

State of Nevada
Department of Administration

Purchasing Division

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Carson City, NV 89701



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Purchasing Division

Request for Proposal: 3206

For

NEVADA ENVIRONMENTAL RESPONSE TRUST REGIONAL GROUNDWATER REMEDIAL INVESTIGATION

Release Date: August 11, 2015

Deadline for Submission and Opening Date and Time: September 8 @ 2:00 PM

Refer to Section 8, RFP Timeline for the complete RFP schedule

For additional information, please contact:

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Refer to Section 9 for instructions on submitting proposals

VENDOR INFORMATION SHEET FOR RFP 3206

Vendor Must:

- A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 will be used for development of the contract;
- B) Type or print responses; and
- C) Include this Vendor Information Sheet in Tab III of the Technical Proposal.

V1	Company Name	
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V2	Street Address	
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V3	City, State, ZIP	
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V4	Telephone Number	
	Area Code:	Number:

V5	Facsimile Number	
	Area Code:	Number:

V6	Toll Free Number	
	Area Code:	Number:

V7	<i>Contact Person for Questions / Contract Negotiations, including address if different than above</i>	
	Name:	
	Title:	
	Address:	
Email Address:		

V8	Telephone Number for Contact Person	
	Area Code:	Number:

V9	Facsimile Number for Contact Person	
	Area Code:	Number:

V10	<i>Name of Individual Authorized to Bind the Organization</i>	
	Name:	Title:

V11	<i>Signature (Individual must be legally authorized to bind the vendor per NRS 333.337)</i>	
	Signature:	Date:

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A Request for Proposal (RFP) process is different from an Invitation to Bid. The State expects vendors to propose creative, competitive solutions to the agency's stated problem or need, as specified below. Vendors' technical exceptions and/or assumptions should be clearly stated in Attachment B, Technical Proposal Certification of Compliance with Terms and Conditions of RFP. Vendors' cost exceptions and/or assumptions should be clearly stated in Attachment I, Cost Proposal Certification of Compliance with Terms and Conditions of RFP. Exceptions and/or assumptions will be considered during the evaluation process; however, vendors must be specific. Nonspecific exceptions or assumptions may not be considered. The State reserves the right to limit the Scope of Work prior to award, if deemed in the best interest of the State per NRS 333.350(1).

Prospective vendors are advised to review Nevada's ethical standards requirements, including but not limited to, NRS 281A and the Governor's Proclamation, which can be found on the Purchasing Division's website (<http://purchasing.state.nv.us>).

1. PROJECT OVERVIEW

The State of Nevada Purchasing Division, on behalf of the Nevada Division of Environmental Protection (NDEP), Bureau of Industrial Site Cleanup (BISC), is seeking proposals from qualified vendors to provide professional services to NDEP to plan for and implement a Regional Groundwater Remedial Investigation (RI) to identify contributing sources and pathways of chemical loading to the Las Vegas Wash associated solely with historical operations at the Nevada Environmental Response Trust (NERT) property located in the Black Mountain Industrial (BMI) Complex near Henderson, Nevada. NDEP is using State authority under Nevada Water Pollution Control Law and hazardous waste laws, NRS 445A and NRS 459, to perform regulatory oversight in a manner that is consistent with the National Contingency Plan (40 CFR 300) (NCP).

RI services provided on behalf of NDEP require scientific and technical support personnel knowledgeable of quality control and quality assurance protocols and field procedures, experienced field geologists and hydro geologists, proficient data managers, and analysts able to synthesize large amounts of data into clear and concise technical reports. Contractor's leadership and management staff shall have experience in developing and implementing field plans consistent with the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and its implementing regulations and guidance, including but not limited to the National Contingency Plan, 40 C.F.R. § 300 ("NCP"), particularly as they pertain to remedial investigations. All activities performed by Contractor under the awarded contract shall be consistent with any and all applicable requirements of the NCP. The selected Contractor will be required to review existing data and determine if sufficient information is available to prepare a RI work plan in accordance with CERCLA guidance.

NDEP negotiation and enforcement of statutes, regulations, and settlement agreements requires that assistance of outside legal services to assist the Office of the Attorney General in providing legal representation to the NDEP in accordance with the State Administrative Manual Section 0325.

The State Purchasing Division will administer contract(s) resulting from this RFP. The resulting contract(s) will be for an initial contract term of two (2) years, anticipated to begin November 10, 2015 and subject to Board of Examiners approval, with an option to renew for two (2) additional years, if agreed upon by both parties and in the best interests of the State. Contract expenditures will be negotiated on an individual project basis, with a not to exceed amount of \$4,000,000.00.

BACKGROUND

The Nevada Environmental Response Trust (NERT) site is located within the BMI complex near Henderson, Nevada. The NERT site is approximately 346 acres in size and is located 13 miles southeast of Las Vegas, Nevada in an unincorporated section of Clark County, Nevada.

The BMI complex has been the site of industrial operations since 1942 and was originally operated by the U.S. government as a magnesium production plant in support of the World War II effort. Following the war, a portion of the complex was leased by Western Electrochemical Company (WECCO). By August 1952, WECCO had purchased several portions of the complex, including six of the large unit buildings, and produced manganese dioxide, sodium chlorate and various perchlorates. In addition, WECCO constructed and operated a plant to produce ammonium perchlorate on land purchased by the Navy. Through a series of mergers, the site eventually came under the ownership of Kerr-McGee Corporation in 1967 which expanded production capabilities to include boron production.

A Consent Order between Kerr-McGee and NDEP, prepared in September 1986, required groundwater characterization and the implementation of response activities to address chromium in the groundwater. As a result of the 1986 Consent Order, monitoring wells, groundwater interceptor wells, a groundwater treatment system for chromium reduction, and two treated-groundwater injection trenches were installed, and the treatment of hexavalent chromium in groundwater began in mid-1987. In April 1991, Kerr-McGee was one of six companies that entered into a Consent Agreement with NDEP to conduct environmental studies to assess site-specific environmental conditions resulting from past and present industrial operations and waste disposal practices. Various remedial investigations took place for the next twenty years, culminating in removal of approximately 930,000 tons of contaminated soil from the site by the beginning of 2012.

In 1997, perchlorate was discovered in the vicinity of the Las Vegas Wash. In November 1999, Kerr-McGee began operation of a temporary ion exchange treatment system to treat perchlorate-impacted groundwater extracted via a groundwater sump installed adjacent to Las Vegas Wash. In October 2001 Kerr-McGee and NDEP entered into an Administrative Order on Consent that defined the replacement treatment process, which required Kerr-McGee to install additional extraction well systems and construct an on-site groundwater treatment facility. The groundwater extraction and treatment system, which currently comprises three discrete extraction well fields, has operated continuously since 2002. The groundwater treatment facility includes granular activated carbon and biological fluidized bed reactors designed to remove perchlorate, as well as the ferrous sulfate system for reduction and precipitation of chromium. Following treatment, all extracted water is discharged to Las Vegas Wash under a National Pollutant Discharge Elimination System permit. Semi-annual and annual remedial performance reports covering performance data for both the chromium and perchlorate remediation programs are prepared and submitted to NDEP. Groundwater extraction and treatment is on-going today, although the injection trenches are not currently utilized.

In 2005, Kerr-McGee's name was changed to Tronox LLC and in 2009 filed for bankruptcy. NERT was established as part of Tronox's reorganization and in February 2011 became the owner of the property previously owned by Tronox and received funds to pay for the continued removal from the environment of perchlorate and hexavalent chromium associated solely with historical operations at the NERT property.

Pursuant to an Interim Consent Agreement between NERT and NDEP, effective February 14, 2011, NERT submitted a Remedial Investigation and Feasibility Study Work Plan (Revision 1) on January 10, 2014 (RI/FS WP). The RI/FS WP was revised and resubmitted on June 19, 2014 (Revision 2) and approved by the NDEP on July 2, 2014. The RI was initiated by NERT in 2014. The objectives of the NERT RI/FS are to characterize site conditions and the nature and extent of environmental impacts, assess potential risks to human health and the environment, and to evaluate potentially applicable remedial alternatives consistent with the requirements of the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) and associated guidance. However, the scope of the NERT RI is limited to the NERT site and areas down gradient as defined by the footprint of the core groundwater perchlorate plume that covers approximately 1,390 acres and existing extraction and treatment infrastructure (reference June 19, 2014 RI/FS WP Figure 1-2). The intent of the NERT Regional Groundwater RI is to determine the impact of hazardous substances discharged to the former ditch system via industrial wastewater. This ditch system conveyed industrial wastewater discharges northwest, northeast, and east of the NERT site. Hazardous substances subsequently seeped into groundwater and migrated north to the Las Vegas Wash. Historical groundwater monitoring data has been collected that documents the presence of perchlorate above the NDEP interim guideline of 18 ug/L in areas adjacent to the ongoing NERT RI Study Area. The NERT Regional Groundwater RI will be designed to investigate the presence of hazardous substances associated with the NERT site in these areas adjacent to the ongoing NERT RI Study Area.

Based upon analysis of regional groundwater and surface water conditions from the Duck Creek confluence to Lake Mead, NDEP has determined that additional investigation (beyond the scope of the NERT RI/FS) is necessary in order to more completely characterize the nature and extent of environmental impacts associated solely with the NERT site, particularly perchlorate in down gradient groundwater and surface water.

Additional information and site background information can be obtained on the NDEP project website at <https://ndep.nv.gov/bmi/tronox.htm> and <http://www.ndep.nv.gov/bmi/index.htm>.

1.1 GOALS AND OBJECTIVES

The NDEP's objective for the NERT Regional Groundwater RI is to supplement the NERT RI/FS with information and data specific to determining the magnitude and extent of groundwater and surface water impacts associated solely with historical operations at the NERT site and located in areas outside that currently addressed in the NERT RI/FS WP.

The purpose of the NERT Regional Groundwater RI Project is to perform investigation activities within the vicinity of the Las Vegas Wash down gradient from the BMI Complex in accordance with State Water Pollution Control Law, Hazardous Waste Law, and existing site legal agreements. This area is believed to have been impacted from former Kerr-McGee/Tronox operations at the NERT site through offsite migration of perchlorate via the groundwater contaminant plume and historic discharges to the former ditch conveyance system. NDEP is requesting technical and legal assistance that will support NDEP efforts to assure that assessment and cleanup of hazardous substance releases from the NERT site are conducted in a manner that is protective of human health and the environment.

