

REQUEST FOR QUALIFICATIONS

**State of Wisconsin - Vapor Intrusion Zone Contract (VIZC)
Vapor Intrusion Investigation and/or Mitigation Services
Wisconsin DNR – Remediation and Redevelopment Program
July 25, 2022**

Table of Contents

1. Introduction	2
2. Scope of Services	2
2.1 Sampling and Analysis Plan.....	3
2.2 Scopes of Work.....	3
2.3 Deliverables.....	5
3. Contract Requirements	5
3.1 Consultant’s Proposal	5
3.2 Copyrighted Material	6
3.3 Utilization of Disadvantaged Business Enterprises.....	6
3.4 Assignment.....	6
4. Statement of Qualifications (SOQ).....	6
5. Preparing and Submitting the SOQ.....	10
5.1 SOQ Submittal Requirements.....	10
5.2 Do No Contact	10
5.3 RFQ Questions.....	10
5.4 RFQ Copies and Response to Questions	10
5.5 Incurred Costs	10
5.6 Confidential Matter	10
6. Schedule and Procedures.....	11
6.1 Calendar of Events.....	11
6.2 Award Criteria	11
6.3 Interview	11
6.4 Negotiations	11
6.5 Rejection	11
6.6 Award	11

Attachment 1: DNR General Terms and Conditions

Attachment 2: Map of RR Program Regions

1. INTRODUCTION

The Remediation and Redevelopment (RR) Program at the Wisconsin Department of Natural Resources (DNR) has developed this Request for Qualifications (RFQ) to identify up to four consultants to respond to requests to investigate and/or mitigate vapor intrusion (VI) at locations throughout the state of Wisconsin (the “state”) on an as-needed basis. These professional services will be conducted at locations identified by the DNR where vapors associated with the discharge of a hazardous substance to the environment pose a threat to human health and there is not a responsible party taking responsive action. All services shall be conducted in accordance with applicable sections of the Wisconsin Administrative (Wis. Admin.) Code chs. NR 700 – 758 and the terms and conditions in the DNR Professional Services Agreement (Attachment 1).

The DNR, as a representative of the State of Wisconsin, intends to award the selected consultants a 1-year professional services contract, with option for two 1-year extensions (3 years total). This professional services contract is an agreement under which consultants will work, on an as-needed basis, for the DNR and does not guarantee a minimum number of projects, scope or contract value. The RR program manages projects in the state based on regions (i.e., zones) and this professional services contract is herein referred to as the Vapor Intrusion Zone Contract (VIZC). The five regions of the state, as designated by the RR program for the VIZC, are identified on the map in Attachment 2. All activities conducted under the terms of this initiative will be funded and managed by the RR program.

Interested consultants are required to submit a timely Statement of Qualifications (SOQ) to be eligible for consideration for the VIZC. Interested parties can submit a SOQ for only investigation, only mitigation or for both, and should indicate the region(s) of the state that they are interested and capable of performing work under this contract. (A majority of the VIZC work is anticipated to be in the Northeast and Southeast regions, but locations throughout the state are possible.)

Under the VIZC, purchase orders will be distributed among the selected consulting firms on a per-project basis. The distribution may not be equal among the selected consulting firms. Distribution will be determined by the DNR based on project location, anticipated scope of work, consultant’s rates, consultant’s capacity, and/or the qualifications, experience and demonstrated quality of work of the project team, as well as other factors. The total purchase order value and duration will vary based on site-specific conditions and scope of work.

Special Note: The DNR issued a separate RFQ on this same date for federal brownfields assessment at VI priority sites. The federal brownfields assessment grant does not cover vapor mitigation; therefore, it is possible that a consultant selected for VIZC could be requested to provide mitigation services at one or more properties where federal brownfields funds were used for VI assessment.

2. SCOPE OF SERVICES

The sites to be investigated or mitigated using VIZC will be identified by the DNR. VIZC sites are anticipated to primarily be where trichloroethylene (TCE) is a contaminant of concern and poses a VI risk in occupied buildings; however, other contaminants of concern are possible. Most of the work is anticipated to occur in and around residential buildings; however, services at commercial sites may be requested as funds are available. The VI investigations may also include collection of environmental samples within public rights-of-way.

