events before the date and time specified. Any Response that is received after the exact time specified in the Timeline of Events is late. Late Responses, as well as Responses submitted through email or by facsimile, are Non-Responsive and will not be evaluated. All Response materials must be packaged so that each box shipped to the Department does not exceed 25 pounds.

Response packages must be marked to show the Respondent's name and address, the Solicitation number, and the date and time Responses are due. If multiple packages are shipped, package sequences (i.e. 1 of 3, 2 of 4, etc.) must also be indicated on the outside of the package.

3.4 Response Content Requirements

Respondent's Responses must be submitted in hard and electronic copies divided into volumes containing the information specified below as provided in the timeline specified in Section 1.9.:

Volume	Name	Copies
Volume I	Business Response	One (1) Original
Volume II	Technical Response	One (1) Original
CD/DVD/USB	Electronic Copy of Response	One (1) copy of each Volume
CD/DVD/USB	Redacted Electronic Copy of Response (if applicable)	One (1) Redacted copy of each Volume

3.4.1 Volume I, Business Response

Respondents must prepare a Business Response volume in the order outlined below.

Volume I	Business Response	Page Limit
Tab A	Executive Summary	Two (2)
Tab B	Required Forms	None

3.4.1.1 Tab A: Executive Summary

Respondents must prepare and include an Executive Summary that summarizes the key points from the Respondent's Business and Technical volumes. The Executive Summary must begin with company/division's street address; and size of business, CBEs status, and a summary of the key points from the Respondent's Response. If the Respondent is a current or former Contractor to the Department, the Respondent will notify the Department of the contract number and the Department's contract manager in its Executive Summary.

3.4.1.2 Tab B: Required Forms

Respondents must complete and submit Form A, Business Response Form.

Respondents must complete Form B, Client Reference Form, for the Respondent (**not intended subcontractors**) and must provide the required information for a minimum of six (6) separate and verifiable projects which have been completed within the last five (5) years. All projects listed shall be for



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work relevant to the Waste Cleanup Program. Projects performed for confidential clients **shall not** be included. **Do not list projects completed for the Department. The Department will identify those from its own database.**

Of these six (6) projects, the DEP requires that:

- a. A minimum of four (4) different clients be represented by these six (6) projects.
- b. A minimum of four (4) projects must have been conducted by personnel identified in Section E of Standard Form 330.
- c. A minimum of one (1) project must be represented by a site in which chlorinated drycleaning solvent contamination exists.
- d. A minimum of one (1) project must be represented by a site in which contamination from an emerging contaminant exists.

Projects that the Respondent has completed for firms that are listed as subcontractors in their response package will not be accepted as Past Performance references under this solicitation. Projects that the Respondent has completed for organizations having any affiliation with the Respondent (i.e., under common ownership, having common directors, officers or agents, or sharing profits or liabilities) will not be accepted as Past Performance reference under this solicitation.

In the event that the Respondent has had a name change since the time work was performed for a listed reference, the name under which the Respondent operated at the time that the work was performed must be given, at the end of the project description for that reference.

The Department will choose, at its own discretion, four (4) of the Respondent's references to contact in order to complete an evaluation questionnaire as provided in Attachment 2, Past Performance Evaluation Questionnaire for Non-DEP References. The Department **will not** attempt to correct incorrectly supplied information.

Failure to provide the required information for six (6) separate and verifiable projects which have been completed within the last five (5) years and which meet the requirements set forth above shall result in point reductions as set forth in the Evaluation Criteria.

If the Department identifies any contracts that the Respondent has undertaken with DEP where the Respondent was the prime contractor during the last five (5) years, the Department shall choose one (1) of the DEP Contract Managers, to contact in order to complete Attachment 3, Past Performance Evaluation Questionnaire for DEP References. The DEP project to be evaluated will be the most comprehensive project which is most closely related to the Scope of Work in this RFQ. Respondents who have not worked for the DEP, or who have performed satisfactorily for the DEP, will not be penalized as set forth in the Evaluation Criteria.

The completed Client Reference Forms shall be attached in this Tab. Respondent gives the Department permission to contact client references and obtain their opinion of the Respondent's past performance. The Respondent acknowledges that Department will record the client's opinion, and that the completed forms will become a public record.



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3.4.2 Volume II, Technical Response

The Respondent must prepare and submit a Technical Response volume detailing their qualifications, capabilities, and a description of the commodities and/or contractual services that they will provide to the Department. The Technical Response must contain complete responses to all items. If a portion of any section is omitted, the Response may be deemed Non-Responsive at the sole discretion of the Department.

Volume II	Technical Response
Tab A	Introduction
Tab B	Company Background
Tab C	Knowledge and Experience
Tab D	Project Management
Tab E	Personnel Assigned
Tab F	Licenses
Tab G	Documentation Supporting Subcontract Arrangements

3.4.2.1 Tab A: Introduction (1 page limit)

The content of this section shall be at the sole discretion of the Respondent.

3.4.2.2 Tab B: Company Background (2 page limit)

Respondents should provide information on the historical background of the Respondent and on the Respondent’s organizational structure, including locations of all Florida-based offices, the capabilities of each office, and staffing levels within those offices. This section shall also include number of years in existence, number of years performing work which may be relevant to the services being requested under this solicitation. Respondents should also provide background information on all joint ventures and subcontractors, which the Respondent intends to specify in their cost proposals.

The Respondent will be required to submit unit rates for Primary Subcontractors in their cost proposal if the Contractor is selected after oral discussions. Primary Subcontractors and their associated rates will be contained in the body of the contract and are subject to annual contract rate negotiations.

3.4.2.3 Tab C: Knowledge and Experience (15 page limit)

Respondents should demonstrate the Respondent’s understanding of contamination problems in Florida and knowledge and experience in managing site services and cleanup projects in Florida, or elsewhere in the United states, that are relevant to the work conducted in the Division of Waste Management, Waste Cleanup Program. The Respondent’s knowledge and abilities in each area relevant to site services, as outlined in the Scope of Work, shall be presented:

- a. Assessment;
 - 1. Knowledge, Skills and Abilities
 - 2. Innovative Approaches
 - 3. Understanding of Different Program Objectives
- b. Initial Remedial Measures/Interim Source Removals;
- c. Feasibility Study;
- d. Engineering Design;
- e. Procurement Assistance;
- f. Turnkey Approach;



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- g. Construction Oversight;
- h. Operation and Maintenance;
- i. Community Relations Support; and
- j. Reports.