The NDEP will make all final regulatory, policy, and interpretative decisions resulting from contractor-provided advice and determinations provided under the Contract, as well as all final

decisions regarding compliance determinations or the existence or violations of an order, law, regulation, etc. When conducting presentations the Contractor shall not interpret any NDEP policy or regulations and any questions about NDEP policy and regulations shall be referred to the NDEP.

A schedule for outputs and budget ceiling for each individual task shall be negotiated by the NDEP and Contractor prior to commencement of project work. All work products shall be public information, unless otherwise determined to be confidential by the NDEP and Attorney General office in accordance with State law. All work products will become the property of the NDEP. The Contractor shall not publish or otherwise release, use, or disclose any work product generated under the Contract without obtaining the NDEP's express written approval.

2. ACRONYMS/DEFINITIONS

For the purposes of this RFP, the following acronyms/definitions will be used:

Acronym	Description
AMPAC	American Pacific Corporation
Assumption	An idea or belief that something will happen or occur without proof. An idea or belief taken for granted without proof of occurrence.
Awarded Vendor	The organization/individual that is awarded and has an approved contract with the State of Nevada for the services identified in this RFP.
BISC	Bureau of Industrial Site Cleanup
BMI	Black Mountain Industrial Complex
BOE	State of Nevada Board of Examiners
COPC	Contaminants of Potential Concern
Confidential Information	Any information relating to the amount or source of any income, profits, losses or expenditures of a person, including data relating to cost or price submitted in support of a bid or proposal. The term does not include the amount of a bid or proposal. Refer NRS 333.020(5) (b).
Contract Approval Date	The date the State of Nevada Board of Examiners officially approves and accepts all contract language, terms and conditions as negotiated between the State and the successful vendor.
Contract Award Date	The date when vendors are notified that a contract has been successfully negotiated, executed and is awaiting approval of the Board of Examiners.
Contractor	The company or organization that has an approved contract with the State of Nevada for services identified in this RFP. The contractor has full responsibility for coordinating and controlling all aspects of the contract, including support to be provided by any subcontractor(s). The contractor

Acronym	Description
	will be the sole point of contact with the State relative to contract performance.
<i>Cross Reference</i>	A reference from one document/section to another document/section containing related material.
<i>Customer</i>	Department, Division or Agency of the State of Nevada.
<i>Division/Agency</i>	The Division/Agency requesting services as identified in this RFP.
<i>EPA</i>	United States Environmental Protection Agency
<i>Evaluation Committee</i>	An independent committee comprised of a majority of State officers or employees established to evaluate and score proposals submitted in response to the RFP pursuant to NRS 333.335.
<i>Exception</i>	A formal objection taken to any statement/requirement identified within the RFP.
<i>Goods</i>	The term “goods” as used in this RFP has the meaning ascribed to it in NRS §104.2105(1) and includes, without limitation, “supplies”, “materials”, “equipment”, and “commodities”, as those terms are used in NRS Chapter 333.
<i>Key Personnel</i>	Vendor staff responsible for oversight of work during the life of the project and for deliverables.
<i>LCB</i>	Legislative Counsel Bureau
<i>LOI</i>	Letter of Intent - notification of the State’s intent to award a contract to a vendor, pending successful negotiations; all information remains confidential until the issuance of the formal notice of award.
<i>May</i>	Indicates something that is recommended but not mandatory. If the vendor fails to provide recommended information, the State may, at its sole option, ask the vendor to provide the information or evaluate the proposal without the information.
<i>Must</i>	Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal as non-responsive.
<i>NAC</i>	Nevada Administrative Code –All applicable NAC documentation may be reviewed via the internet at: www.leg.state.nv.us .
<i>NCP</i>	National Contingency Plan
<i>NDEP</i>	Nevada Division of Environmental Protection

Acronym	Description
<i>NERT</i>	Nevada Environmental Response Trust
<i>NOA</i>	Notice of Award – formal notification of the State’s decision to award a contract, pending Board of Examiners’ approval of said contract, any non-confidential information becomes available upon written request.
<i>NRS</i>	Nevada Revised Statutes – All applicable NRS documentation may be reviewed via the internet at: www.leg.state.nv.us .
<i>Pacific Time (PT)</i>	Unless otherwise stated, all references to time in this RFP and any subsequent contract are understood to be Pacific Time.
<i>Proprietary Information</i>	Any trade secret or confidential business information that is contained in a bid or proposal submitted on a particular contract. (Refer to NRS 333.020 (5) (a).
<i>Public Record</i>	All books and public records of a governmental entity, the contents of which are not otherwise declared by law to be confidential must be open to inspection by any person and may be fully copied or an abstract or memorandum may be prepared from those public books and public records. (Refer to NRS 333.333 and NRS 600A.030 [5]).
<i>Redacted</i>	The process of removing confidential or proprietary information from a document prior to release of information to others.
<i>RFP</i>	Request for Proposal - a written statement which sets forth the requirements and specifications of a contract to be awarded by competitive selection as defined in NRS 333.020(8).
<i>RI</i>	Remedial Investigation
<i>Shall</i>	Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal as non-responsive.
<i>Should</i>	Indicates something that is recommended but not mandatory. If the vendor fails to provide recommended information, the State may, at its sole option, ask the vendor to provide the information or evaluate the proposal without the information.
<i>State</i>	The State of Nevada and any agency identified herein.
<i>Subcontractor</i>	Third party, not directly employed by the contractor, who will provide services identified in this RFP. This does not include third parties who provide support or incidental services to the contractor.
<i>TO</i>	Task Order

Acronym	Description
<i>Trade Secret</i>	Information, including, without limitation, a formula, pattern, compilation, program, device, method, technique, product, system, process, design, prototype, procedure, computer programming instruction or code that: derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by the public or any other person who can obtain commercial or economic value from its disclosure or use; and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.
<i>User</i>	Department, Division, Agency or County of the State of Nevada.
<i>Vendor</i>	Organization/individual submitting a proposal in response to this RFP.
<i>Will</i>	Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal as non-responsive.

2.1 STATE OBSERVED HOLIDAYS

The State observes the holidays noted in the following table. When January 1st, July 4th, November 11th or December 25th falls on Saturday, the preceding Friday is observed as the legal holiday. If these days fall on Sunday, the following Monday is the observed holiday.

Holiday	Day Observed
New Year's Day	January 1
Martin Luther King Jr.'s Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Nevada Day	Last Friday in October
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Family Day	Friday following the Fourth Thursday in November
Christmas Day	December 25

3. SCOPE OF WORK

3.1 GENERAL

The Scope of Work includes planning for and implementation of a remedial investigation of the NERT Regional Groundwater RI area that covers the section of Las Vegas Wash from the Duck Creek to Lake Las Vegas and the area between Galleria Rd and the Las Vegas Wash, excluding the area defined in the NERT RI/FS WP (reference January 10, 2014 RI/FS WP Figure 1-2). The total area addressed in the NERT RI/FS WP is approximately 1,350 acres. Any and all activities

performed by Contractor under the awarded contract shall be consistent with any and all applicable requirements of the National Contingency Plan, 40 C.F.R. § 300 (NCP).

- 3.1.1 Services will be performed on a Task Order (TO) basis at the discretion of the NDEP. The scope for each TO will be developed with NDEP based upon the tasks and deliverable descriptions below.
- 3.1.2 A brief management plan shall be developed as part of this response to include an organizational chart and description of key staff's role and responsibilities. Key subcontractors shall be named and include a brief description of their role on the project team. Project personnel and subcontractors must act in accordance with State regulations and the Contract. The project manager and field team leader must be a Certified Environmental Manager registered with the State of Nevada in accordance with Nevada Administrative Code (NAC) 459.970 through 495.9729. In addition, Nevada Revised Statutes require analyses for soil and groundwater samples at a site to determine the release of a hazardous substance, or investigate and cleanup a release be performed by a laboratory certified in accordance with regulations administered by the NDEP (see NRS 445A.427 and NRS 459.501). For a full description of the laboratory certification program and required certification statements visit http://ndep.nv.gov/bca/cert_lab.htm.
- 3.1.3 The following documents are incorporated by reference and shall be utilized by the Contractor. Exceptions will be considered by the NDEP upon written request from the Contractor. Project frame-work documents are as follows:
 - 3.1.3.1 Chapter 534, Nevada Administrative Code (NAC) Underground Water and Wells, available at <http://www.leg.state.nv.us/NAC/NAC-534.html>
 - 3.1.3.2 Data Quality, available at <https://ndep.nv.gov/bmi/technical.htm>
 - 3.1.3.3 Detection Limits and Data Reporting, December 3, 2008, NDEP letter to the Companies providing Guidance on detection limits and data reporting.
 - 3.1.3.4 Use of Field Duplicates and Field Splits, November 14, 2008, NDEP letter to the Companies providing Guidance on the Use of Field QC Data.
 - 3.1.3.5 Cation-Anion Balances, September 28, 2009, Updated Cation-Anion Balance Guidance.
 - 3.1.3.6 Data Validation, available at <http://ndep.nv.gov/bmi/technical.htm>
 - 3.1.3.7 Guidance on Qualifying Data due to Blank Contamination (Rev 2), January 5, 2012.
 - 3.1.3.8 NDEP letter to the Companies' providing: Guidance on Data Validation Procedures, May 3, 2006.

- A. NDEP letter to the Companies’ providing: Additional Guidance on Data Validation Procedures, February 23, 2007.
 - B. NDEP letter to the Companies providing “Supplemental Guidance on Data Validation”, February 26, March 19, and April 13, 2009.
- 3.1.3.9 Data Usability Guidance, September 2, 2010, available at <http://ndep.nv.gov/bmi/technical.htm>
- 3.1.3.10 Hydrogeologic and Lithologic Guidance, available at <http://ndep.nv.gov/bmi/technical.htm>
- A. Soil Physical and Chemical Property Measurement and Calculation Guidance, March 11, 2010.
 - B. Soil to Groundwater Leaching Guidance, January 16, 2010.
 - C. Hydrogeologic and Lithologic Nomenclature Unification, January 6, 2009.
- 3.1.3.11 Regional Database, available at <http://ndep.nv.gov/bmi/technical.htm>
- A. Unified Chemical EDD Format Update, June 5, 2013.
 - B. Unified Water Level EDD Format, February 28, 2009.
 - C. NDEP database of all data generated by all companies, available at http://ndep.neptuneinc.org/ndep_gisdt/home/index.xml
 - D. NERT Regional Groundwater Database, available at <http://ndep2.neptuneinc.org/>
- 3.1.3.12 Background Shallow Soil Summary Report, BMI Complex and Common Area Vicinity, July 26, 2007, <http://ndep.nv.gov/bmi/technical.htm>
- 3.1.3.13 Basic Comparison Levels Update, March 2015, available at <http://ndep.nv.gov/bmi/technical.htm>
- 3.1.3.14 Statistical Guidance, available at <http://ndep.nv.gov/bmi/technical.htm>
- A. Significance Levels for the Gilbert’s Toolbox of Background Comparison Tests, July 9, 2009.
 - B. NDEP Guidance on the Development of Summary Statistics Tables, December 10, 2008.