For each project, the DNR will request a consultant to prepare a scope, schedule and budget (i.e., the “Consultant’s Proposal”) to execute a purchase order under VIZC (see Section 3.1 for more information). Consultant prepared scopes will be approved by the DNR Project Manager (PM) prior to execution of the work.

2.1. Sampling and Analysis Plan

Consultants selected to conduct sampling under this RFQ may be requested to submit a Sampling and Analysis Plan (SAP) to the DNR for review and approval. The DNR anticipates requesting a consultant's SAP near the start of the VIZC and the consultant must be able to provide a draft-SAP within 60 days of the request. The SAP must be approved by the DNR before the consultant can conduct field sampling.

The SAP is intended to be a general document used by the consultant for the duration of the VIZC. The SAP must include the consultant's standard operating procedures (SOPs), quality assurance/quality control (QA/QC) procedures and the laboratory methods for environmental sampling anticipated under the VIZC. The SAP must follow applicable requirements of Wis. Admin. Code §§ NR 716.09(f) and NR 716.13 and applicable elements of the DNR's guidance documents *Addressing Vapor Intrusion at Remediation and Redevelopment Sites in Wisconsin* ("RR-800") and *Guidance for Documenting the Investigation of Human-made Preferential Pathways Including Utility Corridors* ("RR-649").

The DNR will reimburse up to \$5,000 to a consultant for development of the SAP. Incurred costs over \$5,000 will be the responsibility of the consultant. Consultants may be requested to periodically update the SAP, for which the DNR will provide reasonable reimbursement.

2.2. Scopes of Work

The scopes of work to be requested under VIZC may include one or more of the following tasks.

A. Access Agreements

For properties where access is needed to complete the vapor investigation and/or mitigation, the consultant may be requested to identify the property owners and communicate and obtain a signed access agreement with owners using DNR-provided template and factsheets.

B. Vapor Field Investigation and Reporting

When a field investigation is requested, the consultant may be asked to review available site information and recommend a scope of work in the Consultant's Proposal for the DNR's review and approval. In some situations, the DNR's request may include specific instructions to the consultant regarding sampling location, methodologies or other site-specific considerations. The scope of work for the Consultant's Proposal must specify the locations, type and number of samples and other field investigation activities proposed for a site. The SAP can be referenced for general sampling procedures; however, if any site-specific procedures are required these must be included in the Consultant's Proposal.

The field investigation must comply with applicable requirements of Wis. Admin. Code ch. NR 716, the DNR-approved SAP, RR-800 and RR-649 and all other applicable regulatory guidelines. The field investigation may include, but is not limited to the following:

- Install soil borings, monitoring wells and/or vapor sampling probes and appropriate protection of sampling locations.
- Survey utility locations and building entry points to identify potential vapor migration pathways and confirm/select sample locations.
- Collect soil, groundwater, soil vapor and/or air samples using procedures in the DNR-approved SAP. For air/vapor samples, this will include, but is not limited to:
 - Collect air/vapor samples using passive sorbent samplers and/or evacuated Summa canisters, as appropriate for the sample type (e.g., indoor air, soil gas, sub-slab vapor or vapor within manholes or utility conduits).
 - Complete appropriate quality QA/QC. For example, sub-slab vapor samples collected using evacuated canisters will require leak testing.

- Submit soil and groundwater samples to a Wis. Admin. Code ch. NR 149 certified laboratory for analysis and submit soil gas and air samples to a laboratory accredited by The National Environmental Laboratory Accreditation Program (NELAC) Institute (TNI).
- Complete field sampling forms to be submitted to the DNR.
- Abandon borings, monitoring wells and/or vapor sampling probes.