Respondent should focus on the following items when demonstrating its knowledge and experience:

- a. Respondent's methods for improving and streamlining present methods of site services at all phases;
- b. Utilization of innovative technologies;
- c. Strategies for addressing emerging issues that may affect work under these contracts (e.g., emerging contaminants, munitions, solid waste management facilities, forensics, etc.), and,
- d. Respondent's methods for effectively moving into different phases or combining certain phases to shorten the time required to complete the cleanup process.

Experience should be illustrated by a discussion of completed projects for relevant site services whenever possible, and the specific duties performed on these projects should be indicated.

3.4.2.4 Tab D: Project Management (6 page limit)

- a. The Respondent shall describe in-house project organization and management methods which are most appropriate to perform the type services described in Section 4.00, Scope of Work. Contract managers and key personnel must be identified. Subcontractors shall be identified, and the intended scope of their work detailed. Office locations for key personnel and subcontractors must be identified.
- b. The Respondent shall describe cost and schedule controls; corrective action procedures, invoicing protocols and any other management considerations appropriate to concurrent work at multiple sites. DEP is interested not only in how cost and schedules will be tracked and reported, but specifically what will be done to reduce costs and maintain schedules. Examples of this are rewards and disincentives for subcontractors, contingencies for weather and field problems, and efficiencies in field work activities. Corrective action procedures and individual responsibilities for such should be described. The management methods shall address cost or price monitoring and control but shall not reveal cost information.
- c. The availability of the Respondent's personnel assigned to this contract is important. DEP expects personnel and subcontractors identified in the RFQ to be available for work on DEP projects without interference from other ongoing contractual obligations that the Respondent may have. The selected contractors may be performing work on multiple sites simultaneously, and therefore should indicate how work overloads will be managed to prevent project delays.

3.4.2.5 Tab E: Personnel Assigned (not included in page limitation)

The Respondent shall complete Part I (Sections A through E only) and Part II of the United States Department of General Services Standard Form 330 in accordance with the instructions provided therein. Part I (Sections A through E only) and Part II of the Standard Form 330 must be completed and submitted with the response package. Key personnel identified in Section E shall be those personnel (including key primary subcontractors, if applicable) directly responsible for daily project management to be assigned to the contract resulting from this RFQ. Specific project positions shall coincide with the personnel identified in the Project Management section of the response package. An electronic version



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of the form may be obtained at the website <https://www.gsa.gov/portal/forms/download/116486> under Standard Forms.

3.4.2.6 Tab F: Licenses (not included in page limitation)

The Respondent shall submit copies of professional licenses from the appropriate State of Florida board governing the services to show that the Respondent (**not subcontractors**) is both (1) an engineering firm registered in the State of Florida **and** (2) a geological firm registered in the State of Florida.

In the event that Respondents submit a response as a joint venture, it is not necessary for each member of the joint venture to have both licenses. However, members of the joint venture as a whole must provide both licenses.

3.4.2.7 Tab G: Documentation Supporting Subcontractor Arrangements

All Respondents shall supply written proof of Primary Subcontractor arrangements for this solicitation. Documentation shall be supplied for each Primary Subcontractor which the Respondent intends to utilize and for whom the Respondent has identified qualifications and experience in their proposal. The written documentation shall be **a one (1) page letter supplied by the subcontractor on its letterhead stationery**, clearly identifying the DEP Solicitation Number (**RFQ 2021010**), the project title (**Waste Management Services**), and the primary contractor with whom the firms intends to subcontract. **Failure to submit a letter of commitment from an intended subcontractor identified in the proposal shall result in the disallowance of the qualifications and experience of that subcontractor from consideration in the evaluation process.**

Note: Do not use this section to provide additional information about any proposed subcontractors. Any additional information provided with these letters will not be reviewed.

3.5 Economy of Presentation

Responses must be prepared simply and economically, providing a straightforward, concise delineation of the Respondent's capabilities to satisfy the requirements of this Solicitation without the use of marketing materials, white papers, fancy or flashy graphics, case studies, or other promotional materials. The emphasis of each Response should be on completeness and clarity of content.

3.6 Confidential Response Materials and Redacted Submissions

In addition to the public records requirements of the PUR 1001, section 19, if the Respondent considers any portion of its Response to be Confidential Information or exempt under Chapter 119, F.S., or other authority (Public Records Law), then the Respondent must simultaneously provide the Department with an unredacted version of the materials and a separate redacted copy of the materials the Respondent claims as Confidential Information or exempt and in an index, as described in Section 3.6.1.

The Respondent shall mark the unredacted version of the document as "Unredacted version – contains Confidential Information" and place such information in an encrypted electronic form or a sealed separate envelope.

3.6.1 Redacted Submissions

If submitting a redacted version of its Response, the Respondent shall mark the cover of the redacted copy with the Respondent's name, Department's solicitation name, and number, and the words "Redacted Copy." The Redacted Copy should only redact those portions of material that the Respondent claims are Confidential Information or exempt from Public Records Law. An entire



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Response should not be redacted. An entire page or paragraph which contains Confidential Information or exempt material should not be redacted unless the entire page or paragraph is wholly Confidential Information or exempt from Public Records Law. In the Redacted Copy, the Respondent shall redact and maintain in confidence any materials the Department provides or seeks regarding security of a proposed technology system or information subject to sections 119.011(14), 119.071(1)(f), and 119.071(3), F.S.

In addition, the Respondent should submit a separate index listing the Confidential Information or exempt portions of its Response. The index should briefly describe in writing the grounds for claiming exemption from the Public Records Law, including the specific statutory citation for such exemption.

The Redacted Copy will be used to fulfill public records and other disclosure requests and will be posted on the FACTS website. In addition, the Department will follow the procedures described in Attachment 4, Public Records Requirements, of the Draft Contract.

By submitting a Response, the Respondent agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the Respondent's determination that the redacted portions of its Response are Confidential Information or otherwise not subject to disclosure. If the Respondent fails to submit a Redacted Copy of its Response, the Department is authorized to produce the entire unredacted Response submitted to the Department in response to a public records request.