- 3.1.3.15 National Contingency Plan guidance is available on the EPA Website. Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA, EPA/540/G-89/004 at <http://www.epa.gov/superfund/policy/remedy/pdfs/540g-89004-s.pdf>
- 3.1.4 A professional land surveyor, licensed by the State of Nevada, shall provide horizontal and vertical control for all new well completions. The horizontal coordinates (northing and easting) will be surveyed with a horizontal accuracy of 0.1 foot. Ground surface elevation will be determined with a vertical accuracy of 0.1 foot and will be surveyed immediately adjacent to the outer protective casing. The surveyor will also determine the elevation for the top of the inner well casing with a vertical accuracy of 0.01 foot. Horizontal coordinates will be established using Nevada State Plane Coordinate System East Zone, North American Datum of 1983 (NAD83). Vertical elevation should conform to the North American Vertical Datum of 1988 (NAVD88) and be reported in feet above mean sea level (msl). Field sample or drilling locations shall be field located by a professional land surveyor, licensed by the State of Nevada, based upon coordinates established in project Work Plans and or Sampling and Analysis Plans.
- 3.1.5 Site-related Contaminants of Potential Concern (COPCs) in groundwater and soil can be found in the NERT Remedial Investigation and Feasibility Work Plan (RI/FS WP) Revision 2 July 2014, Sections 5.1.4.1 (Leaching-Based Soil COPCs) and 5.1.4.2 (Groundwater COPCs). It should be noted that project requirements typically require modified analytical methods to achieve lower detection limits than standard methods in order to meet data quality objectives for select analytes.
- 3.1.6 Bidders shall propose a means by which a project-specific Quality Assurance Project Plan (QAPP) consistent with the requirements of 40 CFR 300 can effectively be prepared for the NERT Regional Groundwater RI Project. A NERT site-specific QAPP was implemented in June 2009 for Tronox (available at <http://ndep.nv.gov/bmi/tronox.htm>), and in July 2014 for NERT. Contractors are encouraged to minimize efforts in developing new material and to seek to incorporate existing, previously NDEP approved, field quality and sampling protocols into this project. Furthermore, NDEP expects the Contractor's QAPP will be generally consistent with that prepared by NERT's environmental consultant, Ramboll Environ U.S. Corporation (Ramboll Environ), in July 2014, and that any deviations from that QAPP will be adequately documented and explained.

3.2 TASKS

The selected Contractor shall prepare a Remedial Investigation work plan and associated documents for the NERT Regional Groundwater Investigation area, all of which must be prepared in a manner consistent with the NCP and all applicable U.S. EPA guidance documents. The following tasks reflect identified data gaps developed by the NDEP oversight contractor and their technical subject matter experts to provide general guidance and topics for the Contractor's consideration in scoping of the NERT Regional Groundwater RI. Additional detailed information shall be made available to the Contractor

at the TO development stage for each task, to the extent each task is chosen for inclusion in the Remedial Investigation work plan. The information contained herein is provided to bidders to ensure their response affirmatively addresses the technical requirements as identified below. It is anticipated that the selected Contractor will include in its scope, a comprehensive independent review of existing information/data to develop a work plan consistent with the project objectives.

3.2.1 Characterization of the Las Vegas Wash Surface Water Conditions

3.2.1.1 Conduct field investigation activities to include collection of surface water samples, field analysis of water quality parameters, and labeling and shipment of samples to laboratory. It is anticipated that multiple field teams may be deployed in unison under the leadership of the Contractor's field team leader. Documentation of field activities on a daily basis shall be required for submission to NDEP. Clear lines of communication shall be established and implemented to ensure idle time is minimized while field decisions are reached.

3.2.1.2 Bidder's shall demonstrate previous experience in managing multiple field events concurrently, effectively coordinating among a diverse group of professionals, successful implementation of field events meeting project quality standards, and promotion of safe work practices.

3.2.1.3 Coordination of sampling events may include other agencies, such as the Southern Nevada Water Authority, NERT representatives, or other BMI Complex responsible parties.

3.2.2 Geophysical Evaluations

3.2.2.1 Conduct geophysical investigations in the vicinity of five identified paleochannels along the Las Vegas Wash study segment and alluvial thickness of the Las Vegas Wash. A work plan for the investigation shall include a review of the existing data related to paleochannel identification including, but not limited to, previous geophysical studies, previous interpretations prepared by previous investigators, and boring logs. The result of this exercise will be a contoured Quaternary Alluvium (Qal) and Muddy Creek Formation (MCF) contact map. Study area boundaries for the paleochannel geophysical investigation will be based upon this figure.

3.2.2.2 Bidders shall demonstrate previous experience in collecting and assimilating a large body of data and the ability to provide the following key resources: experienced data managers, geographical information systems (GIS) technicians, and geophysical subcontractors familiar with the investigation of paleochannels and faults within the Las Vegas Valley.

3.2.3 Subsurface Flux Identification

- 3.2.3.1 Insufficient data exists to adequately estimate the flux of perchlorate (among other NERT COPCs) within the study area. The following activities are anticipated as part of the investigation to address this data gap:
- A. Tracer Studies - One or more dye tracer studies shall be considered to help identify the magnitude of groundwater flux along various reaches of the Las Vegas Wash. The study would need to take into account diurnal flow variation, the difference between hydraulic and solute transit times, and the presence of grade control structures.
 - B. Bidders shall demonstrate ability to design, implement, and interpret previous tracer studies similar in scale and scope. Bidder's proposal should include project descriptions demonstrating experience.
- 3.2.3.2 Installation of Monitoring Wells - it should be noted that well locations have been identified at a conceptual level specific to each objective noted below. The estimated number of locations is provided to bidders as an "order of magnitude" consideration. The NDEP expects that the Contractor shall optimize the number of locations and provide specific drilling methods during sample design.
- 3.2.3.3 The anticipated total depths are approximately 50 to 200 feet below ground surface (bgs); however, the actual depths will be selected in the field and will be based upon historical data review. As the boreholes are advanced, soil will be sampled from core collected in a 10-foot-long continuous sample barrel. Soil lithology will be characterized using the Unified Soil Classification System. Additionally, the Contractor shall be prepared to make provisions for select locations to be designed such that they could be converted into groundwater monitoring wells or groundwater extractions wells.
- 3.2.3.4 The following monitoring well transects are anticipated:
- A. Near Pabco Grade Control Structure (Pabco Weir) - Evaluate the installation of multiple shallow zone borings to 60 approximately feet and collect soil samples for COPC analysis.

- B. Wells Pairs on Both Banks Along the Course of Wash - Evaluate the installation of multiple sets of paired borings along previous geophysical evaluation lines, multiple borings on the south and the north shore of the Las Vegas Wash and collect soil samples for COPC analysis. Assume well completion screened in shallow zone wash gravels to approximately 60 foot total depth. Assume well completion at deeper intervals (middle and deep zone) to 200 feet. Additionally, install additional wash gravel wells at co-located deeper wells.
- C. Well Transects Down gradient of Former RIBs, Weston Hills, and Tuscany Golf Course Along South Side of Wash - Within each identified transect, evaluate the installation of a well cluster at one or more locations for vertical delineation and saturated thickness - Installation of borings to be completed as monitoring wells with the collection of soil samples for COPC analysis.
- D. Well Transects Located East of Athens Well Field Up gradient of Former RIBs and Weston Hills Development - Installation of multiple shallow zone borings to be completed as monitoring wells and the collection of soil samples for COPC analysis.
- E. Multi-level Monitoring Well Arrays at Select Locations - Evaluate the installation of multiple nested wells or continuous multichannel tubing (CMT) wells to a depth of approximately 200 feet bgs. Evaluate the installation of multiple borings in an E-W transect down gradient of the Athens Well Field screened in the same zone as extraction wells (i.e. the shallow aquifer) and in sand lenses within the middle and deep zones. Evaluate the installation of several borings along the banks of the Wash down gradient of the Seep Well Field.

- 3.2.3.5 Wells to Characterize Perchlorate Plume Under Tuscany Subdivision.
- 3.2.3.6 Evaluate the installation of several shallow zone borings to an average of 70 feet in depth to be completed as monitoring wells with the collection of soil samples for COPC analysis.
- 3.2.3.7 Well Transects Located North and South of Hot-Spot Centered at B2-10 Evaluate the installation of multiple shallow zone borings to 50 foot average depth with the collection of soil samples for COPC analysis.
- 3.2.3.8 Further detail regarding this scope of work can be found in ***Attachment K, NERT Regional Groundwater Data Gap Technical Memorandum.***
- 3.2.3.9 Bidders shall demonstrate prior experience in planning, overseeing, and documenting large scale drilling and well installation programs.

Bidder's proposed field geologist's experience should include experience with multiple drilling methods, QAL and MCF classification, and installation of multi-level / nested wells.

- 3.2.3.10 Aquifer Testing Implemented after well installation and development – It is anticipated that at select transect well locations the following procedure or equivalent shall be applied. After the wells are developed, they will be allowed to recover to 90 percent of original static water level. For wells that yielded 2 gpm or more during development, they will be pumped at stepped rates in order to determine specific capacity. A minimum of three steps (e.g., three pumping rates) will be performed; pumping during each step will be constant until gauged water levels become asymptotic at that discharge. Pumping rates will be established based on observed yield during development. Based on the stepped pumping rates, a pumping rate for aquifer tests can be selected for each well (where applicable). Additionally, Contractor shall review existing pump test data conducted by BRC, TIMET, and NERT to design an appropriate testing program.
- 3.2.3.11 Bidders shall demonstrate ability to design, plan, and implement a well development procedure such that an effective and well-designed aquifer testing program can be created. The bidder's proposed hydro geologist should demonstrated prior experience in the Las Vegas Valley designing and implementing aquifer testing programs.

3.2.4 Monitoring Program

- 3.2.4.1 A comprehensive groundwater monitoring program is anticipated to include a network of existing monitoring well locations as well as newly installed and developed wells. This program will likely include over 100 wells per event and shall not span over 45 days. Groundwater samples shall be collected by micropurge methodology. Access to non-NERT well locations will be aided by the NDEP Case Officer, however, it shall be the Contractor's responsibility to obtain and coordinate access.
- 3.2.4.2 Bidders shall demonstrate previous experience in managing multiple field events concurrently, effectively coordinating among a diverse group of professionals, successful implementation of field events meeting project quality standards, and promotion of safe work practices.
- 3.2.4.3 Coordination of sampling events may include other agencies, such as the Southern Nevada Water Authority, NERT representatives, or other BMI Complex responsible parties.