After sampling is complete, the consultant will be required to complete evaluation and reporting of the results. This may include, but is not limited to:

- Evaluate the sampling results relative to applicable regulatory standards, guidelines, or public health recommendations.
 - When an acute risk from exposure to vapors is detected, report the results to the DNR immediately upon receipt of the data and work with the DNR, the Wisconsin Department of Health Services (DHS) and local health to communicate with owners/occupants of the building(s) where the acute risk was detected.
 - For all other situations, report the results to the DNR and property owners/tenants within 10-days after receipt of data using notification-templates provided by the DNR.
- Document results in a site investigation status report that complies with applicable requirements of Wis. Admin. Code § NR 716.15.
 - At a minimum, the report must include the sampling and leak-detection procedures, photo documentation of all vapor sampling probes (installed and abandoned), the field data sheets, scaled-figures of sample locations, laboratory data reports and data summary tables. (The DNR anticipates providing the consultant with the format to use for data summary tables.)
 - The report must include conclusions that state if additional vapor assessment and/or mitigation are needed based on the sampling results.

C. Vapor Mitigation Rapid Response ¹

When TCE vapors are found to pose an acute risk in occupied buildings, a consultant may be requested to provide rapid response measures within 24-hours of DNR request to mitigate vapor risk. Rapid response is most likely to include the deployment of air purification units.

D. Vapor Mitigation (Interim Action) Planning and Implementation

When the investigation identifies a risk to occupied building(s), the DNR may request that a consultant assist with vapor mitigation in the building(s). It is anticipated that a radon-type sub-slab depressurization system (SSDS) will most frequently be selected as the mitigation approach under VIZC; however, other mitigation approaches may be required. A request for vapor mitigation may include, but is not limited to, the following:

- Visually inspect building(s) to identify potential vapor entry points and photo document the condition of the building(s).
- Conduct communication testing to confirm sub-slab connectivity for an SSDS and/or to identify air vapor entry points.
- Prepare a vapor mitigation (interim action) design report that complies with applicable requirements in Wis. Admin. Code §§ NR 724.11 and 724.13 and elements in RR-800 and RR-649 for DNR review and approval. (Note, that a written plan for DNR review and approval is not typically required for a simple radon-type SSDS per Wis. Admin. Code § NR 708.11(4)(b).)

¹ The DNR anticipates establishing an annual purchase order for vapor mitigation rapid response with one or more of the VIZC consultants. The annual purchase order would be set for a specific dollar value that the consultant could draw from to be able to complete the mitigation rapid response as soon as the Consultant's Proposal is approved by the DNR PM.

- Install a SSDS and seal any vapor entry points identified during diagnostic testing and the field investigation.
- Complete performance verification testing (e.g., verify pressure field extension of a SSDS and collect indoor air samples).
- Prepare and submit a construction documentation report in accordance with Wis. Admin. Code § NR 724.17 to document the as-built SSDS and results of the performance verification testing.
- Prepare and submit an operation, monitoring and maintenance (OM&M) for the SSDS (or other applicable mitigation measure) to be used by the property owner that complies with Wis. Admin. Code § NR 724.13 (2) and the applicable elements of RR-800.

E. Vapor Mitigation OM&M

For certain sites, the DNR may request that a consultant perform OM&M of an SSDS (or other installed mitigation system) in accordance with the site-specific OM&M Plan. A request for OM&M may include, but is not limited to:

- Visually inspect an SSDS, record readout on the manometer and document if any repairs are needed.
- Complete and submit Form 4400-321 to the DNR.

2.3. Deliverables

For all deliverables, the consultant should expect to submit one electronic working copy (e.g., Word, Excel) and one electronic PDF of the draft reports and one electronic PDF of the final reports to the DNR. The DNR will review and provide comments on the draft; the consultant will be expected to finalize all deliverables within 30 days of receiving the DNR's comments. The consultant should also be able to provide hard copies and other electronic data files comprising the reports upon DNR request.

3. CONTRACT REQUIREMENTS

Each consultant selected through this RFQ process will be established as a VIZC contractor using the DNR's standard Professional Services Contract (Attachment 1). If a firm cannot agree with DNR contract provisions, the DNR may choose to select another consultant. The DNR will not negotiate contract language.