4 Scope of Work

4.1 Scope of Work

All services shall be performed in accordance with the Scope of Services outlined below.

The Scope of Work includes:

- Hazardous waste site cleanup services;
- Drycleaning Solvent Cleanup Program services;
- Quick response to perform detailed hydrogeological site investigations for the purpose of determining the magnitude and/or source of ground water contamination;
- Assessment and cleanup activities for the state owned land sites;
- Brownfields Assessments and Brownfields Source Removals;
- Technical review and support on assessment and remediation projects due to chemical or munitions use;
- Comprehensive Environmental Response Compensation and Liability Act (CERCLA) site assessments;
- Technical Support and Operation and Maintenance on National Priority List (Superfund) Sites;
- Professional assistance in identification, investigation and remediation of sites impacted with contaminants of emerging concern; and
- Institutional controls/engineering controls auditing (ICECAP).

Assessment and cleanup activities may be accomplished by the Contractor, subcontractors to the Contractor, or a combination thereof. Due to the variety and complexity of tasks associated with site activities, the DEP allows joint ventures and/or subcontracting among firms in order to develop an optimum team approach. The Contractor may be required to obtain competitive quotes and/or conduct negotiations for subcontracted work. The Contractor will be responsible for all phases of work described in the Scope or Services. The Contractor may be given task assignments for sites at which some activities have already occurred. Any and all equipment, products or materials necessary to perform these services, or requirements as further stated in this Scope of Work, shall be supplied by the Contractor, unless otherwise specified herein or in a Task Assignment.

The DEP reserves the right to award some of the work based upon a “pay for performance” cleanup. A pay for performance cleanup is one in which payments are made to the Contractor based upon a negotiated schedule of cleanup progress.

All work performed by the Contractors must be in accordance with DEP rules, including but not limited to, Chapter 62-780 F.A.C. Specific components of the work, such as the deliverables, the performance measures, the completion criteria and due dates will be specified by DEP in individual task assignments.

Issuance of Task Assignments.

Assessment and cleanup activities may be accomplished by the Contractor, subcontractors to the Contractor, or a combination thereof. These Primary Subcontractors and their associated rates are contained in the Contract and are subject to annual contract rate negotiations. If the Contractor expects to use a Secondary Subcontractor for a task assignment, the Contractor will be required to pre-qualify and obtain valid quotes from a minimum of three subcontractors. The lowest, responsive subcontractor quote will be selected to perform that work. The DEP reserves the right to reject any and all Secondary Subcontractor quotes.



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Due to the variety and complexity of tasks associated with site activities, the DEP allows joint ventures and/or subcontracting among firms in order to develop an optimum team approach. The Contractor may be required to obtain competitive quotes and/or conduct negotiations for subcontracted work. The Contractor will be responsible for all phases of work described in the Scope or Services. The Contractor may be given task assignments for sites at which some activities have already occurred.

The DEP reserves the right to award some of the work based upon a “pay for performance” cleanup. A pay for performance cleanup is one in which payments are made to the Contractor based upon a negotiated schedule of cleanup progress.

In the event that services are required to be performed that are not specifically set out in herein, but are within the general scope of the services, the Department and the Contractor hereby reserve the right to negotiate task assignments covering the required services. The Department reserves the right to assign different phases of work on a specific site to different firms. Notwithstanding any other provisions of this Contract, the Contractor may, at its sole discretion, elect not to participate in a proposed task assignment. Such election shall not preclude the Contractor from participating in other task assignments as the Department may request. The Contractor shall notify the Department orally, with confirmation in writing, within three (3) business days of receipt of a Task Assignment, of the Contractor's decision.

4.2 Definitions

In this Contract, the following terms shall be defined as set forth below:

All definitions contained within Chapter 62-787, F.A.C. are applicable to this Scope of Work.

“Contaminants of Emerging Concern (CECs)” - means chemicals that have been recently detected in the environment which may pose public health or ecological risks.

“Primary Subcontractor” means a subcontractor(s) that will be used for professional services which the Respondent intends to use for the term of the Contract.

“Professional Services” means, pursuant to Section 287.055, F.S., those services within the scope of the practice of architecture, professional engineering, landscape architecture or registered surveying and mapping, as defined by the laws of the State of Florida, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.

“Secondary Subcontractor” means a subcontractor(s) intended for non-professional services (e.g. drilling, IDW transport) but which may not be retained for either the term of the Contract or over a prolonged period of the Contract.

Further, all words defined in Sections 287.012, and 376.301, F.S., shall have the same meaning when used in this Contract.

4.3 Contractor Responsibilities

The different tasks associated with each area of site work are described below:



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4.3.1 Scopes of Work, Work Plans and Preliminary Assessments

Selected Pollution Response Action Contractors (PRACs) may be required to develop professional Scopes of Work (SOWs), Work Plans, Quality Assurance Project Plans (QAPPs) or Preliminary Assessments (PAs) for activities to be conducted on a site-specific basis. This work may include obtaining permission for site access, site reconnaissance and interviews with site owners or operators. SOWs, QAPPs, PAs and/or Work Plans may be required for activities including, but not limited to, the activities described in the following Sections 4.3.2 through 4.3.15.

4.3.2 Quality Assurance, Laboratory Requirements and Health and Safety

a. Quality Assurance

Prior to receiving any site assignments, selected PRACs will be required to comply with all requirements set forth in the Quality Assurance Rule 62-160. F.A.C., and the requirements established in Exhibit D of the Contract.

The following lists the expected deliverables that are associated with the quality assurance requirements of this Contract:

1. An initial planning review technical audit as specified in Section 5.b.i. of Exhibit D of the Contract shall be completed by the Contractor after the second completed sampling and analysis event, but no later than the fourth. The Contractor shall submit a report of this initial planning review audit within one month of the review, and that report shall include a statement of usability as described in Section 5.b.iii. of Exhibit D of the Contract.
2. Ongoing planning review technical audits shall be conducted annually thereafter for the remainder of the Contract, if applicable to the duration of the Contract, as described in Section 5.b.ii. of Exhibit D of the Contract. The Contractor shall submit a report of each annual planning review audit with a statement of usability (Section 5.b.iii), within one month of the review. The Contractor shall submit the Contract Quality Assurance Plan (QA Plan) as described in Section 6 of Exhibit D of the Contract to the DEP Contract Manager no later than 120 days prior to the commencement of field and laboratory activities. Failure to submit the QA Plan in this required timeframe shall result in a delay of approval to begin work until the document has been submitted to the Department and approved (or conditionally approved) by the DEP Contract manager.