3.3 ACTIVITIES

The following activities are anticipated to be required:

- 3.3.1 Document review to become knowledgeable of site history, including:
 - 3.3.1.1 Conceptual Site Models;
 - 3.3.1.2 Groundwater Monitoring Reports;
 - 3.3.1.3 Groundwater Remediation Performance Reports;
 - 3.3.1.4 NERT Remedial Investigation and Feasibility Study Work Plan, June 19, 2014 (Revision 2);
 - 3.3.1.5 Remedial Investigation Sampling and Analysis Plans and / or Associated Reports; and
 - 3.3.1.6 NERT Perchlorate Plume-NDEP Regional Experts Opinion, May 28, 2015.
- 3.3.2 Planning and implementation of large-scale field and laboratory work, including:
 - 3.3.2.1 Site reconnaissance;
 - 3.3.2.2 Soil borings;
 - 3.3.2.3 Lithologic and hydrostratigraphic characterization;
 - 3.3.2.4 Geotechnical evaluation; and
 - 3.3.2.5 Soil analysis for physical parameters affecting chemical fate and transport.
- 3.3.3 Monitoring well installation.
- 3.3.4 Surface and downhole geophysics.
- 3.3.5 Aquifer testing.
- 3.3.6 Soil, surface water and groundwater sampling and laboratory analysis for the COPCs.
- 3.3.7 Waste characterization and management, including split sampling and analysis.
- 3.3.8 Field Quality Assurance/Quality Control.
- 3.3.9 Collection of field water quality parameters.

- 3.3.10 Surveying.
- 3.3.11 Data analysis and report development.
- 3.3.12 Management of multiple analytical laboratories.
- 3.3.13 Data management to include creation of project database, importing of laboratories' EDD, importing of pertinent screening levels, importing of survey data, and data query / reporting functions.
- 3.3.14 Synthesis of large amounts of data into concise tabular and GIS-mapped based formats. Alluvial thickness, potentiometric, perchlorate, chromium and TDS contour maps and their shape files are required.
- 3.3.15 3D geological block model, 3D perchlorate plume and spatial perchlorate mass distribution.
- 3.3.16 Statistical evaluations.
- 3.3.17 Preparation of RI work plan and investigation report(s) in accordance with CERCLA and its implementing regulations and guidance, including but not limited to the NCP.
- 3.3.18 Document production, review and comment, including:
 - 3.3.18.1 Work Plans;
 - 3.3.18.2 Sampling and Analysis Plans;
 - 3.3.18.3 Data Transmittal Technical Memoranda;
 - 3.3.18.4 Data Validation Summary Reports / Electronic Data Deliverables;
 - 3.3.18.5 Field Investigation / Remedial Investigation Reports; and
 - 3.3.18.6 Project Schedule (e.g. Gantt chart) Review and Critical Path Evaluation.
- 3.3.19 Provide technical support and assistance to NDEP, as follows:
 - 3.3.19.1 Project management, planning, scheduling and support, including:
 - A. Participation in semi-annual and annual Contractor performance review meetings as requested by NDEP.
 - B. Document review and comment schedule tracking.
 - C. Subcontractor scheduling and oversight.

- D. Attendance at technical meetings pertaining to NERT and regional groundwater issues.
- E. Selection and reservation of meeting space.
- F. Arrangement for and conduct of site tours and meetings.
- G. Assisting the Community Involvement Program related to the project.
- H. Preparation and revision of meeting minutes.

3.4 DELIVERABLES

All written deliverables must be in native Microsoft Office (.doc or .docx format) and Adobe Acrobat format as specified by the Division. Contractor must provide the following based on the agreed upon Task Order scope and schedule and conforming to the project requirements, including but not limited to compliance with the NCP:

- 3.4.1 Remedial Investigation work plan in accordance with EPA Guidance for Conducting Remedial Investigations and Feasibility Studies under CERCLA, available at <http://www.epa.gov/superfund/policy/remedy/sfremedy/rifs/overview.htm> which should include the following:
 - 3.4.1.1 Work Plan.
 - 3.4.1.2 Project Specific Field Sampling Plan (FSP), including both a QAPP and SAP.
 - 3.4.1.3 Data Validation Summary Reports.
 - 3.4.1.4 Data Transmittal Reports (including field reports, testing analysis, tabulated analytical results, boring logs, well construction diagrams, survey data, and well development, as necessary).
- 3.4.2 To the extent Contractor believes it is necessary to undertake a limited data collection effort or study to assist in scoping the Remedial Investigation and preparing the Remedial Investigation work plan, Contractor must prepare the following in connection with such effort or study:
 - 3.4.2.1 Work Plan.
 - 3.4.2.2 Project Specific FSP, including both a QAPP and SAP.

- 3.4.2.3 Data Validation Summary Reports.
- 3.4.2.4 Data Transmittal Reports (including field reports, testing analysis, tabulated analytical results, boring logs, well construction diagrams, survey data, and well development, as necessary).
- 3.4.3 Field reports shall be submitted daily in electronic Adobe acrobat format.
- 3.4.4 Monthly Progress Reports and Invoices to include:
 - 3.4.4.1 Excel Spreadsheet of active Task Orders and remaining budget; and
 - 3.4.4.2 List of submittals completed under each Task Order.
- 3.4.5 Updates to the NDEP BMI Contractor Contract Tracking Access Database.
- 3.4.6 Environmental geospatial database development, data entry, quality assurance and review.
- 3.4.7 Documented meeting minutes.
- 3.4.8 When submitting documents that contain recommendations, the Contractor shall complete the following at NDEP's direction:
 - 3.4.8.1 Explain or rank alternatives;
 - 3.4.8.2 Describe procedures used to arrive at recommendations;
 - 3.4.8.3 Summarize the substance of deliberations;
 - 3.4.8.4 Report any dissenting views;
 - 3.4.8.5 List sources relied upon; and
 - 3.4.8.6 Detail methods and considerations upon which the recommendations are based.

3.5 CONFLICT OF INTEREST

Firms submitting proposals shall not have an actual or potential organizational conflict of interest with any of the Site companies or the NERT. Proposals that have an organizational conflict, as determined by the NDEP, will not be considered.

3.6 HEALTH AND SAFETY PLANS

While NDEP will not review Health and Safety Plans, the Contractor will be responsible and should demonstrate its capabilities for assuring the health and safety of its personnel and subcontractors in accordance with applicable laws and regulations while performing work under this contract. Project specific Health and Safety Plans shall be developed in

accordance with the requirements specified in the NCP, including but not limited to 40 CFR 300.150.

4. COMPANY BACKGROUND AND REFERENCES

4.1 VENDOR INFORMATION

4.1.1 Vendors must provide a company profile in the table format below.

Question	Response
Company name:	
Ownership (sole proprietor, partnership, etc.):	
State of incorporation:	
Date of incorporation:	
# of years in business:	
List of top officers:	
Location of company headquarters:	
Location(s) of the company offices:	
Location(s) of the office that will provide the services described in this RFP:	
Number of employees locally with the expertise to support the requirements identified in this RFP:	
Number of employees nationally with the expertise to support the requirements in this RFP:	
Location(s) from which employees will be assigned for this project:	

4.1.2 **Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state must register with the State of Nevada, Secretary of State’s Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

4.1.3 The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State’s Office pursuant to NRS76. Information regarding the Nevada Business License can be located at <http://sos.state.nv.us>.

Question	Response
Nevada Business License Number:	
Legal Entity Name:	

Is “Legal Entity Name” the same name as vendor is doing business as?

Yes		No	
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If “No”, provide explanation.

4.1.4 Vendors are cautioned that some services may contain licensing requirement(s). Vendors shall be proactive in verification of these requirements prior to proposal submittal. Proposals that do not contain the requisite licensure may be deemed non-responsive.

4.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes		No	
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If “Yes”, complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	
State agency contact name:	
Dates when services were performed:	
Type of duties performed:	
Total dollar value of the contract:	

4.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	
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If “Yes”, please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person will be performing or producing the services which you will be contracted to provide under this contract, you must disclose the identity of each such person in your response to this RFP, and specify the services that each person will be expected to perform.

4.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor’s ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP must also be disclosed.

Does any of the above apply to your company?

Yes		No	
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If “Yes”, please provide the following information. Table can be duplicated for each issue being identified.

Question	Response	
Date of alleged contract failure or breach:		
Parties involved:		
Description of the contract failure, contract breach, or litigation, including the products or services involved:		
Amount in controversy:		
Resolution or current status of the dispute:		
If the matter has resulted in a court case:	Court	Case Number
Status of the litigation:		

- 4.1.8 Vendors must review the insurance requirements specified in *Attachment E, Insurance Schedule for RFP 3206*. Does your organization currently have or will your organization be able to provide the insurance requirements as specified in *Attachment E*.

Yes		No	
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Any exceptions and/or assumptions to the insurance requirements *must* be identified on *Attachment B, Technical Proposal Certification of Compliance with Terms and Conditions of RFP*. Exceptions and/or assumptions will be taken into consideration as part of the evaluation process; however, vendors must be specific. If vendors do not specify any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Upon contract award, the successful vendor *must* provide the Certificate of Insurance identifying the coverages as specified in *Attachment E, Insurance Schedule for RFP 3206*.

- 4.1.9 Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.
- 4.1.10 Length of time vendor has been providing services described in this RFP to the public and/or private sector. Please provide a brief description.

4.1.11 Financial information and documentation to be included in **Part III, Confidential Financial Information** of vendor’s response in accordance with **Section 9.5, Part III – Confidential Financial Information**.

4.1.11.1 Dun and Bradstreet Number

4.1.11.2 Federal Tax Identification Number

4.2 SUBCONTRACTOR INFORMATION

4.2.1 Does this proposal include the use of subcontractors?

Yes		No	
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If “Yes”, vendor must:

4.2.1.1 Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services.

4.2.1.2 If any tasks are to be completed by subcontractor(s), vendors must:

A. Describe the relevant contractual arrangements;

B. Describe how the work of any subcontractor(s) will be supervised, channels of communication will be maintained and compliance with contract terms assured; and

C. Describe your previous experience with subcontractor(s).

4.2.1.3 Vendors must describe the methodology, processes and tools utilized for:

A. Selecting and qualifying appropriate subcontractors for the project/contract;

B. Ensuring subcontractor compliance with the overall performance objectives for the project;

C. Ensuring that subcontractor deliverables meet the quality objectives of the project/contract; and

D. Providing proof of payment to any subcontractor(s) used for this project/contract, if requested by the State. Proposal should include a plan by which, at the State’s request, the State will be notified of such payments.