3.1. Consultant's Proposal

As needs arise and as funds are available, the DNR will select a VIZC contractor to prepare a scope, schedule and budget for DNR approval. The scope, schedule and budget (as approved) will comprise the "Consultant's Proposal". In some situations, the DNR's requested scope of work may include specific instructions to the consultant regarding sampling location, methodologies or other site-specific considerations. The VIZC contractor is expected to provide a proposal within 20 hours of receiving a request for vapor mitigation rapid response and within 15 business days of receipt of requests for other services covered in this RFQ. The DNR may request an alternative delivery timeframe for a Consultant's Proposal based on site-specific conditions, and the DNR may approve additional time for the consultant to prepare a proposal, on a case-by-case basis, if more time is requested in writing by the consultant.

Cost-effective and efficient approaches are important to maximize the amount of investigation and mitigation performed for a project using limited state dollars. The DNR may request adjustments to the Consultant's Proposal prior to approval. If the selected VIZC contractor cannot provide the requested services or reach agreement with the DNR on the proposal, then the DNR may request a proposal from another VIZC contractor.

The DNR and the selected consultant may amend the Consultant's Proposal, upon mutual written consent, as needed. Any amendments to the Consultant's Proposal must be approved by the DNR PM.

3.2. Copyrighted Material

No documents or information that is developed and paid for under this initiative for the DNR may be copyrighted by any environmental consultant. The copyrighted materials conditions in Attachment 1 also apply.

3.3. Utilization of Disadvantaged Business Enterprises

The State of Wisconsin is committed to the promotion of minority business in the state's purchasing program and a goal of placing 5% of its total purchasing dollars with certified minority businesses and 1% of its total purchasing power with disabled veteran-owned businesses. Authority for this program is found in ss. 15.107(2), 16.75(3M), 16.75(4), and 16.755, Wisconsin Statutes. Minority-owned and disabled veteran-owned business enterprises certified by the Wisconsin Department of Administration (DOA) Supplier Diversity Program should have the maximum opportunity to participate in the performance of its contracts. A searchable listing of certified minority and disabled veteran-owned businesses, as well as the services and commodities they provide, is available at: <http://wisdp.wi.gov/search.aspx>.

3.4. Assignment

The proposer may not reassign any portion of the work that is awarded as a result of this RFQ, without prior written consent from the DNR.

4. STATEMENT OF QUALIFICATIONS

SOQs must include the following elements to be considered responsive to this RFQ.

Letter Of Transmittal (maximum of 2 pages)

This letter should be signed by the proposed Project Manager (PM) and one Principal, and should state the respondent's understanding of the work to be performed and the abilities of the firm and the designated PM to perform the work for the DNR.

Title Page (maximum of 1 page)

The title page should state that it pertains to:

STATEMENT OF QUALIFICATIONS
State of Wisconsin – Vapor Intrusion Zone Contract (VIZC)
Vapor Intrusion Investigation Services for All Regions (or list specific region[s])*
Vapor Intrusion Mitigation Services for All Regions (or list specific region[s])*
Wisconsin DNR – Bureau for Remediation and Redevelopment
July 25, 2022

It must include the name of the proposing firm, address, telephone number, name and email address of the proposed PM, and the submittal date.

** The Title page must indicate clearly if the respondent is providing the SOQ for vapor investigation services, vapor mitigation services or both, and include if the respondent is interested in providing services to all regions in the state or specific regions (see map of five regions in Attachment 2).*

Table Of Contents

The table of contents should identify each section of the SOQ and the beginning page numbers of each section.

Sections

The sections must be presented in the following order with the following headings and adhere to the maximum number of pages identified below.

1. Firm Profile (maximum of 2 pages)

Describe the range of services that the firm provides directly related to this RFQ.

Include whether the firm has SOPs in place for vapor site investigation activities that have been used for sites following Wis. Admin. Code ch. NR 716 for site investigations in Wisconsin, and the ability to produce an approved-SAP efficiently at the start of the contract.