For Brownfield and CERCLA grant site assessments and/or cleanup activities, the selected Contractors must also comply with the Environmental Protection Agency (EPA's) Field Branches and Quality System and Technical Procedures guidance documents. The most current versions can be found at: <https://www.epa.gov/quality/quality-system-and-technical-procedures-lsasd-field-branches>.

For any sampling activities conducted at current or former Department of Defense (DOD) sites, the selected contractors must also comply with DOD's Consolidated Quality Systems Manual (QSM) for Environmental Laboratories guidance document. The most current version, along with prior versions, can be found at: <https://denix.osd.mil/edqw/documents/>.

b. Laboratory Requirements

Selected PRACs will be required to comply with the Requirements for Field and Analytical Work DEP-QA-002/02. For Federal Programs, Brownfields & CERCLA Site Screening and Site Investigation work, selected PRACs must comply with EPA's Region 4 Data Validation Standard Operating Procedures for



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Contract Laboratory Program, Routine Analytical Services and/or EPA Region 4 Analytical Support Branch Laboratory Operations and Quality Assurance Manual.

c. Health and Safety

Selected PRACs will be required to complete a Health and Safety Plan for each project. The plan will be designed to protect the health and safety of local residents as well as PRAC personnel. All safety requirements will conform to the OSHA Guidelines for Hazardous Waste Operations, 29 CFR Part 1910. The PRAC will inform the DEP of any and all safety issues and incidents that have occurred at sites or projects under contract with the DEP, within 24 hours of the particular incident or safety issue. The Safety Coordinator for the Division of Waste Management will be the point of contact for such notification.

4.3.3 Site Assessment / Remedial Investigation

The purpose of a Site Assessment is to characterize the nature and extent of environmental contamination, and to gather all necessary data to support the evaluation of remedial alternatives by a professional engineer and/or a professional geologist. The contractor may be required to complete assessments at multiple sites within a regional boundary and within a determined timeframe. A typical Site Assessment may include, but not be limited to, the following tasks:

a. Preliminary Assessment

Prior to sampling and other on-site investigations, the contractors may be required to research historical information on the site, review existing information on the site, conduct a site visit, perform a well inventory and perform other work as necessary to assess data needs and develop a plan of approach.

b. Site Assessment

Detailed hydrogeological site assessments will be required for the purpose of determining the magnitude and/or the source of groundwater and soil contamination. Assessments will follow methodologies and protocols accepted and approved by the DEP or the U.S. Environmental Protection Agency (EPA), as applicable. Refinement of schedule and scope may be needed as site work proceeds. Specialized studies are not uncommon, such as those involving contaminants of emerging concern or the use of forensics to distinguish source origins. Occasionally, site-specific assistance in a discipline or technical area not listed as a work element may be required if within the selected PRAC's capabilities (i.e. surface water sampling, soil vapor sampling, hazardous waste characterization, bioassays). A task may consist of a complete assessment or it may consist of one or several components of such an assessment.

For the Waste Site Cleanup Section (WSCS), PRACs will be expected to delineate soil and groundwater contamination and obtain all necessary data to document that the site closure criteria have been met, or select appropriate remedial alternatives and develop designs for the selected remedial alternatives as needed. Work under the WSCS will include assessments on Drycleaning sites and State-lead cleanup sites. Under State-lead cleanup, contaminants of concern may vary to a large degree and may include emerging contaminants.

For the Site Investigation Section (SIS), site assessments are conducted to determine the magnitude and characteristics of groundwater and soil contamination, where the source of the contamination is frequently unknown at the outset of a study and must be determined. In such cases, extensive historical and hydrogeological research is vital in developing and implementing a practical scope of



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work. As circumstances change, the scale or course of the investigation may require reasonable field modification with little or no direct oversight. Throughout the study, the PRAC project manager must skillfully communicate with various agencies, property owners, subcontractors and other entities. All data and observations must be properly documented and interpreted, and the resulting report must withstand strong departmental scrutiny and opposing challenges. Assessment activities on state owned lands is conducted similarly, with the additional responsibility of achieving site closure. Contaminants of concern for site assessments may vary to a large degree and may include emerging contaminants.

For CERCLA site assessments conducted under the CERCLA Site Screening (CSS) grant, the selected PRACs will be required to use the EPA SCRIBE Documentation, EQUIS Data Processor (EDP) and Data Archival and Retrieval System (DART) software programs, or subsequent software requirements to adhere to EPA's Contract Laboratory Program. Some of the laboratory analytical work will be conducted using a Florida-certified laboratory subcontracted by the PRAC. However, for some SOWs, there may be a need to use and to adhere to EPA's Contract Laboratory Program (See <https://www.epa.gov/clp>). The information gathered during the CSS Site Assessment may be used to complete and/or update the Hazard Ranking System scoring evaluation by use of the QuickScore™ software. The selected PRACs will be required to provide GIS services to provide site-specific figures and data mapping for CSS Pre-CERCLA Screening Assessments, Preliminary Assessment and Site Investigations. In some cases, tables, maps and figures may be requested as stand-alone deliverables and will not include any field work. Requested GIS services will include specific information needed for Hazard Ranking System scoring (See <https://www.epa.gov/superfund/hazard-ranking-system-hrs>). PRACs will be required to have experience and knowledge of the Hazard Ranking System.

In support of the Brownfields federal grant administered by the DEP on behalf of the EPA, the selected PRACs will be required to conduct Targeted Brownfield Assessments (TBAs) and Site-Specific Activities (SSAs), which may include: Phase I and Phase II Environmental Site Assessments, risk assessments, contamination assessments, and passive and/or active cleanup activities including, but not limited to source removal. Phase I site characterization and assessment will be performed in accordance with the American Society of Testing and Materials (ASTM) Standard E1527-13 "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process", and "All Appropriate Inquiries" requirements as set forth in regulations promulgated at 40 CFR Part 312.

c. Site Assessment Report

A report that adequately describes the objectives, findings and conclusions of the assessment will be required. The structure of the report will be determined by the program for which the report is being developed.