4.2.1.4 Provide the same information for any proposed subcontractors as requested in **Section 4.1, Vendor Information**.

- 4.2.1.5 Business references as specified in *Section 4.3, Business References* must be provided for any proposed subcontractors.
- 4.2.1.6 Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.
- 4.2.1.7 Vendor must notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide the information originally requested in the RFP in *Section 4.2, Subcontractor Information*. The vendor must receive agency approval prior to subcontractor commencing work.

4.3 BUSINESS REFERENCES

- 4.3.1 Vendors should provide a minimum of three (3) business references from similar projects performed for private, state and/or large local government clients within the last ten (10) years.
- 4.3.2 Vendors must provide the following information for every business reference provided by the vendor and/or subcontractor:

The “Company Name” must be the name of the proposing vendor or the vendor’s proposed subcontractor.

Reference #:			
Company Name:			
<i>Identify role company will have for this RFP project (Check appropriate role below):</i>			
	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">VENDOR</td> <td style="text-align: center;">SUBCONTRACTOR</td> </tr> </table>	VENDOR	SUBCONTRACTOR
VENDOR	SUBCONTRACTOR		
Project Name:			
Primary Contact Information			
Name:			
Street Address:			
City, State, Zip:			
Phone, including area code:			
Facsimile, including area code:			
Email address:			
Alternate Contact Information			
Name:			
Street Address:			
City, State, Zip:			
Phone, including area code:			
Facsimile, including area code:			
Email address:			
Project Information			
Brief description of the project/contract and description of			

services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	
Original Project/Contract Start Date:	
Original Project/Contract End Date:	
Original Project/Contract Value:	
Final Project/Contract Date:	
Was project/contract completed in time originally allotted, and if not, why not?	
Was project/contract completed within or under the original budget/cost proposal, and if not, why not?	

- 4.3.3 Vendors must also submit *Attachment F, Reference Questionnaire* to the business references that are identified in *Section 4.3.2*.
- 4.3.4 The company identified as the business references must submit the Reference Questionnaire directly to the Purchasing Division.
- 4.3.5 It is the vendor’s responsibility to ensure that completed forms are received by the Purchasing Division on or before the deadline as specified in *Section 8, RFP Timeline* for inclusion in the evaluation process. Reference Questionnaires not received, or not complete, may adversely affect the vendor’s score in the evaluation process.
- 4.3.6 The State reserves the right to contact and verify any and all references listed regarding the quality and degree of satisfaction for such performance.

4.4 VENDOR STAFF RESUMES

A resume must be completed for each proposed key personnel responsible for performance under any contract resulting from this RFP per *Attachment G, Proposed Staff Resume*.

5. COST

Vendors must provide detailed fixed prices for all costs associated with the responsibilities and related services. Clearly specify the nature of all expenses anticipated (refer to *Attachment H, Cost Schedule*).

6. FINANCIAL

6.1 PAYMENT

- 6.1.1 Upon review and acceptance by the State, payments for invoices are normally made within 45 – 60 days of receipt, providing all required information, documents and/or attachments have been received.

- 6.1.2 Pursuant to NRS 227.185 and NRS 333.450, the State shall pay claims for supplies, materials, equipment and services purchased under the provisions of this RFP electronically, unless determined by the State Controller that the electronic payment would cause the payee to suffer undue hardship or extreme inconvenience.

6.2 BILLING

- 6.2.1 The State does not issue payment prior to receipt of goods or services.
- 6.2.2 The vendor must bill the State as outlined in the approved contract and/or payment schedule.
- 6.2.3 Vendors may propose an alternative payment option. Alternative payment options must be listed on *Attachment I, Cost Proposal Certification of Compliance with Terms and Conditions of the RFP*. Alternative payment options will be considered if deemed in the best interest of the State, project or service solicited herein.

7. WRITTEN QUESTIONS AND ANSWERS

In lieu of a pre-proposal conference, the Purchasing Division will accept questions and/or comments in writing, received by email regarding this RFP.

7.1 QUESTIONS AND ANSWERS

- 7.1.1 The RFP Question Submittal Form is located on the Services RFP/RFQ Opportunities webpage at <http://purchasing.state.nv.us/services/sdocs.htm>. Select this RFP number and the “Question” link.
- 7.1.2 The deadline for submitting questions is as specified in *Section 8, RFP Timeline*.
- 7.1.3 All questions and/or comments will be addressed in writing. An email notification that the amendment has been posted to the Purchasing website will be issued on or about the date specified in *Section 8, RFP Timeline*.

8. RFP TIMELINE

The following represents the proposed timeline for this project. All times stated are Pacific Time (PT). These dates represent a tentative schedule of events. The State reserves the right to modify these dates at any time.

Task	Date/Time
Deadline for submitting questions	08/24/2015 @ 2:00 PM
Answers posted to website	On or about 08/28/2015
Deadline for submittal of Reference Questionnaires	No later than 4:30 PM on 09/04/2015
Deadline for submission and opening of proposals	No later than 2:00 PM on 09/08/2015

Task	Date/Time
Evaluation period (approximate time frame)	09/08/2015 - 09/17/2015
Selection of vendor	On or about 09/17/2015
Anticipated BOE approval	11/10/2015
Contract start date (contingent upon BOE approval)	11/10/2015

9. PROPOSAL SUBMISSION REQUIREMENTS, FORMAT AND CONTENT

9.1 GENERAL SUBMISSION REQUIREMENTS

Vendors' proposals must be packaged and submitted in counterparts; therefore, vendors must pay close attention to the submission requirements. Proposals will have a technical response, which may be composed of two (2) parts in the event a vendor determines that a portion of their technical response qualifies as "confidential" as defined within *Section 2, Acronyms/Definitions*.

If complete responses cannot be provided without referencing confidential information, such confidential information must be provided in accordance with *Section 9.3, Part I B – Confidential Technical and Section 9.5, Part III Confidential Financial Information*. Specific references made to the tab, page, section and/or paragraph where the confidential information can be located must be identified on *Attachment A, Confidentiality and Certification of Indemnification* and comply with the requirements stated in *Section 9.6, Confidentiality of Proposals*.

The remaining section is the Cost Proposal. Vendors may submit their proposal broken out into the three (3) sections required, or four (4) sections if confidential technical information is included, in a single box or package for shipping purposes.

The required CDs must contain information as specified in *Section 9.6.4*.

Detailed instructions on proposal submission and packaging follows and vendors must submit their proposals as identified in the following sections. Proposals and CDs that do not comply with the following requirements may be deemed non-responsive and rejected at the State's discretion.

9.1.1 All information is to be completed as requested.

9.1.2 Each section within the technical proposal and cost proposal must be separated by clearly marked tabs with the appropriate section number and title as specified.

- 9.1.3 Although it is a public opening, only the names of the vendors submitting proposals will be announced per NRS 333.335(6). Technical and cost details about proposals submitted will not be disclosed. Assistance for handicapped, blind or hearing-impaired persons who wish to attend the RFP opening is available. If special arrangements are necessary, please notify the Purchasing Division designee as soon as possible and at least two (2) days in advance of the opening.
- 9.1.4 If discrepancies are found between two (2) or more copies of the proposal, the master copy will provide the basis for resolving such discrepancies. If one (1) copy of the proposal is not clearly marked "MASTER," the State may reject the proposal. However, the State may at its sole option, select one (1) copy to be used as the master.
- 9.1.5 For ease of evaluation, the proposal must be presented in a format that corresponds to and references sections outlined within this RFP and must be presented in the same order. Written responses must be in *bold/italics* and placed immediately following the applicable RFP question, statement and/or section. Exceptions/assumptions to this may be considered during the evaluation process.
- 9.1.6 Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

Unnecessarily elaborate responses beyond what is sufficient to present a complete and effective response to this RFP are not desired and may be construed as an indication of the proposer's lack of environmental and cost consciousness. Unless specifically requested in this RFP, elaborate artwork, corporate brochures, lengthy narratives, expensive paper, specialized binding, and other extraneous presentation materials are neither necessary nor desired.

The State of Nevada, in its continuing efforts to reduce solid waste and to further recycling efforts requests that proposals, to the extent possible and practical:

- 9.1.6.1 Be submitted on recycled paper;
- 9.1.6.2 Not include pages of unnecessary advertising;
- 9.1.6.3 Be printed on both sides of each sheet of paper; and
- 9.1.6.4 Be contained in re-usable binders or binder clips as opposed to spiral or glued bindings.
- 9.1.7 For purposes of addressing questions concerning this RFP, the sole contact will be the Purchasing Division as specified on Page 1 of this RFP. Upon issuance of this RFP, other employees and representatives of the agencies identified in the RFP will not answer questions or otherwise discuss the contents of this RFP with

any prospective vendors or their representatives. Failure to observe this restriction may result in disqualification of any subsequent proposal per NAC 333.155(3). This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this procurement.

9.1.8 Any vendor who believes proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a request for administrative review, in writing, to the Purchasing Division. To be considered, a request for review must be received no later than the deadline for submission of questions.

The Purchasing Division shall promptly respond in writing to each written review request, and where appropriate, issue all revisions, substitutions or clarifications through a written amendment to the RFP.

Administrative review of technical or contractual requirements shall include the reason for the request, supported by factual information, and any proposed changes to the requirements.

9.1.9 If a vendor changes any material RFP language, vendor’s response may be deemed non-responsive per NRS 333.311.

9.2 PART I A – TECHNICAL PROPOSAL

9.2.1 The technical proposal must include:

- 9.2.1.1 One (1) original marked “MASTER”; and
- 9.2.1.2 Four (4) identical copies.

9.2.2 The technical proposal *must not include* confidential technical information (refer to *Section 9.3, Part I B, Confidential Technical*) or cost and/or pricing information. Cost and/or pricing information contained in the technical proposal may cause the proposal to be rejected.

9.2.3 Format and Content

9.2.3.1 Tab I – Title Page

The title page must include the following:

Part I A – Technical Proposal	
RFP Title:	Nevada Environmental Trust Regional Groundwater Remedial Investigation
RFP:	3206
Vendor Name:	
Address:	
Opening Date:	September 8, 2015
Opening Time:	2:00 PM

9.2.3.2 Tab II – Table of Contents

An accurate and updated table of contents must be provided.