2. Project Team Qualifications (maximum of 4 pages)

Describe the pertinent qualifications of the proposed PM and the proposed project team to be used on the contract. Those qualifications should be related to the applicable portions of Wis. Admin. Code ch. NR 712 and the specific vapor sampling experience of the project team.

Include a one-page resume for the PM and summarize the key members and strengths of the project team, years of experience for key staff and expected continuity of service. Identify and list any proposed subcontractors and pertinent certifications, including the Wis. Admin. Code ch. NR 149-certified analytical laboratories and TNI-accredited laboratories to be used on this contract. Identify if any are minority or disabled veteran-owned business enterprises.

For consultants proposing to provide mitigation services, the entities that will design and install a SSDS must be certified as a soil gas mitigator through a national certification program. Certified mitigators who have experience with chemical VI (i.e., not just radon) will receive preference. Identify mitigation subcontractors and applicable certifications and experience with chemical VI.

3. Project Experience (maximum of 8 pages)

This section may include project summaries or additional information to demonstrate the project team's experience related to successful execution of work covered in this RFQ. Project summaries should be associated with projects completed since January 1, 2018. Emphasis should be on experience related to the following, as applicable:

- success in implementing vapor investigations in Wisconsin following RR-800 and RR-649,
- range and type of sites where team has completed vapor investigations and/or mitigation,
- range of vapor sampling techniques used by the project team; specify any experience with passive sampler and evaluation/testing for vapors in utility conduits (e.g., sanitary sewers),
- success mitigating VI in residential properties where chlorinated volatile organic compounds (CVOCs) were a potential vapor risk; include description or list selected mitigation subcontractor's experience with CVOC sites,
- performance verification testing and troubleshooting to optimize SSDS performance,
- preparation of user-friendly OM&M plans for SSDS, and
- risk communication to negotiate access and to share vapor sampling results.

4. Professional References (maximum 1 page)

List three non-DNR, professional references and the name, email address and telephone number of a person to contact for each and type of work firm completed for each reference. References should be clients that can attest to quality of work that relate to this RFQ.

5. Geographic Presence (maximum of 2 pages)

Provide a map of office location(s) in Wisconsin and/or adjacent states, and identify the location of the PM and project staff proposed for this contract.

6. Project Approach (maximum of 5 pages)

As described above, under the professional services agreement, the selected consultants will be requested to provide vapor investigation and/or mitigation services on an as-needed basis. Describe how your PM and project team will interact with the DNR, describe how you will efficiently respond to the DNR's requests for services, how you will cost-effectively accomplish project objectives for the type of services included in this RFQ and your ability to produce quality documents at reasonable rates

that satisfy regulatory requirements. Demonstrate your project team's knowledge and understanding of RR-800 and RR-649 and ability to efficiently begin executing vapor investigations and/or mitigation upon request with minimal direction from the DNR.

If providing an SOQ for vapor investigation services, include a copy of the firm's field sampling log, or description of parameters typically monitored during a vapor field investigation, which demonstrate the team's knowledge and readiness to perform the work.

If providing an SOQ that includes mitigation services, include a description of the team's access to air purification units to respond within 24-hours if mitigation rapid response is requested for an occupied building. Also include a copy of a typical OM&M plan for an SSDS, or description of parameters typically monitored during OM&M of an SSDS, which demonstrate the team's knowledge and readiness to perform typical mitigation work.

7. Cost Proposal (maximum of 5 pages)

Provide a list of the firm's labor rates and identify the billing rates/staff categories for each member of the proposed project team. Provide unit rates to be charged for typical field equipment and travel expenses. (**Note**, mark-up may not exceed 10% on subcontractors and all overhead expenses must be included within the labor rates and/or the standard unit rates. Straight percentage overhead charges are not allowed on invoices under this contract.)

The selected contractors will be expected to keep the rates presented in the Cost Proposal for the duration of the contract unless changes are requested and approved by the DNR.