Documentation associated with off-site notification will be required when applicable, and within the timeframes established by the DEP.

All Site Assessment Reports must be signed and sealed by a professional geologist and/or a professional engineer, registered in the State of Florida, certifying that all work conducted under the site assessment, and the findings presented in the Site Assessment Reports were completed in accordance with 62-780.400, F.A.C.



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4.3.4 Feasibility Study / Remedial Alternatives Evaluation / Risk Assessment

The purpose of a Feasibility Study (FS) or Remedial Alternatives Evaluation (RAE) is to develop and evaluate remedial alternatives for a site. It may be performed separately or concurrently with the Site Assessment. A typical FS or RAE may include, but not be limited to additional data collection; risk assessment; remedial alternative screening and evaluation; and a summary report. For a Risk Assessment, the human health and environmental risks associated with the contaminants present at a site will be determined and cleanup criteria will then be selected.

Professional geologist and/or professional engineer participation is necessary to assure consideration and selection of the most applicable site-specific remedial actions.

4.3.5 Remedial Actions

A remedial action is the implementation of the selected cleanup alternative(s) for a site. A typical remedial action may include, but not be limited to, the following:

a. Engineering Design

The purpose of engineering design is to develop in detail the selected remedial action to be conducted at a site. A typical design may include, but not be limited to additional investigation and studies; a preliminary design; and, a final design package, the form of which will depend upon the construction contractor procurement method selected by the Department (turnkey, competitive sealed bid procurement, etc.).

All designs must be signed and sealed by a professional engineer registered in the State of Florida.

b. Procurement Assistance

PRAC assistance may be required during DEP bid procurement of construction contractors. This assistance may include such activities as preparing and issuing addenda, distribution of procurement documents, and evaluation of bids and proposals.

On some projects, a competitive negotiation solicitation may be used to select a design/build contractor. PRAC assistance may be needed on these projects which may include preparation of requests for statements of qualifications, preparation of design criteria packages, issuing addenda and evaluation of qualifications statements and proposals.

Professional engineers and or professional geologists are necessary for procurement assistance in order to ensure professional reviews of all submittals and assuring acceptance of only qualified responsible, responsive bidders in the process.

c. Turnkey Approach

The PRAC may be required to conduct remedial actions at multiple sites. For some site cleanup projects, the contractor may be the prime contractor for all necessary engineering design, construction activities, and operation and maintenance activities for a site.

d. Construction Oversight

PRAC oversight may be needed in the management of construction activities. This assistance may include, but not be limited to: participation in pre-construction conferences; professional engineering review of shop drawings, technical documents, invoices and reports; conducting on-site construction inspections to ensure all activities are being conducted in a professional manner, surveying and environmental monitoring; daily, on-site record keeping; progress tracking;



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conducting equipment and materials testing and inspections; and preparation of record drawings, change orders and reports.

4.3.6 Operation and Maintenance

Operation and Maintenance (O&M) may be needed after construction is completed. These activities may include, but not be limited to: site inspections; preparation and review of O&M plans, operator training programs, development of manuals and reports, providing professional engineering and/or professional geologist recommendations for additional actions, operation and maintenance of treatment systems, providing professional engineering recommendations for improvement of cleanup performance, monitoring, and site closure.

4.3.7 Initial Remedial Measures / Interim Source Removals

The PRAC may provide professional engineer and/or professional geologist assistance during initial remedial measures or interim source removal actions, which are determined by the DEP to be necessary for minimizing imminent threats to human health and/or the environment. The PRAC may be required to meet an aggressive schedule for expediting source removal and/or plume containment using a fast-track approach to a project without the benefit of a comprehensive study of site conditions. These remedial measures may include, but not be limited to: security fences and warning signs; installation of berms or caps; ground water recovery; water treatment; product recovery; soils, sediments and drum removal; tank removal; and preparation of necessary reports.

4.3.8 Hazardous and Non-hazardous Waste Management

The PRAC shall be responsible for the proper storage, manifesting, and "cradle to grave" tracking of contaminated or potentially contaminated waste materials of any kind which are directly or indirectly generated from the PRAC' performance under the contract. The PRAC shall act as the direct representative for the DEP in the signing of manifests for hazardous and non-hazardous waste management. The DEP shall assume the responsibilities of the generator for such wastes.

4.3.9 Reporting Requirements

Where required and authorized by Chapters 471 and 492 of the Florida Statutes, applicable portions of required documents, which are submitted to the DEP for public record shall be signed and sealed by the appropriate professional(s) who prepared them.

The PRAC may be required to submit multiple reports as a result of work described in this Scope of Work. These reports may be in standard format(s) to be provided by the DEP. All reports and data shall be delivered in electronic format and may also be requested in printed format. Map data and engineering drawings shall be in a format compatible with AutoCAD or ArcGis Pro package, as appropriate. The PRAC will incorporate Automated Data Processing Tool (ADaPT) software requirements in QA plans, permits, orders and other documents requiring submission of laboratory data, as applicable. The DEP reserves the right to require all PRACs to use specified formats for maps (including GPS and GIS data), engineering drawings, data management, project tracking and reports.

4.3.10 Program Support

Assistance may be needed in reviewing the work of contractors hired by the EPA, responsible parties or the DEP. This work may involve professional engineer and/or professional geologist review of Assessment or Remedial Investigation work, feasibility studies, design work, construction, O&M and offsite notification.



Professional Services for Waste Management/Waste Cleanup Programs

In support of federal facilities, including Federal Programs Section (FPS) cleanup projects, the selected PRACs may be requested to conduct technical reviews and consultation by professional engineers and /or professional geologists or other qualified staff for sites undergoing assessment and remediation in accordance with state and/or federal regulations. Sites may include petroleum, mixed waste or munitions-related contamination or environmental hazards.

4.3.11 Community Relations Support

The PRAC may be required to provide community relations support during all phases of work. These activities may include preparing audio-visual materials and fact sheets, providing public outreach, notification, and participation in public meetings. The nature of these meetings will require professional engineer and/or professional geologist participation. PRACs may be asked to provide brownfields technical assistance and training to communities and municipalities.