9.2.3.3 Tab III – Vendor Information Sheet

The vendor information sheet completed with an original signature by an individual authorized to bind the organization must be included in this tab.

9.2.3.4 Tab IV – State Documents

The State documents tab must include the following:

- A. The signature page from all amendments with an original signature by an individual authorized to bind the organization.
- B. Attachment A – Confidentiality and Certification of Indemnification with an original signature by an individual authorized to bind the organization.
- C. Attachment C – Vendor Certifications with an original signature by an individual authorized to bind the organization.
- D. Attachment J – Certification Regarding Lobbying with an original signature by an individual authorized to bind the organization.
- E. Copies of any vendor licensing agreements and/or hardware and software maintenance agreements.
- F. Copies of applicable certifications and/or licenses.

9.2.3.5 Tab V - Attachment B, Technical Proposal Certification of Compliance with Terms and Conditions of RFP

- A. **Attachment B** with an original signature by an individual authorized to bind the organization must be included in this tab.
- B. If the exception and/or assumption require a change in the terms or wording of any section of the RFP, the contract, or any incorporated documents, vendors **must** provide the specific language that is being proposed on **Attachment B**.
- C. Only technical exceptions and/or assumptions should be identified on **Attachment B**.
- D. The State will not accept additional exceptions and/or assumptions if submitted after the proposal submission deadline. If vendors do not specify any exceptions and/or assumptions in

detail at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

9.2.3.6 Tab VI – Section 3 – Scope of Work

Vendors must place their written response(s) in ***bold/italics*** immediately following the applicable RFP question, statement and/or section.

9.2.3.7 Tab VII– Section 4 – Company Background and References

Vendors must place their written response(s) in ***bold/italics*** immediately following the applicable RFP question, statement and/or section. This section must also include the requested information in ***Section 4.2, Subcontractor Information***, if applicable.

9.2.3.8 Tab VIII – Attachment G – Proposed Staff Resume

A. Vendors must include all proposed staff resumes per ***Section 4.4, Vendor Staff Resumes*** in this section.

B. This section should also include any subcontractor proposed staff resumes, if applicable.

9.2.3.9 Tab IX – Other Informational Material

Vendors must include any other applicable reference material in this section clearly cross referenced with the proposal.

9.3 PART I B – CONFIDENTIAL TECHNICAL PROPOSAL

9.3.1 Vendors only need to submit Part I B if the proposal includes any confidential technical information (***Refer to Attachment A, Confidentiality and Certification of Indemnification***).

9.3.2 The confidential technical proposal must include:

9.3.2.1 One (1) original marked “MASTER”; and

9.3.2.2 Four (4) identical copies.

9.3.3 Format and Content

9.3.3.1 Tab I – Title Page

The title page must include the following:

Part I B – Confidential Technical Proposal			
RFP Title:	Nevada	Environmental	Trust Regional

Part I B – Confidential Technical Proposal	
	Groundwater Remedial Investigation
RFP:	3206
Vendor Name:	
Address:	
Opening Date:	September 8, 2015
Opening Time:	2:00 PM

9.3.3.2 Tabs – Confidential Technical

Vendors must have tabs in the confidential technical information that cross reference back to the technical proposal, as applicable.

9.4 PART II – COST PROPOSAL

9.4.1 The cost proposal must include:

9.4.1.1 One (1) original marked “MASTER”; and

9.4.1.2 Four (4) identical copies.

9.4.2 The cost proposal must not be marked “confidential”. Only information that is deemed proprietary per NRS 333.020(5)(a) may be marked as “confidential”.

9.4.3 Format and Content

9.4.3.1 Tab I – Title Page

The title page must include the following:

Part II – Cost Proposal	
RFP Title:	Nevada Environmental Trust Regional Groundwater Remedial Investigation
RFP:	3206
Vendor Name:	
Address:	
Opening Date:	September 8, 2015
Opening Time:	2:00 PM

9.4.3.2 Tab II – Cost Proposal

Vendor’s response for the cost proposal must be included in this tab.

9.4.3.3 Tab III – Attachment I, Cost Proposal Certification of Compliance with Terms and Conditions of RFP

A. **Attachment I** with an original signature by an individual authorized to bind the organization must be included in this tab.

- B. In order for any cost exceptions and/or assumptions to be considered, vendors **must** provide the specific language that is being proposed in **Attachment I**.
- C. Only cost exceptions and/or assumptions should be identified on **Attachment I**.
- D. **Do not restate** the technical exceptions and/or assumptions on this form.
- E. The State will not accept additional exceptions and/or assumptions if submitted after the proposal submission deadline. If vendors do not specify any exceptions and/or assumptions in detail at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

9.5 PART III – CONFIDENTIAL FINANCIAL INFORMATION

9.5.1 The confidential financial information part must include:

- 9.5.1.1 One (1) original marked “MASTER”; and
- 9.5.1.2 Four (4) identical copies.

9.5.2 Format and Content

9.5.2.1 Tab I – Title Page

The title page must include the following:

Part III – Confidential Financial Information	
RFP Title:	Nevada Environmental Trust Regional Groundwater Remedial Investigation
RFP:	3206
Vendor Name:	
Address:	
Opening Date:	September 8, 2015
Opening Time:	2:00 PM

9.5.2.2 Tab II – Financial Information and Documentation

Vendors must place the information required per **Section 4.1.11** in this tab.

9.6 CONFIDENTIALITY OF PROPOSALS

9.6.1 As a potential contractor of a public entity, vendors are advised that full disclosure is required by law.

9.6.2 Vendors are required to submit written documentation in accordance with **Attachment A, Confidentiality and Certification of Indemnification** demonstrating the material within the proposal marked “confidential” conforms to NRS §333.333, which states “Only specific parts of the proposal may be labeled a “trade secret” as defined in NRS §600A.030(5)”. Not conforming to these requirements will cause your proposal to be deemed non-compliant and will not be accepted by the State of Nevada.

9.6.3 Vendors acknowledge that material not marked as “confidential” will become public record upon contract award.

9.6.4 The required CDs must contain the following:

9.6.4.1 One (1) “**Master**” CD with an exact duplicate of the technical and cost proposal contents only.

A. The electronic files must follow the format and content section for the technical and cost proposal.

B. The CD must be packaged in a case and clearly labeled as follows:

Master CD	
RFP No:	3206
Vendor Name:	
Contents:	Part IA – Technical Proposal Part IB – Confidential Technical Proposal Part II – Cost Proposal

9.6.4.2 One (1) “**Public Records CD**” which must include the technical and cost proposal contents to be used for public records requests.

A. This CD **must not** contain any confidential or proprietary information.

B. The electronic files must follow the format and content section for the redacted versions of the technical and cost proposal.

C. All electronic files **must** be saved in “PDF” format, with one file named Part IA – Technical Proposal and one (1) file named part II – Cost Proposal.

D. The CD must be packaged in a case and clearly labeled as follows:

Public Records CD	
RFP No:	3206
Vendor Name:	
Contents:	Part IA – Technical Proposal for Public Records

Public Records CD	
	Request Part II – Cost Proposal for Public Records Request

- 9.6.5 The Public Records submitted on the CD will be posted to the Purchasing Website upon the Notice of Award.
- 9.6.6 It is the vendor’s responsibility to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation.
- 9.6.7 Failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by release of said information.

9.7 PROPOSAL PACKAGING

- 9.7.1 If the separately sealed technical and cost proposals as well as confidential technical information and financial documentation, marked as required, are enclosed in another container for mailing purposes, the outermost container must fully describe the contents of the package and be clearly marked as follows.
- 9.7.2 Vendors are encouraged to utilize the copy/paste feature of word processing software to replicate these labels for ease and accuracy of proposal packaging.

Heather Moon State of Nevada, Purchasing Division 515 E. Musser Street, Suite 300 Carson City, NV 89701	
RFP:	3206
OPENING DATE:	September 8, 2015
OPENING TIME:	2:00 PM
FOR:	Nevada Environmental Trust Regional Groundwater Remedial Investigation
VENDOR’S NAME:	

- 9.7.3 Proposals ***must be received at the address referenced below no later than the date and time specified in Section 8, RFP Timeline.*** Proposals that do not arrive by proposal opening time and date ***will not be accepted.*** Vendors may submit their proposal any time prior to the above stated deadline.
- 9.7.4 The State will not be held responsible for proposal envelopes mishandled as a result of the envelope not being properly prepared.
- 9.7.5 Email, facsimile, or telephone proposals will NOT be considered; however, at the State’s discretion, the proposal may be submitted all or in part on electronic media, as requested within the RFP document. Proposal may be modified by

email, facsimile, or written notice provided such notice is received prior to the opening of the proposals.

- 9.7.6 The technical proposal shall be submitted to the State in a sealed package and be clearly marked as follows:

Heather Moon State of Nevada, Purchasing Division 515 E. Musser Street, Suite 300 Carson City, NV 89701	
RFP:	3206
COMPONENT:	PART I A – TECHNICAL PROPOSAL
OPENING DATE:	September 8, 2015
OPENING TIME:	2:00 PM
FOR:	Nevada Environmental Trust Regional Groundwater Remedial Investigation
VENDOR’S NAME:	

- 9.7.7 If applicable, confidential technical information shall be submitted to the State in a sealed package and be clearly marked as follows:

Heather Moon State of Nevada, Purchasing Division 515 E. Musser Street, Suite 300 Carson City, NV 89701	
RFP:	3206
COMPONENT:	PART I B – CONFIDENTIAL TECHNICAL PROPOSAL
OPENING DATE:	September 8, 2015
OPENING TIME:	2:00 PM
FOR:	Nevada Environmental Trust Regional Groundwater Remedial Investigation
VENDOR’S NAME:	

- 9.7.8 The cost proposal shall be submitted to the State in a sealed package and be clearly marked as follows:

Heather Moon State of Nevada, Purchasing Division 515 E. Musser Street, Suite 300 Carson City, NV 89701	
RFP:	3206
COMPONENT:	PART II – COST PROPOSAL
OPENING DATE:	September 8, 2015
OPENING TIME:	2:00 PM
FOR:	Nevada Environmental Trust Regional Groundwater Remedial Investigation
VENDOR’S NAME:	

- 9.7.9 Confidential financial information shall be submitted to the State in a sealed package and be clearly marked as follows:

Heather Moon State of Nevada, Purchasing Division 515 E. Musser Street, Suite 300 Carson City, NV 89701	
RFP:	3206
COMPONENT:	PART III - CONFIDENTIAL FINANCIAL INFORMATION
OPENING DATE:	September 8, 2015
OPENING TIME:	2:00 PM
FOR:	Nevada Environmental Trust Regional Groundwater Remedial Investigation
VENDOR'S NAME:	

- 9.7.10 The CDs shall be submitted to the State in a sealed package and be clearly marked as follows:

Heather Moon State of Nevada, Purchasing Division 515 E. Musser Street, Suite 300 Carson City, NV 89701	
RFP:	3206
COMPONENT:	CDs
OPENING DATE:	September 8, 2015
OPENING TIME:	2:00 PM
FOR:	Nevada Environmental Trust Regional Groundwater Remedial Investigation
VENDOR'S NAME:	

10. PROPOSAL EVALUATION AND AWARD PROCESS

The information in this section does not need to be returned with the vendor's proposal.