Provide example budgets for the following scenarios that use the labor rates, unit rates, laboratory rates and subcontractor charges that would be applied if awarded the work. Include estimated hours and unit charges when applicable. (Refer to the Scope of Services above if needed.) Cost proposals should demonstrate efficiency, but should also reflect knowledge of typical level of effort to coordinate and perform vapor assessments and requirements for preparing quality reports.

Scenario 1: Vapor Sampling at a Residential Building

Assume a residential property is located within 100 feet of a former dry cleaner where CVOCs, including TCE is present in groundwater at the water table, located 15 feet below the ground surface beneath the building. The building is an owner-occupied single-family residence with a basement. Assume the property is located 40 miles from your office.

- Communicate and establish an access agreement with the property owner.
- Complete the field work in the approved-sampling plan. Assume sampling duration and approach to follows RR-800 and RR-649 and includes the following:
 - Install two sub-slab sample ports in the basement floor.
 - Collect one sealed head-space sample from the basement sump and one round of sub-slab vapor samples from the vapor sample port using Summa canister and submitted to laboratory for TO-15 analysis.
 - Collect two indoor air samples and one outdoor air sample using passive Beacon samplers and submitted to Beacon for VOC analysis.
 - Collect a vapor sample from the sanitary sewer cleanout using the procedures recommended in RR-649.
- Evaluate the sampling results and provide the DNR and the owner with written notification of the results within 10 days of receipt of the final laboratory report.

- Prepare a documentation report to summarize the field investigation activities, results and recommendations for next steps based on evaluation of the data. Assume one round of revisions needed on the report.

Scenario 2: Immediate Action to Mitigate Acute TCE Vapor Risk

Assume DNR requests immediate action to address TCE detected in indoor air at concentrations that pose an acute risk in the home sampled in Scenario 1.

- Mobilize within 24 hours to install two portable air purification units.
- Collect one 24-hour indoor air sample following installation of the air purification units. Submit for TO-15 analysis using 3-day rush turn-around-time.
- Evaluate the sampling results and provide the owners with written notification of the results within 10 days of receipt of the final laboratory reports.
- Prepare a documentation report to summarize the immediate action and testing results. Assume no revisions are needed to the summary report.

Scenario 3: SSDS Installation at Single-Family Home to Mitigate TCE Vapor Risk

Assume a single-family residential home requires mitigation to address TCE-vapor intrusion risk. The VI assessment on the property, including planning and design for the SSDS were completed under separate contract using the federal brownfields assessment funding. Assume the property is located approximately 30 miles from your office.

- Seal and properly vent the basement sump and seal several cracks in basement floor.
- Install a SSDS using one new drop point installed in the basement.
- Measure the pressure field extension post-SSDS installation. Assume that four new vapor probes must be installed in the basement floor and three rounds of testing are needed to complete the communication testing. Assume no changes to SSDS are needed based on performance verification testing.
- Collect a 24-hour indoor air sample following the first round of performance verification testing. Submit for TO-15 analysis.
- Evaluate the sampling results and provide the DNR and owner with written notification of the results within 10 days of receipt of the final laboratory reports.
- Prepare a summary report to submit to the DNR to document the as-built conditions, which includes photographs and drawings of the SSDS and results from the performance verification. Assume no revisions are needed to the summary report.
- Prepare an OM&M plan for the SSDS to be shared with the property owner. Assume no revisions are needed.

5. PREPARING AND SUBMITTING THE SOQ

5.1. SOQ Submittal Requirements

Proposers must submit their SOQs in accordance with the following requirements:

- Prepared using Arial, 10-point font, single-spaced with 1-inch margins, size 8.5 by 11-inch.
- Submitted electronically as a PDF via email to Alyssa.Sellwood@wisconsin.gov using the following naming conventions:
 - File Name: **FIRMNAME_SOQ_VIZC.pdf**
 - Email Subject Line: **VIZC SOQ: FirmName**
- Received any time prior to the closing date and time. SOQs must be received no later than **4:00 P.M. Central Daylight Time (CDT) on August 31, 2022**. An email will be sent to verify receipt of your submission.