4.3.12 Superfund Projects

The PRAC may be used for National Priority List (Superfund) site projects when state, federal, or some combination of funding for such projects has been approved on a project-by-project basis. In the event such projects are tasked under this contract, the PRAC must comply with all applicable state and federal guidelines for contaminated site cleanup.

4.3.13 Institutional Controls/Engineering Controls Audits

The PRAC may be used for assisting in professional engineer and/or professional geologist five-year audit reviews under the Institutional Controls/Engineering Controls Audit Program (ICECAP) to ensure that such controls remain in place and have not been compromised.

4.3.14 Other

Other responsibilities of the PRAC may include, but not be limited to, acquiring all necessary federal, state and local permits, authorizations and inspections; securing off-site access; obtaining easements and title work; and ensuring compliance with all additional environmental regulations. The PRAC shall be responsible for obtaining all applicable permits, authorizations and inspections unless otherwise set forth in a task assignment.

4.4 Department's Responsibilities

The Department will be responsible for the review and approval of all deliverables identified within issued Task Assignments within a timeframe of thirty (30) days upon receipt of said deliverables, unless other timeframes are stated within those Task Assignments or Subsequent Task Assignment Change Orders.

4.5 Enforcement

Financial Consequences are defined within the Contract provided as part of this RFQ and additional consequences may be defined on a Task Assignment basis. The financial consequences, as well as all sections of the Contract, are applicable to all Task Assignments and Task Assignment Change Orders issued under the Contract.

4.6 Invoicing

The Contractor shall submit invoices on a convenient basis, but not more frequently than monthly, unless otherwise specified in the Task Assignment/Task Assignment Change Order. Each invoice shall be itemized in accordance with the authorized budget categories in Attachment 5 to the Contract, Price



Professional Services for Waste Management/Waste Cleanup Programs

Sheet and Calculation of Costs, or shall be accompanied by an executed copy of the Task Assignment Notification Form/Task Assignment Change Order evidencing a fixed price. Each invoice shall be submitted with a completed Contractual Services Invoice. A Subcontractor Utilization Report, shall be completed and submitted with each invoice. Failure to provide Subcontractor Utilization Report with an invoice shall result in a delay in processing the invoice for payment until such time as the appropriate information is provided to the Department. Invoices must be submitted within sixty (60) days of the completion of each Task Assignment. A final invoice must be submitted to the Department no later than thirty (30) days following the completion date of the Contract, to assure the availability of funds for final payment. Invoices will be submitted electronically, including appropriate supporting documentation, as required.



5 Evaluation Criteria

5.1 Evaluation of Volume I, Past Performance

Past performance will be scored based on answers to a standard group of questions (see Attachment 2, Past Performance Evaluation Questionnaire for Non-DEP References) received from four (4) of the Respondent's Non-DEP clients. Upon completion of the Reference checks, the Department will sum the Respondent's Past Performance scores to award the Respondent's Final Past Performance Score.

For DEP past performance, DEP shall choose one (1) of the DEP Contract Managers, to contact in order to complete an evaluation questionnaire as provided in Attachment 3, Past Performance Evaluation Questionnaire for DEP References. Satisfactory performance for the DEP project will receive a score of zero (0) points; unsatisfactory performance may score up to minus fifteen (-15) points. In this way, Respondents who have not worked for the DEP, or who have performed satisfactorily for the DEP, will not be penalized. Upon completion of the Reference checks, the Department will sum the Respondent's Past Performance scores to award the Respondent's Final Past Performance Score.

5.2 Evaluation of Volume II, Technical Response

Each proposal will be reviewed by at least five evaluators. Each of the evaluators will work independently using the Evaluation Criteria Scoresheet.

Evaluation points awarded for these components will be based on the following point structure:

<u>Score</u>		
0	=	This element of the evaluation criteria was not addressed .
1	=	This element of the evaluation criteria is poor .
2	=	This element of the evaluation criteria is average .
3	=	This element of the evaluation criteria is above average .
4	=	This element of the evaluation criteria is excellent .

5.3 Available Points

The following are the total points available for each portion of the Response:



Professional Services for Waste Management/Waste Cleanup Programs

EVALUATION CRITERIA SCORESHEET

	Maximum Raw Score Possible		Weight Factor		Maximum Points Possible
I. Business Response					
Tab A. Executive Summary					
Tab B. Client Reference Form (Past Performance)					
a. Client #1	15	X	1	=	15
b. Client #2	15	X	1	=	15
c. Client #3	15	X	1	=	15
d. Client #4	15	X	1		15
e. DEP ¹	0	X	1	=	0
f. Failure to submit a minimum of six (6) projects ²	0	X	1	=	0
g. Failure to submit a minimum of four (4) different clients ²	0	X	1	=	0
h. Failure to submit a minimum of four (4) projects using personnel identified on SF330 ²	0	X	1	=	0
i. Failure to submit a minimum of one (1) project related to chlorinated dry-cleaning solvents ²	0	X	1	=	0
j. Failure to submit a minimum of one (1) project related to emerging contaminants ²	0	X	1	=	0
II. Technical Response					
Tab A. Introduction					
Tab B. Company Background	4	X	1	=	4
Tab C. Knowledge and Experience					
a. Assessment					
1. Knowledge, Skills and Abilities	4	X	4	=	16
2. Innovative Approaches	4	X	4	=	16
3. Understanding of Different Program Objectives	4	X	4	=	16
b. Initial Remedial Measures/Interim Source Removals	4	X	1	=	4
c. Feasibility Study	4	X	1	=	4
d. Engineering Design	4	X	2	=	8
e. Procurement Assistance	4	X	1	=	4
f. Turnkey Approach	4	X	2	=	8
g. Construction Oversight	4	X	2	=	8
h. Operation and Maintenance	4	X	3	=	12



Professional Services for Waste Management/Waste Cleanup Programs

	Maximum Raw Score Possible		Weight Factor		Maximum Points Possible
i. Community Relations Support	4	X	1	=	4
j. Reports	4	X	1		4
Tab D. Project Management					
a. Project Organization	4	X	2	=	8
b. Management Methods					
1. Subcontractors	4	X	2	=	8
2. Corrective Action Procedures	4	X	2	=	8
3. Project Tracking/Cost Controls/Schedule Controls	4	X	2	=	8
4. Availability for Simultaneous Projects	4	X	4	=	16
Tab E. Personnel Assigned – Standard Form 330					
a. Sections A-D: Personnel and Other Firms	4	X	2	=	8
b. Section E: Key Personnel	4	X	3	=	12
Tab F. Licenses					
Tab G. Documentation Supporting Subcontractor Arrangements Failure to submit subcontractor documentation shall result in the disallowance of that subcontractor’s qualifications from consideration in the Response package.					
Total Numerical Rating					236

Notes:

- 1 Satisfactory performance for the DEP project will receive a score of zero (0) points; unsatisfactory performance may score up to minus fifteen (-15) points.
- 2 A score of minus ten (-10) may be awarded for this category, if applicable, up to a maximum of minus fifty (-50) points for all items f through j.