- 10.1** Proposals shall be consistently evaluated and scored in accordance with NRS 333.335(3) based upon the following criteria:

- 10.1.1 Demonstrated competence
- 10.1.2 Experience in performance of comparable engagements
- 10.1.3 Conformance with the terms of this RFP
- 10.1.4 Expertise and availability of key personnel
- 10.1.5 Cost

Note: Financial stability will be scored on a pass/fail basis.

Proposals shall be kept confidential until a contract is awarded.

- 10.2** The evaluation committee may also contact the references provided in response to the Section identified as Company Background and References; contact any vendor to clarify any response; contact any current users of a vendor's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the State of Nevada per NRS 333.335(5).
- 10.3** Each vendor must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigations pending which involves the vendor or in which the vendor has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify any proposal. The State reserves the right to reject any proposal based upon the vendor's prior history with the State or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures. See generally, NRS 333.335.
- 10.4** Clarification discussions may, at the State's sole option, be conducted with vendors who submit proposals determined to be acceptable and competitive per NAC 333.165. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and/or written revisions of proposals. Such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing vendors. Any modifications made to the original proposal during the best and final negotiations will be included as part of the contract.
- 10.5** A Notification of Intent to Award shall be issued in accordance with NAC 333.170. Any award is contingent upon the successful negotiation of final contract terms and upon approval of the Board of Examiners, when required. Negotiations shall be confidential and not subject to disclosure to competing vendors unless and until an agreement is reached. If contract negotiations cannot be concluded successfully, the State upon written notice to all vendors may negotiate a contract with the next highest scoring vendor or withdraw the RFP.
- 10.6** Any contract resulting from this RFP shall not be effective unless and until approved by the Nevada State Board of Examiners (NRS 333.700).

11. TERMS AND CONDITIONS

11.1 PROCUREMENT AND PROPOSAL TERMS AND CONDITIONS

*The information in this section does not need to be returned with the vendor's proposal. However, if vendors have any exceptions and/or assumptions to any of the terms and conditions in this section, they MUST identify in detail their exceptions and/or assumptions on **Attachment B, Technical Proposal Certification of Compliance**. In order for any exceptions and/or assumptions to be considered they **MUST** be documented in*

Attachment B. The State will not accept additional exceptions and/or assumptions if submitted after the proposal submission deadline.

- 11.1.1 This procurement is being conducted in accordance with NRS Chapter 333 and NAC Chapter 333.
- 11.1.2 The State reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the State to do so.
- 11.1.3 The State reserves the right to waive informalities and minor irregularities in proposals received.
- 11.1.4 For ease of responding to the RFP, vendors are encouraged to download the RFP from the Purchasing Division's website at <http://purchasing.state.nv.us>.
- 11.1.5 The failure to separately package and clearly mark **Part I B and Part III** – which contains confidential information, trade secrets and/or proprietary information, shall constitute a complete waiver of any and all claims for damages caused by release of the information by the State.
- 11.1.6 Proposals must include any and all proposed terms and conditions, including, without limitation, written warranties, maintenance/service agreements, license agreements and lease purchase agreements. The omission of these documents renders a proposal non-responsive.
- 11.1.7 The State reserves the right to reject any or all proposals received prior to contract award (NRS 333.350).
- 11.1.8 The State shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the State of Nevada after all factors have been evaluated (NRS 333.335).
- 11.1.9 Any irregularities or lack of clarity in the RFP should be brought to the Purchasing Division designee's attention as soon as possible so that corrective addenda may be furnished to prospective vendors.
- 11.1.10 A description of how any and all services and/or equipment will be used to meet the requirements of this RFP shall be given, in detail, along with any additional informational documents that are appropriately marked.
- 11.1.11 Alterations, modifications or variations to a proposal may not be considered unless authorized by the RFP or by addendum or amendment.
- 11.1.12 Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected.

- 11.1.13 Proposals from employees of the State of Nevada will be considered in as much as they do not conflict with the State Administrative Manual, NRS Chapter 281 and NRS Chapter 284.
- 11.1.14 Proposals may be withdrawn by written or facsimile notice received prior to the proposal opening time. Withdrawals received after the proposal opening time will not be considered except as authorized by NRS 333.350(3).
- 11.1.15 Prices offered by vendors in their proposals are an irrevocable offer for the term of the contract and any contract extensions. The awarded vendor agrees to provide the purchased services at the costs, rates and fees as set forth in their proposal in response to this RFP. No other costs, rates or fees shall be payable to the awarded vendor for implementation of their proposal.
- 11.1.16 The State is not liable for any costs incurred by vendors prior to entering into a formal contract. Costs of developing the proposal or any other such expenses incurred by the vendor in responding to the RFP, are entirely the responsibility of the vendor, and shall not be reimbursed in any manner by the State.
- 11.1.17 Proposals submitted per proposal submission requirements become the property of the State, selection or rejection does not affect this right; proposals will be returned only at the State's option and at the vendor's request and expense. The masters of the technical proposal, confidential technical proposal, cost proposal and confidential financial information of each response shall be retained for official files.
- 11.1.18 The Nevada Attorney General will not render any type of legal opinion regarding this transaction.
- 11.1.19 Any unsuccessful vendor may file an appeal in strict compliance with NRS 333.370 and Chapter 333 of the Nevada Administrative Code.

11.2 CONTRACT TERMS AND CONDITIONS

*The information in this section does not need to be returned with the vendor's proposal. However, if vendors have any exceptions and/or assumptions to any of the terms and conditions in this section, they MUST identify in detail their exceptions and/or assumptions on **Attachment B, Technical Proposal Certification of Compliance**. In order for any exceptions and/or assumptions to be considered they MUST be documented in **Attachment B**. The State will not accept additional exceptions and/or assumptions if submitted after the proposal submission deadline.*

- 11.2.1 The awarded vendor will be the sole point of contract responsibility. The State will look solely to the awarded vendor for the performance of all contractual obligations which may result from an award based on this RFP, and the awarded vendor shall not be relieved for the non-performance of any or all subcontractors.
- 11.2.2 The awarded vendor must maintain, for the duration of its contract, insurance coverages as set forth in the Insurance Schedule of the contract form appended to this RFP. Work on the contract shall not begin until after the awarded vendor has

submitted acceptable evidence of the required insurance coverages. Failure to maintain any required insurance coverage or acceptable alternative method of insurance will be deemed a breach of contract.

- 11.2.3 The State will not be liable for Federal, State, or Local excise taxes per NRS 372.325.
- 11.2.4 **Attachment B and Attachment I** of this RFP shall constitute an agreement to **all** terms and conditions specified in the RFP, except such terms and conditions that the vendor expressly excludes. Exceptions and assumptions will be taken into consideration as part of the evaluation process; however, vendors **must** be specific. If vendors do not specify any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.
- 11.2.5 The State reserves the right to negotiate final contract terms with any vendor selected per NAC 333.170. The contract between the parties will consist of the RFP together with any modifications thereto, and the awarded vendor's proposal, together with any modifications and clarifications thereto that are submitted at the request of the State during the evaluation and negotiation process. In the event of any conflict or contradiction between or among these documents, the documents shall control in the following order of precedence: the final executed contract, any modifications and clarifications to the awarded vendor's proposal, the RFP, and the awarded vendor's proposal. Specific exceptions to this general rule may be noted in the final executed contract.
- 11.2.6 Local governments (as defined in NRS 332.015) are intended third party beneficiaries of any contract resulting from this RFP and any local government may join or use any contract resulting from this RFP subject to all terms and conditions thereof pursuant to NRS 332.195. The State is not liable for the obligations of any local government which joins or uses any contract resulting from this RFP.
- 11.2.7 Any person who requests or receives a Federal contract, grant, loan or cooperative agreement shall file with the using agency a certification that the person making the declaration has not made, and will not make, any payment prohibited by subsection (a) of 31 U.S.C. 1352.
- 11.2.8 Pursuant to NRS Chapter 613 in connection with the performance of work under this contract, the contractor agrees not to unlawfully discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation or age, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including, without limitation apprenticeship.

The contractor further agrees to insert this provision in all subcontracts, hereunder, except subcontracts for standard commercial supplies or raw materials.

11.3 PROJECT TERMS AND CONDITIONS

*The information in this section does not need to be returned with the vendor's proposal. However, if vendors have any exceptions and/or assumptions to any of the terms and conditions in this section, they MUST identify in detail their exceptions and/or assumptions on **Attachment B, Technical Proposal Certification of Compliance**. In order for any exceptions and/or assumptions to be considered they **MUST** be documented in **Attachment B**. The State will not accept additional exceptions and/or assumptions if submitted after the proposal submission deadline.*

11.3.1 Award of Related Contracts

11.3.1.1 The State may undertake or award supplemental contracts for work related to this project or any portion thereof. The contractor shall be bound to cooperate fully with such other contractors and the State in all cases.

11.3.1.2 All subcontractors shall be required to abide by this provision as a condition of the contract between the subcontractor and the prime contractor.

11.3.2 State Owned Property

The awarded vendor shall be responsible for the proper custody and care of any State owned property furnished by the State for use in connection with the performance of the contract and will reimburse the State for any loss or damage.

11.3.3 Travel

If travel is required, the following processes must be followed:

11.3.3.1 All travel must be approved in writing in advance by the Department.

11.3.3.2 Requests for reimbursement of travel expenses must be submitted on the State Claim for Travel Expense Form with original receipts for all expenses.

11.3.3.3 The travel expense form, with original signatures, must be submitted with the vendor's invoice.

11.3.3.4 Vendor will be reimbursed travel expenses and per diem at the rates allowed for State employees at the time travel occurs.

11.3.3.5 The State is not responsible for payment of any premium, deductible or assessments on insurance policies purchased by vendor for a rental vehicle.

11.3.4 Completion of Work

Prior to completion of all work, the contractor shall remove from the premises all equipment and materials belonging to the contractor. Upon completion of the work, the contractor shall leave the site in a clean and neat condition satisfactory to the State.