5.2. Do Not Contact

Proposers are directed not to contact any DNR staff related to this RFQ except for submittal question to the email address below. Unauthorized contact with any DNR personnel will be cause for disqualification of the SOQ

5.3. RFQ Questions

The deadline for submitting questions on this RFQ is **4:00 pm CDT on August 2, 2022**. Questions must be submitted to Alyssa Sellwood via e-mail at Alyssa.Sellwood@wisconsin.gov. Questions submitted by telephone will not be accepted.

5.4. RFQ Copies and Response to Questions

Copies of the RFQ and answers to the written questions will be posted on the RR Program's Public Notices webpage at <https://dnr.wisconsin.gov/topic/brownfields/publicnotices.html>. Response to questions for this RFQ will be posted by **August 5, 2022**. It is the responsibility of the respondent, prior to submitting a response to the RFQ, to periodically check the RR Program's Public Notices to ensure that all addenda for this RFQ have been downloaded, and that all of the information requested has been included in the SOQ response.

5.5. Incurred Costs

Those vendors submitting SOQs do so entirely at their own expense. There is no expressed or implied obligation by the DNR to reimburse any individual or firm for any costs incurred in preparing or submitting responses, for providing additional information when requested by the DNR, or for attending and/or participating in any follow-up interviews and negotiation sessions.

5.6. Confidential Matter

If any information submitted in the SOQ is considered confidential or proprietary, the respondent must identify this information by completing and including the Designation of Confidential and Proprietary Information (DOA-3027) with their proposal. A copy of form DOA-3027 is available at <https://doa.wi.gov/Forms/DOA-3027DesignationofConfidentialandProprietaryInformation.doc>.

6. SCHEDULE AND PROCEDURES

6.1. Calendar of Events

Key dates in the selection process are listed below. Dates are subject to change, except the deadline for questions and the SOQ due date.

- July 25, 2022- RFQ available date
- **August 2, 2022 - Deadline for submitting written questions (4:00PM CDT)**
- August 5, 2022 - Date for DNR to post answers to questions
- **August 31, 2022 – SOQ Due Date (4:00PM CDT)**
- September 13 – September 26, 2022 – Interviews with top ranked respondents
- October 7, 2022 – Selected consultant notified
- October 24, 2022 – Contract commencement date

6.2. Award Criteria

The SOQs will first be reviewed to determine if the mandatory requirements are met. Failure to meet mandatory requirements may result in an RFQ being rejected. Accepted SOQs will be evaluated by a review committee based on the criteria summarized below.

Firm Profile and EPA-Approved QAPP	5 %
Project Manager and Team Qualifications	25 %
Project Experience and References	20 %
Geographic Presence	5 %
Project Approach	20 %
Cost Proposal	25 %

6.3. Interviews

The DNR estimates that interviews will be conducted with up to six of the top ranked respondents to evaluate the PM and project team's ability to provide the services requested by this RFQ. The contractor's PM and one additional representative must be present at this interview.

6.4. Negotiations

After interviews and final evaluations are completed, the DNR may at its sole option open work scope and cost negotiations with two or more of the top-ranked proposers prior to award. The DNR also reserves the right to open negotiations with one or more alternate proposers if negotiations with one or more of the previously selected proposers are not successful. The DNR will not negotiate contract terms and conditions.

6.5. Rejection

The DNR reserves the right to reject any and all proposals, to waive any informality in the proposals that are received, to accept or reject any or all items in the proposal, and to award contracts to two or more environmental consulting firms in whole or in part. Moreover, the DNR reserves the right to make no selection if the proposals are deemed to be outside the fiscal constraint or not in the best interests of the DNR.

6.6. Award

The DNR will select the respondents whose SOQs best meet the DNR's needs as defined in this RFQ. Contractual commitments are contingent upon the availability of funds, and the number of sites identified. All contracts are subject to the approval of the DNR's legal counsel, and the DNR Secretary's office prior to execution. Once awarded, the contracts will be the final expression of the agreement between the parties and may not be altered, changed or amended except by mutual agreement, in writing.

ATTACHMENT 1

ATTACHMENT 2