Compilation of Evaluation Scores

The Procurement Section will use the total numerical rating by each evaluator and then calculate an average rank for each proposal for all evaluators. The Procurement Section shall present the average rankings to the Secretary or their designee who will then determine the short list of firms recommended to participate in oral discussions.

For example:

<u>Firm</u>	<u>Raw Points Received</u>	<u>Rank</u>
Company A	200	2
Company B	210	1
Company C	180	3.5*
Company D	175	5



Professional Services for Waste Management/Waste Cleanup Programs

Company E 180 3.5*

In the event that multiple firms have the same raw point score, the rank places for those firms are averaged and each firm receives the averaged rank. In this case the third and fourth ranked firms are tied, so $3 + 4 = 7$; 7 divided by $2 = 3.5$. Each firm receives a rank of 3.5.

In determining vendor responsibility, the agency may consider any information or evidence which comes to its attention and which reflects upon a vendor's capability to fully perform the contract requirements and/or the vendor's demonstration of the level of integrity and reliability which the agency determines to be required to assure performance of the contract.

Note: Any requirement of this solicitation which indicates the consequence of any noncompliance shall be strictly enforced.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
PAST PERFORMANCE EVALUATION FOR NON-DEP REFERENCES**

ATTACHMENT 2

Respondent's Name: _____

Client's Name: _____

Contact Person: _____

Reviewer Code: _____

Date: _____

The following questions will be asked of four (4) Non-DEP client references chosen at the discretion of the DEP:

1.	Briefly describe the work performed by the contractor for your company.	
2.	Overall, did the Contractor adhere to the agreed upon schedule? Yes = 2 points, No = 0 points	
3.	Was the project completed with the agreed upon budget? Yes = 2 points; No = 0 points	
4.	Did work progress ever suffer due to the unavailability of contractor personnel? Yes = 0 points; No = 1 point	
5.	Did the contractor provide satisfactory and timely responses to your requests for information? Yes = 1 point, No = 0 points	
6.	Did the contractor's work require substantial revisions or modifications to approach prior to completion? Yes = 0 points, No = 1 point	
7.	Was the level of effort by the contractor consistent with the complexity of the job? Yes = 2 points; No = 0 points	
8.	Did the contractor keep you adequately informed of progress by means of periodic reports, phone calls or other means? Yes = 2 points; No = 0 points	
9.	Was the contractor familiar with the technical issues necessary to successfully complete the work with minimal revisions? Yes = 2 points; No = 0 points	
10.	How would you rate the overall quality of work? Good = 2 points; Fair = 1 point; Poor = 0 points	

Total Points _____

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
PAST PERFORMANCE EVALUATION FOR DEP REFERENCES**

ATTACHMENT 3

Respondent's Name: _____

Client's Name: _____

Contact Person: _____

Reviewer Code: _____

Date: _____

The following questions will be asked of one (1) DEP reference chosen at the discretion of the DEP:

1.	Briefly describe the work the contractor performed for your company.	
2.	Overall, did the Contractor adhere to the agreed upon schedule? Yes = 0 points, No = -2 points	
3.	Was the project completed with the agreed upon budget? Yes = 0 points; No = -2 points	
4.	Did work progress ever suffer due to the unavailability of contractor personnel? Yes = -2 points; No = 0 points	
5.	Did the contractor provide satisfactory and timely responses to your requests for information? Yes = 0 points, No = -1 point	
6.	Did the contractor's work require substantial revisions or modifications to approach prior to completion? Yes = -1 point, No = 0 points	
7.	Was the level of effort by the contractor consistent with the complexity of the job? Yes = 0 points; No = -2 points	
8.	Did the contractor keep you adequately informed of progress by means of periodic reports, phone calls or other means? Yes = 0 points; No = -2 points	
9.	Was the contractor familiar with the technical issues necessary to successfully complete the work with minimal revisions? Yes = 0 points; No = -2 points	
10.	How would you rate the overall quality of work? Good = 0 points; Poor = -1 point	

Total Points _____

State of Florida
Department of Environmental Protection
Business Response Form

Form A

Respondents shall complete and submit the following information with their Response. Joint venture Respondents must submit one Business Response Form per venturer.

Vendor Information	
Vendor Legal Name:	_____
Principal Place of Business ¹ :	_____
FEIN:	_____
Phone Number:	_____
Mailing Address:	_____
Type of Business Entity:	_____
<i>For joint ventures only:</i> <input type="checkbox"/> Check this box if you are the principal venturer in a joint venture agreement.	

Primary Contact	
Name:	_____
Title:	_____
Address:	_____
Phone Number:	_____
Email Address:	_____

Authorized Signatory²	
Name:	_____
Title:	_____
Address:	_____
Phone Number:	_____
Email Address:	_____

I, _____ am the _____ of
(Authorized Representative's Name) (Title)
_____, (the "Respondent") and am authorized to represent the
(Respondent Legal Name)
Respondent. I do hereby certify, to the best of my knowledge and belief, the information submitted to the Department on this form and with my Response is true and correct.

Signature of Authorized Representative

Date

¹ "Principle place of business" means the address at which the Respondent's high-level officers direct, control, and coordinate the Respondent's activities

² Person shall have authority to contractually bind the Respondent, should a Contract be awarded.

Minimum Mandatory Criteria

To be eligible for award, Respondents must respond “Yes” to each statement below.