11.3.5 Right to Publish

11.3.5.1 All requests for the publication or release of any information pertaining to this RFP and any subsequent contract must be in writing and sent to the Chief of the Division of Environmental Protection/Bureau of Industrial Site Cleanup or designee.

11.3.5.2 No announcement concerning the award of a contract as a result of this RFP can be made without prior written approval of the Chief of the Division of Environmental Protection/Bureau of Industrial Site Cleanup or designee.

11.3.5.3 As a result of the selection of the contractor to supply the requested services, the State is neither endorsing nor suggesting the contractor is the best or only solution.

11.3.5.4 The contractor shall not use, in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representation of any State facility, except with the specific advance written authorization of the Chief of the Division of Environmental Protection/Bureau of Industrial Site Cleanup or designee.

11.3.5.5 Throughout the term of the contract, the contractor must secure the written approval of the State per **Section 11.3.6** prior to the release of any information pertaining to work or activities covered by the contract.

11.3.6 Protection of Sensitive Information

Protection of sensitive information will include the following:

11.3.6.1 Sensitive information in existing legacy applications will encrypt data as is practical.

11.3.6.2 Confidential Personal Data will be encrypted whenever possible.

11.3.6.3 Sensitive Data will be encrypted in all newly developed applications.

12. SUBMISSION CHECKLIST

This checklist is provided for vendor's convenience only and identifies documents that must be submitted with each package in order to be considered responsive. Any proposals received without these requisite documents may be deemed non-responsive and not considered for contract award.

Part I A– Technical Proposal Submission Requirements		Completed
Required number of Technical Proposals per submission requirements		
Tab I	Title Page	
Tab II	Table of Contents	
Tab III	Vendor Information Sheet	
Tab IV	State Documents	
Tab V	Attachment B – Technical Proposal Certification of Compliance with Terms and Conditions of RFP	
Tab VI	Section 3 – Scope of Work	
Tab VII	Section 4 – Company Background and References	
Tab VIII	Attachment G – Proposed Staff Resume(s)	
Tab IX	Other Information Material	
Part I B – Confidential Technical Submission Requirements		
Required number of Confidential Technical Proposals per submission requirements		
Tab I	Title Page	
Tabs	Appropriate tabs and information that cross reference back to the technical proposal	
Part II – Cost Proposal Submission Requirements		
Required number of Cost Proposals per submission requirements		
Tab I	Title Page	
Tab II	Cost Proposal	
Tab III	Attachment I - Cost Proposal Certification of Compliance with Terms and Conditions of RFP	
Part III – Confidential Financial Information Submission Requirements		
Required number of Confidential Financial Proposals per submission requirements		
Tab I	Title Page	
Tab II	Financial Information and Documentation	
CDs Required		
One (1)	Master CD with the technical and cost proposal contents only	
One (1)	Public Records CD with the technical and cost proposal contents only	
Reference Questionnaire Reminders		

Send out Reference Forms for Vendor (with Part A completed)	
Send out Reference Forms for proposed Subcontractors (with Part A and Part B completed, if applicable)	

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked “confidential” in their entirety, or those in which a significant portion of the submitted proposal is marked “confidential” **will not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a “trade secret” as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors’ technical and cost proposals become public information.

In accordance with the Submittal Instructions of this RFP, vendors are requested to submit confidential information in separate binders marked “**Part I B Confidential Technical**” and “**Part III Confidential Financial**”.

The State will not be responsible for any information contained within the proposal. Should vendors not comply with the labeling and packing requirements, proposals will be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that will be in an open meeting format, the proposals will remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act will constitute a complete waiver and all submitted information will become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information as defined in *Section 2 “ACRONYMS/DEFINITIONS.”*

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part I B – Confidential Technical Information			
YES		NO	
Justification for Confidential Status			

A Public Records CD has been included for the Technical and Cost Proposal			
YES		NO (See note below)	
<i>Note: By marking “NO” for Public Record CD included, you are authorizing the State to use the “Master CD” for Public Records requests.</i>			

Part III – Confidential Financial Information			
YES		NO	
Justification for Confidential Status			

Company Name

Signature

Print Name

Date

This document must be submitted in Tab IV of vendor’s technical proposal

**ATTACHMENT B – TECHNICAL PROPOSAL CERTIFICATION OF COMPLIANCE
WITH TERMS AND CONDITIONS OF RFP**

I have read, understand and agree to comply with *all* the terms and conditions specified in this Request for Proposal.

YES _____ I agree to comply with the terms and conditions specified in this RFP.

NO _____ I do not agree to comply with the terms and conditions specified in this RFP.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors *must* provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Company Name

Signature

Print Name

Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

This document must be submitted in Tab V of vendor’s technical proposal

ATTACHMENT C – VENDOR CERTIFICATIONS

Vendor agrees and will comply with the following:

- (1) Any and all prices that may be charged under the terms of the contract do not and will not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.
- (2) All proposed capabilities can be demonstrated by the vendor.
- (3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.
- (4) All proposal terms, including prices, will remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, will remain in effect throughout the contract negotiation process.
- (5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals must be made in good faith and without collusion.
- (6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion must be in writing and included in the proposal at the time of submission.
- (7) Each vendor must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a vendor's proposal. An award will not be made where a conflict of interest exists. The State will determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.
- (8) All employees assigned to the project are authorized to work in this country.
- (9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.
- (10) The company has a written policy regarding compliance for maintaining a drug-free workplace.
- (11) Vendor understands and acknowledges that the representations within their proposal are material and important, and will be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.
- (12) Vendor must certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.
- (13) The proposal must be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

Vendor Company Name

Vendor Signature

Print Name

Date

This document must be submitted in Tab IV of vendor's technical proposal

ATTACHMENT D – CONTRACT FORM

The following State Contract Form is provided as a courtesy to vendors interested in responding to this RFP. Please review the terms and conditions in this form, as this is the standard contract used by the State for all services of independent contractors. It is not necessary for vendors to complete the Contract Form with their proposal.

If exceptions and/or assumptions require a change to the Contract Form, vendors *must* provide the specific language that is being proposed on *Attachment B, Technical Proposal Certification of Compliance with Terms and Conditions of RFP*.

Please pay particular attention to the insurance requirements, as specified in *Paragraph 16 of the embedded contract* and *Attachment E, Insurance Schedule for RFP 3206*.



Contract Form.doc

To open the document, double click on the icon.

If you are unable to access the above inserted file once you have doubled clicked on the icon, please contact Nevada State Purchasing at srvpurch@admin.nv.gov for an emailed copy.

ATTACHMENT E – INSURANCE SCHEDULE FOR RFP 3206

The following Insurance Schedule is provided as a courtesy to vendors interested in responding to this RFP. Please review the terms and conditions in the Insurance Schedule, as this is the standard insurance schedule used by the State for all services of independent contractors.

If exceptions and/or assumptions require a change to the Insurance Schedule, vendors **must** provide the specific language that is being proposed on ***Attachment B, Technical Proposal Certification of Compliance with Terms and Conditions of RFP.***



Insurance Schedule -
RFP 3206 - RFP Attach

To open the document, double click on the icon.

*If you are unable to access the above inserted file
once you have doubled clicked on the icon,
please contact Nevada State Purchasing at
srvpurch@admin.nv.gov for an emailed copy.*

ATTACHMENT F – REFERENCE QUESTIONNAIRE

The State of Nevada, as a part of the RFP process, requires proposing vendors to submit business references as required within this document. The purpose of these references is to document the experience relevant to the scope of work and provide assistance in the evaluation process.

INSTRUCTIONS TO PROPOSING VENDOR	
1.	Proposing vendor or vendor's proposed subcontractor MUST complete Part A and/or Part B of the Reference Questionnaire.
2.	Proposing vendor MUST send the Reference Questionnaire to EACH business reference listed for completion of Part D, Part E and Part F.
3.	Business reference is requested to submit the completed Reference Questionnaire via email or facsimile to: <div style="text-align: center;"> <p>State of Nevada, Purchasing Division Subject: RFP 3206 Attention: Purchasing Division Email: rfpdocs@admin.nv.gov Fax: 775-684-0188</p> </div> <p>Please reference the RFP number in the subject line of the email or on the fax.</p>
4.	The completed Reference Questionnaire MUST be received <i>no later than 4:30 PM PT 9/4/15</i>
5.	Business references are NOT to return the Reference Questionnaire to the Proposer (Vendor).
6.	In addition to the Reference Questionnaire, the State may contact any and all business references by phone for further clarification, if necessary.
7.	Questions regarding the Reference Questionnaire or process should be directed to the individual identified on the RFP cover page.
8.	Reference Questionnaires not received, or not complete, may adversely affect the vendor's score in the evaluation process.



Reference
Questionnaire - 05-21

To open the document, double click on the icon.

If you are unable to access the above inserted file once you have doubled clicked on the icon, please contact Nevada State Purchasing at srvpurch@admin.nv.gov for an emailed copy.

ATTACHMENT G – PROPOSED STAFF RESUME

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff using the State format.



Proposed Staff
Resume - 09-25-13.doc

To open the document, double click on the icon.

*If you are unable to access the above inserted file
once you have doubled clicked on the icon,
please contact Nevada State Purchasing at
srvpurch@admin.nv.gov for an emailed copy.*

ATTACHMENT H – COST SCHEDULE



3206 Cost Matrix.doc

To open the document, double click on the icon.

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srvpurch@admin.nv.gov for an emailed copy.*

**ATTACHMENT I – COST PROPOSAL CERTIFICATION OF COMPLIANCE
WITH TERMS AND CONDITIONS OF RFP**

I have read, understand and agree to comply with *all* the terms and conditions specified in this Request for Proposal.

YES _____ I agree to comply with the terms and conditions specified in this RFP.

NO _____ I do not agree to comply with the terms and conditions specified in this RFP.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors *must* provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Note: Only cost exceptions and/or assumptions should be identified on this attachment. Do not restate the technical exceptions and/or assumptions on this attachment.

Company Name

Signature

Print Name

Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

**This document must be submitted in Tab III of vendor's cost proposal.
This form MUST NOT be included in the technical proposal.**

ATTACHMENT J – ADDITIONAL AGENCY TERMS AND CONDITIONS



Agency T's & C's -
Attachment J.doc

To open the document, double click on the icon.

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ATTACHMENT K – ADDITIONAL AGENCY ATTACHMENTS – NDEP DATA GAP MEMO



NDEP Data Gap
Memo.pdf

To open the document, double click on the icon.

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