- | | | |
|--|------------------------------|-----------------------------|
| 1. Respondent is not on the Department of Management Services’ (DMS) Discriminatory Vendor list as defined in Section 7 of the PUR 1001. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Respondent is not on the DMS’ Convicted Vendor list as defined in Section 8 of the PUR 1001. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Respondent certifies that it is not 1) on the Scrutinized Companies with Activities in Sudan List, 2) on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, 3) participating in a boycott of Israel and does not have business operations in Cuba or Syria? (If over \$1M) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Respondent certifies that it is not participating in a boycott of Israel. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Respondent has not been removed from the DMS’ Vendor List, pursuant to Rule 60A-1.006, F.A.C. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Respondent has an active W-9 on file with the Department of Financial Services or provide one prior to execution of the Contract. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Respondent has not colluded with any entity to reduce competition. This includes the disclosure or discussion of technical or price portions of the Response, or any other attempt to fix pricings. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Respondent does not have an unfair competitive advantage from either: a) having access to information that is not available to the public that would assist the Respondent in obtaining Contract Award, and/or b) obtaining source selection information that is relative to the contract but is not available to all the competitors and that would assist the Respondent in obtaining Contract Award. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Respondent has not participated in the drafting of any portion of this solicitation or developed this program for future implementation, as prohibited by section 287.057(17), F.S. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Respondent has read and agrees to all Solicitation Terms and Conditions and agrees to perform under the Contract, if awarded. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Responsibility

Respondents shall complete and submit answers to the questions below. For each “yes” Respondents shall provide a detailed explanation (1 page) relevant to the issue and attach copies of documents relevant to the written explanation(s) provided (unlimited pages). For Bankruptcy documentation, please provide the court, case number, status, date filed, and date closed, if applicable. The Department reserves the right to request additional information, as needed, to determine a Respondent’s Responsibility pursuant to section 287.012(25), F.S.

- | | | |
|--|------------------------------|-----------------------------|
| 1. Within the past 5 years, has the Respondent been subject to criminal judgments or administrative actions? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Within the past 5 years, has the Respondent been suspended or barred from participation in any competitive process or contract award? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Within the past 5 years, has the Respondent had any licenses or certifications required for this Scope suspended, revoked, or canceled? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Within the past 5 years, has the Respondent had any contracts or agreements terminated for cause? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Within the past 5 years, has the Respondent been the subject of bankruptcy proceedings? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Conflict of Interest Disclosure

PUR 1001, section 6, Conflict of Interest, states:

This solicitation is subject to chapter 112 of the Florida Statutes. Respondents shall disclose with their response the name of any officer, director, employee, or other agent who is also an employee of the State. Respondents shall also disclose the name of any State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent or its affiliates.

Select the appropriate box and fill out the appropriate table(s), if applicable.

Pursuant to PUR 1001, section 6, Conflict of Interest, I have the following names to disclose:

Respondent's Officers, Directors, Employees or Other Agents Who Are Also Employees of The State	
Full Legal Name	Position Title and Agency

State Employees Who Own an Interest of 5% or More in The Respondent or Its Affiliates	
Full Legal Name	% of Direct or Indirect Ownership

OR

Pursuant to PUR 1001, section 6, Conflict of Interest, I have nothing to disclose.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
CLIENT REFERENCE FORM**

FORM B

In the spaces provided below, the Respondent shall list all names under which it has operated during the past five (5) years.

DEP will review its records to identify all contracts that the Respondent has undertaken with the DEP, where the Respondent was the prime contractor, during the last five (5) years (contracts in effect during or after January 2016).

On the following pages, the Respondent (not intended subcontractors) must provide the required information for a minimum of six (6) separate and verifiable projects which have been completed within the last five (5) years. All projects listed shall be for work relevant to the Waste Cleanup Program. Projects performed for confidential clients **shall not** be included. **Do not list projects completed for the DEP; the DEP will identify those from its own database.** Information on each project must be provided on this Attachment. Any information not submitted on this attachment shall not be considered.

Of these six (6) projects, the DEP requires that:

- a. A minimum of four (4) different clients be represented by these six (6) projects.
- b. A minimum of four (4) projects must have been conducted by personnel identified in Section E of Standard Form 330.
- c. A minimum of one (1) project must be represented by a site in which chlorinated drycleaning solvent contamination exists.
- d. A minimum of one (1) project must be represented by a site in which contamination from an emerging contaminant exists.

Projects that the Respondent has completed for organizations having any affiliation with the Respondent (i.e. under common ownership, having common directors, officers or agents, or sharing profits or liabilities) may not be used as Past Performance references under this solicitation. Also, firms that the Respondent has listed as subcontractors in their response may not be used as Past Performance references under this solicitation.

In the event that the Respondent has had a name change since the time work was performed for a listed reference, the name under which the Respondent operated at the time that the work was performed must be given, at the end of the project description for that reference.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Project #1

Client Name: _____

Address: _____

Contact Person: _____ Phone Number: (____) _____

Project Performance Period: _____ to _____

Dates should be in mm/yy format.

Location of Project: _____

Brief description of the services performed for this project:

Project #2

Client Name: _____

Address: _____

Contact Person: _____ Phone Number: (____) _____

Project Performance Period: _____ to _____

Dates should be in mm/yy format.

Location of Project: _____

Brief description of the services performed for this project:

Project #3

Client Name: _____

Address: _____

Contact Person: _____ Phone Number: (____) _____

Project Performance Period: _____ to _____

Dates should be in mm/yy format.

Location of Project: _____

Brief description of the services performed for this project:

Project #4

Client Name: _____

Address: _____

Contact Person: _____ Phone Number: (____) _____

Project Performance Period: _____ to _____

Dates should be in mm/yy format.

Location of Project: _____

Brief description of the services performed for this project:

Project #5

Client Name: _____

Address: _____

Contact Person: _____ Phone Number: (____) _____

Project Performance Period: _____ to _____

Dates should be in mm/yy format.

Location of Project: _____

Brief description of the services performed for this project:

Project #6

Client Name: _____

Address: _____

Contact Person: _____ Phone Number: (____) _____

Project Performance Period: _____ to _____

Dates should be in mm/yy format.

Location of Project: _____

Brief description of the services performed for this project: