

**REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL SERVICES  
HYDROGEOLOGICAL INVESTIGATION SERVICES  
ISSUED BY THE DELAWARE DEPARTMENT OF NATURAL RESOURCES AND  
ENVIRONMENTAL CONTROL (DNREC)  
CONTRACT NUMBER NAT14003-Hydro**

**I. Overview**

The State of Delaware Department of Natural Resources and Environmental Control, Tank Management Section (DNREC-TMS), seeks professional services to perform hydrogeologic investigations for State funded projects. This request for proposal (RFP) is issued pursuant to 29 *Del. C.* §§ 6981 and 6982.

The proposed schedule of events subject to the RFP is outlined below:

Public Notice	Date: April 1, 2014
Deadline for Questions	Date: April 22, 2014
Response to Questions Posted by:	Date: May 2, 2014
Deadline for Receipt of Proposals	Date: May 12 at 1:00 PM (Local Time)
Estimated Notification of Award	Date: June 2, 2014

Each proposal in response to the RFP must be accompanied by a transmittal letter which briefly summarizes the proposing firm's interest in providing the required professional services. The transmittal letter must also clearly state and justify any exceptions to the requirements of the RFP which the applicant may have taken in presenting the proposal. (Applicant exceptions must also be recorded on Attachment 3). Furthermore, the transmittal letter must attest to the fact that no activity related to this proposal contract will take place outside of the United States. The State of Delaware reserves the right to deny any and all exceptions taken to the RFP requirements.

Following receipt of the proposals in response to the RFP, the State of Delaware DNREC intends to select multiple qualified vendors to enter into contracts with DNREC to provide specified professional services for State-funded projects. Once selected, the vendor will be asked to submit a list of prices which will become part of the contract and apply during the contract period. The selection of qualified vendors through the RFP process for this contract does not commit the vendors or DNREC to perform professional services on any site-specific project. The selected vendors will be asked to enter into a contract with DNREC which will permit them to receive, during the contract period, notice of requests by DNREC for proposals to perform specified professional services on site-specific projects. The proposals for site-specific projects shall be based on the list of prices that are made part of the contract. The site specific proposal process and site-specific scope of work will be provided to the vendor on a site-by-site basis. Whenever DNREC designates a project for which it requires a vendor to provide professional services, it shall notify the vendor of such designation, provide it with a defined scope of work, and invite the vendor to provide a proposal to perform professional services on the site-specific project. DNREC may request more than one vendor to submit proposals on any site-specific project. When DNREC selects the site-specific proposal of a vendor, it will invite the vendor to enter into negotiations to conclude an agreement to provide services for that project. If DNREC and

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the vendor are able to reach an agreement on a site-specific proposal it shall be set forth in an addendum which shall be attached to this contract and made a part hereof. DNREC reserves the right to choose to provide notice of requests to one or more vendors, and to reach agreement with any vendor on any addendum for any site-specific project, based on DNREC's determination of what best serves the policies and purposes of DNREC's Tank Management Section, and what is in the best interests of DNREC and the State of Delaware.

Although this contract is intended for State-lead leaking underground storage tank (LUST) sites, it may be applied to other State-lead projects requiring Hydrogeologic Investigation Services as deemed appropriate.

**MANDATORY PREBID MEETING**

A mandatory pre-bid meeting has not been established for this Request for Proposal.

**II. Scope of Services**

The following are a brief description of the services that are included in the scope of service for the RFP. The submitted proposal shall reflect the organization's ability to perform the tasks.

- Prepare work plans for Hydrogeologic Investigations at leaking underground storage tank (LUST) sites, or other State-lead sites.
- Conduct Tier 1 Hydrogeologic Investigations according to the *Delaware Risk-Based Corrective Action Program (DERBCAP) Guide For Underground Storage Tank (UST) Sites* ("the DERBCAP Guide") and the DNREC-TMS June 2012 Hydrogeologic Investigation Guide ("the Hydro Guide")
- Conduct Tier 2 Investigations and develop Site Specific Target Levels (SSTLs) using DNREC approved models, according to the DERBCAP Guide
- Conduct field work according to the site-specific Health and Safety Plan addressing all applicable Health and Safety regulations and requirements
- Conduct aquifer testing to include calculating hydraulic conductivity, transmissivity, velocity of groundwater and hydrocarbon contaminants, etc.
- Conduct petroleum vapor intrusion investigations and associated risk assessments such as indicated in the Johnson & Ettinger model, in accordance with DNREC's guidance and policies
- Apply environmental forensics to petroleum releases to help determine, for instance:
  - The age of petroleum releases and the extent a petroleum is weathered; and
  - Whether or not a site contains more than one (1) petroleum releases
- Manage or conduct specialized investigative activities, including but by no means limited to:
  - Membrane Interface Probe (MIP);
  - Laser-Induced Fluorescence (LIF);
  - Cone Penetrometer Testing (CPT),
  - Ground Penetrating Radar (GPR);
  - Hydrocarbon Fingerprinting;
  - Geophysical Surveys
- Produce conceptual site models, including but not limited to sites containing Light Non-Aqueous Phase Liquid (LNAPL)
- Conduct interim remedial activities, such as LNAPL management
- Submit the required hydrogeologic investigation report complying with all requirements stated in 7 DE Admin Code 1351, State of Delaware Regulations Governing

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Underground Storage Tank Systems, (“the UST Regulations”), Part E, the DERBCAP Guide, and the Hydro Guide,, which shall be submitted to and received by DNREC-TMS *no later than* 90 days upon receipt of Purchase Order approval:

- If a consultant retained to perform the required hydrogeologic investigation is unable to complete work and submit the required report within 90 days of receipt of purchase order approval for a given State-Lead leaking petroleum site project, the consultant may make a request *in writing* to DNREC-TMS for an extension of the date to submit the required report subject to approval from DNREC
- The written request shall state in detail the reasons why the consultant cannot complete the job within 90 days of receipt of purchase order approval.
- DNREC-TMS will either approve or reject the consultant’s request to extend the hydrogeologic investigation report extension deadline depending on the specific circumstances; where DNREC-TMS will notify the consultant either of their approval or rejection in writing.
- DNREC-TMS reserves the right to reconsider a consultant’s eligibility to participate in any future work under this contract if said consultant is unable or unwilling to perform the hydrogeologic investigation in compliance with the UST Regulations, the DERBCAP Guide and the Hydro Guide.
- Arrange for alternate water supply or interim treatment
- Conduct remedial alternatives evaluations and feasibility studies/pilot testing
- Evaluate existing data and make recommendations for appropriate corrective actions needed to lessen the time to project closure.
- Produce comprehensive “Site Data Packages” on which remedial designs may be developed
- Coordinate utilities marking
- Obtain all applicable local, state and federal permits
- Assist DNREC with any necessary community relations efforts
- Obtain site access as necessary from property owner

**III. Required Information**

The following information shall be provided in each proposal in the order listed below. Failure to respond to any request for information within this proposal may result in rejection of the proposal at the sole discretion of the State.

**A. Minimum Requirements**

1. Provide Delaware license(s) or certification(s) necessary to perform services as identified in the scope of work, including having at least one (1) employee who is a Delaware Registered Professional Geologist or Engineer.

Prior to receiving an award, the successful Vendor shall either furnish the Agency with proof of State of Delaware Business Licensure or initiate the process of application where required.

2. Vendor shall provide responses to the Request for Proposal (RFP) scope of work and clearly identify capabilities as presented in the General Evaluation Requirements below.
3. Complete all appropriate attachments and forms as identified within the RFP.
4. Insurance including Professional Liability Insurance:

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Provide evidence of professional liability insurance in the amount of \$1,000,000.00/\$3,000,000.00.

Proof of insurance and amount of insurance shall be furnished to DNREC and shall be no less than as identified in the bid solicitation.

5. Provide response to Employing Delawareans Report (Attachment 7)
6. Provide a brief history of the vendor's organization, including experience in performing hydrogeological investigations at leaking underground and above ground storage tank sites in Delaware.
7. Provide at least three (3) business references from the past seven (7) years consisting of current or previous customers of similar scope and value with your reply. Include name, address, telephone number, fax number, e-mail address, and a verified current contact person.

**B. General Evaluation Requirements**

1. Experience and expertise in performing hydrogeological investigations and remedial action pilot testing or feasibility studies
2. Capacity to meet requirements (size, financial condition, etc.)
3. Location (geographical), relative to State Lead leaking underground storage tank (LUST) site project of concern
4. Familiarity with Delaware's geology, hydrology and applicable regulations
5. Other necessary criteria in order to ensure a high quality yet cost-effective hydrogeological investigation

**IV. Professional Services RFP Administrative Information**

**A. RFP Issuance**

**1. Obtaining Copies of the RFP**

This RFP is available in electronic form through the State of Delaware Procurement website at [www.bids.delaware.gov](http://www.bids.delaware.gov). Paper copies of this RFP will not be available.

**2. Public Notice**

Public notice has been provided in accordance with 29 *Del. C.* **§6981**.

**3. Assistance to Vendors with a Disability**

Vendors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the Designated Contact no later than ten days prior to the deadline for receipt of proposals.

**4. RFP Designated Contact**

All requests, questions, or other communications about this RFP shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact.

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**David H. Lerner DNREC-TMS**  
**391 Lukens Drive**  
**New Caste, DE 19720**  
**David.Lerner@state.de.us**

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

**5. Consultants and Legal Counsel**

The State of Delaware may retain consultants or legal counsel to assist in the review and evaluation of this RFP and the vendors' responses. Bidders shall not contact consultant or legal counsel on any matter related to the RFP.

**6. Contact with State employees**

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact regarding this RFP is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

**7. Organizations Ineligible to Bid**

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subcontractors currently debarred or suspended is ineligible to bid. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.

**8. Exclusions**

The Proposal Evaluation Team reserves the right to refuse to consider any proposal from any vendor who:

- a) Has been convicted for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of the contract or subcontract;
- b) Has been convicted under State or Federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offense indicating a lack of business integrity or business honesty that currently and seriously affects responsibility as a State contractor;
- c) Has been convicted or has had a civil judgment entered for a violation under State or Federal antitrust statutes;
- d) Has violated contract provisions such as;
  - 1) Knowing failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
  - 2) Failure to perform or unsatisfactory performance in accordance with terms of one or more contracts;
- e) Has violated ethical standards set out in law or regulation; and
- f) Any other cause listed in regulations of the State of Delaware determined to be serious and compelling as to affect responsibility as a State contractor, including suspension or debarment by another governmental entity for a cause listed in the regulations.

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**B. RFP Submissions**

**1. Acknowledgement of Understanding of Terms**

By submitting a bid, each vendor shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.

**2. Proposals**

To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with five (5) paper copies and one (1) electronic copy on CD or DVD media disk, or USB memory drive.

All properly sealed and marked proposals are to be sent to the State of Delaware and received no later than **1:00 PM (Local Time) on May 12, 2014**. The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

**David H. Lerner DNREC-TMS  
391 Lukens Drive  
New Castle, DE 19720  
David.Lerner@state.de.us**

Any proposal submitted by US Mail shall be sent by either certified or registered mail. Proposals must be received at the above address no later than **1:00 PM (Local Time) on May 12, 2014**. Any proposal received after this date shall not be considered and shall be returned unopened. The proposing vendor bears the risk of delays in delivery. The contents of any proposal shall not be disclosed as to be made available to competing entities during the negotiation process.

Upon receipt of vendor proposals, each vendor shall be presumed to be thoroughly familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve vendors from any obligation in respect to this RFP.

Proposals will have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter shall briefly summarize the vendor's interest in providing the services specified in the RFP. The cover letter must be signed by a representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware. The transmittal letter must also clearly state and justify any exceptions to the requirements of the RFP which the vendor may have taken in presenting the proposal. Furthermore, the transmittal letter must attest to the fact that no activity related to this proposal contract will take place outside of the United States. The State of Delaware reserves the right to deny any and all exceptions taken to the RFP requirements.

Proposals must include a Table of Contents (Appendix D) with page numbers for each of the required components of the proposal. Each proposal must contain a completed copy of the required forms that are attached at the end of the RFP. Each proposal must contain a detailed description of how the vendor(s) will provide each of the services outlined in the RFP. This part of the proposal may also include descriptions of

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any enhancements or additional services or qualifications the vendor(s) will provide that are not mentioned in this RFP.

**3. Proposal Modifications**

Any changes, amendments or modifications to a proposal must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment or modification to a previously submitted proposal. Changes, amendments or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

**4. Proposal Costs and Expenses**

The State of Delaware will not pay any costs incurred by any Vendor associated with any aspect of responding to this solicitation, including proposal preparation, printing or delivery, attendance at vendor's conference, system demonstrations or negotiation process.

**5. Proposal Expiration Date**

Prices quoted in the proposal shall remain fixed and binding on the bidder at least through **May 31, 2019**. The State of Delaware reserves the right to ask for an extension of time if needed.

**6. Late Proposals**

Proposals received after the specified date and time will not be accepted or considered. To guard against premature opening, sealed proposals shall be submitted, plainly marked with the proposal title, vendor name, and time and date of the proposal opening. Evaluation of the proposals is expected to begin shortly after the proposal due date. To document compliance with the deadline, the proposal will be date and time stamped upon receipt.

**7. Proposal Opening**

The State of Delaware, DNREC-TMS will receive proposals until the date and time shown in this RFP. Proposals will be opened only in the presence of the State of Delaware personnel. Any unopened proposals will be returned to Vendor.

There will be no public opening of proposals but a public log will be kept of the names of all vendor organizations that submitted proposals. The contents of any proposal shall not be disclosed to competing vendors prior to contract award.

**8. Non-Conforming Proposals**

Non-conforming proposals will not be considered. Non-conforming proposals are defined as those that do not meet the requirements of this RFP. The determination of whether an RFP requirement is substantive or a mere formality shall reside solely within the State of Delaware.

**9. Concise Proposals**

The State of Delaware discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are not desired. The State of Delaware's interest is in the quality and responsiveness of the proposal.

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Any one or more of the following causes may be considered as sufficient for the disqualification of a vendor and the rejection of his proposal or proposals:

- a. More than one proposal for the same contract from an individual, firm, or corporation under the same or different names.
- b. Evidence of collusion among vendors or bidders.
- c. Unsatisfactory performance record as evidenced by past experience.
- d. If the unit prices are obviously unbalanced either in excess or below reasonable cost analysis values.
- e. If there are any unauthorized additions, interlineation, conditional or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.

**10. Realistic Proposals**

It is the expectation of the State of Delaware that vendors can fully satisfy the obligations of the proposal in the manner and timeframe defined within the proposal. Proposals must be realistic and must represent the best estimate of time, materials and other costs including the impact of inflation and any economic or other factors that are reasonably predictable.

The State of Delaware shall bear no responsibility or increase obligation for a vendor's failure to accurately estimate the costs or resources required to meet the obligations defined in the proposal.

**11. Confidentiality of Documents**

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the State of Delaware/Proposal Evaluation Team or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

The State of Delaware is a public agency as defined by state law, and as such, it is subject to the Delaware Freedom of Information Act, 29 *Del. C.* Ch. 100. Under the law, all the State of Delaware's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Vendor(s) are advised that once a proposal is received by the State of Delaware and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Vendor(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If a vendor feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be



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recommended for selection. Vendor(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFP number. The envelope must contain a letter from the Vendor's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 *Del. C.* § 10002(d), and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed.

**12. Multi-Vendor Solutions (Joint Ventures)**

Multi-vendor solutions (joint ventures) will be allowed only if one of the venture partners is designated as the "**prime contractor**". The "**prime contractor**" must be the joint venture's contact point for the State of Delaware and be responsible for the joint venture's performance under the contract, including all project management, legal and financial responsibility for the implementation of all vendor's systems. If a joint venture is proposed, a copy of the joint venture agreement clearly describing the responsibilities of the partners must be submitted with the proposal. Services specified in the proposal shall not be subcontracted without prior written approval by the State of Delaware, and approval of a request to subcontract shall not in any way relieve Vendor of responsibility for the professional and technical accuracy and adequacy of the work. Further, vendor shall be and remain liable for all damages to the State of Delaware caused by negligent performance or non-performance of work by its subcontractor or its sub-subcontractor.

Multi-vendor proposals must be a consolidated response with all cost included in the cost summary. Where necessary, RFP response pages are to be duplicated for each vendor.

**a. Primary Vendor**

The State of Delaware expects to negotiate and contract with only one "prime vendor". The State of Delaware will not accept any proposals that reflect an equal teaming arrangement or from vendors who are co-bidding on this RFP. The prime vendor will be responsible for the management of all subcontractors.

Any contract that may result from this RFP shall specify that the prime vendor is solely responsible for fulfillment of any contract with the State as a result of this procurement. The State will make contract payments only to the awarded vendor. Payments to any-subcontractors are the sole responsibility of the prime vendor (awarded vendor).

Nothing in this section shall prohibit the State of Delaware from the full exercise of its options under Section IV.B.16 regarding multiple source contracting.

**b. Sub-contracting**

The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor.

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Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. **The prime vendor shall be wholly responsible for the entire contract performance whether or not subcontractors are used.** Any sub-contractors must be approved by State of Delaware.

**c. Multiple Proposals**

A primary vendor may not participate in more than one proposal in any form. Sub-contracting vendors may participate in multiple joint venture proposals.

**13. Sub-Contracting**

The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor.

Use of subcontractors must be clearly explained in each specific project proposal submitted, and subcontractors must be identified on the Subcontractor Information Form (Attachment 6). Every subcontractor shall be identified in the specific project proposal and agreed to in writing by DNREC or as specifically authorized in writing by DNREC during the performance of the contract. Any substitutions in or additions to such subcontractors, associates, or consultants will be subject to the prior written approval of DNREC..

Please note that DNREC's Analytical Laboratory shall have the right of first refusal for **ALL** analytical work for any State Funded projects under this contract; not including drinking water analysis. Analytical rates/costs will be issued to successful vendors. The contractor is responsible for all scheduling with the Laboratory, including handling samples. The phone number for the Environmental Laboratory, located in Dover, DE, is 302-739-9942.

**14. Discrepancies and Omissions**

Vendor is fully responsible for the completeness and accuracy of their proposal, and for examining this RFP and all addenda. Failure to do so will be at the sole risk of vendor. Should vendor find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFP, vendor shall notify the State of Delaware's Designated Contact, in writing, of such findings at least ten (10) days before the proposal opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective proposal and exposure of vendor's proposal upon which award could not be made. All unresolved issues should be addressed in the proposal.

Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Designated Contact, in writing, at least ten (10) calendar days prior to the time set for opening of the proposals.

**a. RFP Question and Answer Process**

The State of Delaware will allow written requests for clarification of the RFP. All questions must be submitted by **April 22, 2014**. All questions will be

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consolidated into a single set of responses and posted on the State's website at [www.bids.delaware.gov](http://www.bids.delaware.gov) by **May 2, 2014**. Vendors' names will be removed from questions in the responses released. Questions should be submitted in the following format. Deviations from this format will not be accepted.

Section number

Paragraph number

Page number

Test of passage being questioned

Questions not submitted electronically shall be accompanied by a CD and questions shall be formatted in Microsoft Word.

**15. State's Right to Reject Proposals**

The State of Delaware reserves the right to accept or reject any or all proposals or any part of any proposal, to waive defects, technicalities or any specifications (whether they be in the State of Delaware's specifications or vendor's response), to sit and act as sole judge of the merit and qualifications of each product offered, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the State of Delaware may deem necessary in the best interest of the State of Delaware.

**16. State's Right to Cancel Solicitation**

The State of Delaware reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The State of Delaware makes no commitments expressed or implied, that this process will result in a business transaction with any vendor.

This RFP does not constitute an offer by the State of Delaware. Vendor's participation in this process may result in the State of Delaware selecting your organization to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the State of Delaware to execute a contract nor to continue negotiations. The State of Delaware may terminate negotiations at any time and for any reason, or for no reason.

**17. State's Right to Award Multiple Source Contracting**

Pursuant to 29 *Del. C.* § 6986, the State of Delaware may award a contract for a particular professional service to two or more vendors if the agency head makes a determination that such an award is in the best interest of the State of Delaware.

**18. Notification of Withdrawal of Proposal**

Vendor may modify or withdraw its proposal by written request, provided that both proposal and request is received by the State of Delaware prior to the proposal due date. Proposals may be re-submitted in accordance with the proposal due date in order to be considered further.

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Proposals become the property of the State of Delaware at the proposal submission deadline. All proposals received are considered firm offers at that time.

**19. Revisions to the RFP**

If it becomes necessary to revise any part of the RFP, an addendum will be posted on the State of Delaware's website at [www.bids.delaware.gov](http://www.bids.delaware.gov). The State of Delaware is not bound by any statement related to this RFP made by any State of Delaware employee, contractor or its agents.

**20. Exceptions to the RFP**

Any exceptions to the RFP, or the State of Delaware's terms and conditions, must be recorded on Attachment 3. Acceptance of exceptions is within the sole discretion of the evaluation committee.

**21. Award of Contract**

The final award of a contract is subject to approval by the State of Delaware. The State of Delaware has the sole right to select the successful vendor(s) for award, to reject any proposal as unsatisfactory or non-responsive, to award a contract to other than the lowest priced proposal, to award multiple contracts, or not to award a contract, as a result of this RFP.

Notice in writing to a vendor of the acceptance of its proposal by the State of Delaware and the subsequent full execution of a written contract will constitute a contract, and no vendor will acquire any legal or equitable rights or privileges until the occurrence of both such events.

**a. RFP Award Notifications**

After reviews of the evaluation committee report and its recommendation, and once the contract terms and conditions have been finalized, the State of Delaware will award the contract.

The contract shall be awarded to the vendor whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP.

It should be explicitly noted that the State of Delaware is not obligated to award the contract to the vendor who submits the lowest bid or the vendor who receives the highest total point score, rather the contract will be awarded to the vendor whose proposal is the most advantageous to the State of Delaware. The award is subject to the appropriate State of Delaware approvals.

After a final selection is made, the winning vendors will be invited to negotiate a contract with the State of Delaware; remaining vendors will be notified in writing of their selection status.

**22. Cooperatives**

Vendors, who have been awarded similar contracts through a competitive bidding process with a cooperative, are welcome to submit the cooperative pricing for this solicitation.

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**C. RFP Evaluation Process**

An evaluation team composed of representatives of the State of Delaware DNREC will evaluate proposals on a variety of quantitative criteria. Neither the lowest price nor highest scoring proposal will necessarily be selected.

The State of Delaware reserves full discretion to determine the competence and responsibility, professionally and/or financially, of vendors. Vendors are to provide in a timely manner any and all information that the State of Delaware may deem necessary to make a decision.

**1. Proposal Evaluation Team**

The Proposal Evaluation Team shall be comprised of representatives of the State of Delaware. The Team shall determine which vendors meet the minimum requirements pursuant to selection criteria of the RFP and procedures established in 29 *Del. C.* §§ 6981 and 6982. **The Team will negotiate with the qualified firm designated 1<sup>st</sup> on the preference list and go down the list of qualified firms until contracts are agreed to with a sufficient number of vendors to meet the needs of DNREC.** The Team shall make a recommendation regarding the multiple vendor award to the DNREC-TMS Program Manager II, who shall have final authority, subject to the provisions of this RFP and 29 *Del. C.* § 6982, to award a contract to the successful vendors in the best interests of the State of Delaware.

**2. Proposal Selection Criteria and Scoring**

The Proposal Evaluation Team shall assign up to the maximum number of points for each Evaluation Item to each of the proposing vendor's proposals. All assignments of points shall be at the sole discretion of the Proposal Evaluation Team.

The proposals shall contain the essential information on which the award decision shall be made. The information required to be submitted in response to this RFP has been determined by the State of Delaware to be essential for use by the Team in the bid evaluation and award process. Therefore, all instructions contained in this RFP shall be met in order to qualify as a responsive and responsible contractor and participate in the Proposal Evaluation Team's consideration for award. Proposals which do not meet or comply with the instructions of this RFP may be considered non-conforming and deemed non-responsive and subject to disqualification at the sole discretion of the Team.

The Team reserves the right to:

- Select for contract or for negotiations a proposal other than that with lowest costs.
- Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all vendors during the contract review and negotiation.
- Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time.
- Select more than one vendor pursuant to 29 *Del. C.* §6986. Such selection will be based on the following criteria listed below:

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**Criteria Weight**

All proposals shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals:

<b>EVALUATION CRITERIA</b>	<b>PERCENTAGE</b>	<b>POINTS</b>
<b>Introductory Letter</b>	<b>7%</b>	<b>50</b>
<b>Section 1 – Table of Contents</b>	<b>1%</b>	<b>10</b>
<b>Section 2 – Professional Qualifications and Resources of Firm</b>	<b>25%</b>	<b>190</b>
<b>Section 3 – LUST Project Experience</b>	<b>27%</b>	<b>200</b>
<b>Section 4 – Remediation Feasibility Analyses/Testing</b>	<b>18%</b>	<b>135</b>
<b>Section 5 – Examples of LUST Site Investigation Report and Site Data Packages</b>	<b>13%</b>	<b>100</b>
<b>Appendices</b>	<b>9%</b>	<b>70</b>
<b>TOTAL SCORE</b>	<b>100%</b>	<b>755</b>

Please note that the evaluation criteria is discussed in detail in Appendix C

**3. Proposal Clarification**

The Evaluation Team may contact any vendor in order to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Proposals may not be modified as a result of any such clarification request.

**4. References**

The Evaluation Team may contact any customer of the vendor, whether or not included in the vendor's reference list, and use such information in the evaluation process. Additionally, the State of Delaware may choose to visit existing installations of comparable systems, which may or may not include vendor personnel. If the vendor is involved in such site visits, the State of Delaware will pay travel costs only for State of Delaware personnel for these visits.

**5. Oral Presentations**

Selected vendors may be invited to make oral presentations to the Evaluation Team. The vendor representative(s) attending the oral presentation shall be technically qualified to respond to questions related to the proposed system and its components.

All of the vendor's costs associated with participation in oral discussions and system demonstrations conducted for the State of Delaware are the vendor's responsibility.

**D. Contract Terms and Conditions**

**1. General Information**

- a. The term of the contract between the successful bidder and the State shall be for five (5) years with two (2) extensions for a period of one (1) year for each extension under the same terms and conditions. Each vendor's contract shall be valid for a five (5) year period from April 1, 2014 through April 1, 2019. Agreement on any optional year must be in writing from both the vendor and DNREC and must be initiated not later than ninety (90) days prior to the termination of the current contract. Any addenda for specific project proposals entered into during the contract period shall remain valid for the period of time established in the addenda, even if this extends beyond the contract period.

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- b. The selected vendor will be required to enter into a written agreement with the State of Delaware. The State of Delaware reserves the right to incorporate standard State contractual provisions into any contract negotiated as a result of a proposal submitted in response to this RFP. Any proposed modifications to the terms and conditions of the standard contract are subject to review and approval by the State of Delaware. Vendors will be required to sign the contract for all services, and may be required to sign additional agreements.
  - c. The selected vendor or vendors will be expected to enter negotiations with the State of Delaware, which will result in a formal contract between parties. Procurement will be in accordance with subsequent contracted agreement. This RFP and the selected vendor's response to this RFP will be incorporated as part of any formal contract.
  - d. The State of Delaware's standard contract will most likely be supplemented with the vendor's software license, support/maintenance, source code escrow agreements, and any other applicable agreements. The terms and conditions of these agreements will be negotiated with the finalist during actual contract negotiations.
  - e. The successful vendor shall promptly execute a contract incorporating the terms of this RFP within twenty (20) days after award of the contract. No vendor is to begin any service prior to receipt a State of Delaware purchase order signed by two authorized representatives of the agency requesting service, properly processed through the State of Delaware Accounting Office and the Department of Finance. The purchase order shall serve as the authorization to proceed in accordance with the bid specifications and the special instructions, once it is received by the successful vendor.
  - f. If the vendor to whom the award is made fails to enter into the agreement as herein provided, the award will be annulled, and an award may be made to another vendor. Such vendor shall fulfill every stipulation embraced herein as if they were the party to whom the first award was made.
  - g. For any site-specific projects where Federal Funds are used, the vendors will be required to comply with all Federal requirements regarding the use of Federal Funds, and by submitting any necessary information required as part of their site-specific Addendum.
- 2. Collusion or Fraud**  
Any evidence of agreement or collusion among vendor(s) and prospective vendor(s) acting to illegally restrain freedom from competition by agreement to offer a fixed price, or otherwise, will render the offers of such vendor(s) void.

By responding, the vendor shall be deemed to have represented and warranted that its proposal is not made in connection with any competing vendor submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud; that the vendor did not participate in the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance; and that no

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employee or official of the State of Delaware participated directly or indirectly in the vendor's proposal preparation.

Advance knowledge of information which gives any particular vendor advantages over any other interested vendor(s), in advance of the opening of proposals, whether in response to advertising or an employee or representative thereof, will potentially void that particular proposal.

**3. Lobbying and Gratuities**

Lobbying or providing gratuities shall be strictly prohibited. Vendors found to be lobbying, providing gratuities to, or in any way attempting to influence a State of Delaware employee or agent of the State of Delaware concerning this RFP or the award of a contract resulting from this RFP shall have their proposal immediately rejected and shall be barred from further participation in this RFP.

The selected vendor will warrant that no person or selling agency has been employed or retained to solicit or secure a contract resulting from this RFP upon agreement or understanding for a commission, or a percentage, brokerage or contingent fee. For breach or violation of this warranty, the State of Delaware shall have the right to annul any contract resulting from this RFP without liability or at its discretion deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

All contact with State of Delaware employees, contractors or agents of the State of Delaware concerning this RFP shall be conducted in strict accordance with the manner, forum and conditions set forth in this RFP.

**4. Solicitation of State Employees**

Until contract award, vendors shall not, directly or indirectly, solicit any employee of the State of Delaware to leave the State of Delaware's employ in order to accept employment with the vendor, its affiliates, actual or prospective contractors, or any person acting in concert with vendor, without prior written approval of the State of Delaware's contracting officer. Solicitation of State of Delaware employees by a vendor may result in rejection of the vendor's proposal.

This paragraph does not prevent the employment by a vendor of a State of Delaware employee who has initiated contact with the vendor. However, State of Delaware employees may be legally prohibited from accepting employment with the contractor or subcontractor under certain circumstances. Vendors may not knowingly employ a person who cannot legally accept employment under state or federal law. If a vendor discovers that they have done so, they must terminate that employment immediately.

**5. General Contract Terms**

**a. Independent contractors**

The parties to the contract shall be independent contractors to one another, and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party, or any other



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obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

It may be at the State of Delaware's discretion as to the location of work for the contractual support personnel during the project period. The State of Delaware shall provide working space and sufficient supplies and material to augment the Contractor's services.

**b. Non-Appropriation**

In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

**c. Licenses and Permits**

In performance of the contract, the vendor will be required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful vendor. The vendor shall be properly licensed and authorized to transact business in the State of Delaware as provided in 30 *Del. C.* § 2502.

Prior to receiving an award, the successful vendor shall either furnish the State of Delaware with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: (302) 577-8200—Public Service, (302) 577-8205—Licensing Department.

Information regarding the award of the contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject vendor to applicable fines and/or interest penalties.

**d. Notice**

Any notice to the State of Delaware required under the contract shall be sent by registered mail to:

**PROJECT MANAGER  
DNREC-TMS  
391 Lukens Drive  
New Castle, DE 19720**

**e. Indemnification**

**1. General Indemnification**

By submitting a proposal, the proposing vendor agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the State of

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Delaware, its agents and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the vendor's its agents and employees' performance work or services in connection with the contract, regardless of whether such suits, actions, claims or liabilities are based upon acts or failures to act attributable, whole or part, to the State, its employees or agents.

**2. Proprietary Rights Indemnification**

Vendor shall warrant that all elements of its solution, including all equipment, software, documentation, services and deliverables, do not and will not infringe upon or violate any patent, copyright, trade secret or other proprietary rights of any third party. In the event of any claim, suit or action by any third party against the State of Delaware, the State of Delaware shall promptly notify the vendor in writing and vendor shall defend such claim, suit or action at vendor's expense, and vendor shall indemnify the State of Delaware against any loss, cost, damage, expense or liability arising out of such claim, suit or action (including, without limitation, litigation costs, lost employee time, and counsel fees) whether or not such claim, suit or action is successful.

If any equipment, software, services (including methods) products or other intellectual property used or furnished by the vendor (collectively "Products") is or in vendor's reasonable judgment is likely to be, held to constitute an infringing product, vendor shall at its expense and option either:

- a) Procure the right for the State of Delaware to continue using the Product(s);
- b) Replace the product with a non-infringing equivalent that satisfies all the requirements of the contract; or
- c) Modify the Product(s) to make it or them non-infringing, provided that the modification does not materially alter the functionality or efficacy of the product or cause the Product(s) or any part of the work to fail to conform to the requirements of the Contract, or only alters the Product(s) to a degree that the State of Delaware agrees to and accepts in writing.

**f. Insurance**

1. Vendor recognizes that it is operating as an independent contractor and that it is liable for any and all losses, penalties, damages, expenses, attorney's fees, judgments, and/or settlements incurred by reason of injury to or death of any and all persons, or injury to any and all property, of any nature, arising out of the vendor's negligent performance under this contract, and particularly without limiting the foregoing, caused by, resulting from, or arising out of any act of omission on the part of the vendor in their negligent performance under this contract.
2. The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this contract. The vendor is an independent contractor and is not an employee of the State of Delaware.
3. During the term of this contract, the vendor shall, at its own expense, carry insurance minimum limits as follows:

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a.	Comprehensive General Liability	\$1,000,000 per occurrence and \$3,000,000 aggregate
b.	Pollution Liability	\$1,000,000 per occurrence and \$3,000,000 aggregate

And at least one of the following, as outlined below:

c.	Medical or Professional Liability	\$1,000,000/\$3,000,000
d.	Misc. Errors and Omissions	\$1,000,000/\$3,000,000
e.	Product Liability	\$1,000,000/\$3,000,000

The successful vendor must carry (a) and (b) at least one of (c), (d), or (e) above, depending on the type of Service or Product being delivered.

If the contractual service requires the transportation of departmental clients or staff, the vendor shall, in addition to the above coverage's, secure at its own expense the following coverage;

a.	Automotive Liability (Bodily Injury)	\$100,000/\$300,000
b.	Automotive Property Damage (to others)	\$ 25,000

4. The vendor shall provide a certificate of insurance as proof that the vendor has the required insurance. Certificates of Insurance shall be filed with the State to the following address:  
 DNREC-TMS  
Contract Number: NAT14003-Hydro  
 391 Lukens Drive  
 New Castle, DE 19720

**g. Performance Requirements**

The selected Vendor will warrant that it possesses, or has arranged through subcontractors, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with any and all Federal and State laws, and County and local ordinances, regulations and codes.

**h. Warranty**

The Vendor will provide a warranty that the deliverables provided pursuant to the contract will function as designed for a period of no less than one (1) year from the date of system acceptance. The warranty shall require the Vendor correct, at its own expense, the setup, configuration, customizations or modifications so that it functions according to the State's requirements.

**i. Costs and Payment Schedules**

All contract costs must be as detailed specifically in the Vendor's cost proposal. No charges other than as specified in the proposal shall be allowed without written consent of the State of Delaware. The proposal costs shall include full compensation for all taxes that the selected vendor is required to pay.

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The State of Delaware will require a payment schedule based on defined and measurable milestones. Payments for services will not be made in advance of work performed. The State of Delaware may require holdback of contract monies until acceptable performance is demonstrated (as much as 25%).

**j. Penalties**

The State of Delaware may include in the final contract penalty provisions for non-performance, such as liquidated damages.

**k. Termination for Cause**

If for any reasons, or through any cause, the Vendor fails to fulfil in timely and proper manner his obligations under the contract, or if the Vendor violates any of the covenants, agreements or stipulations of the contract, the State of Delaware shall thereupon have the right to terminate the contract by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination, In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports or other material prepared by the Vendor under the contract shall, at the option of the State of Delaware, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is useable to the State of Delaware.

**l. Termination for Convenience**

The State of Delaware may terminate the contract at any time by giving written notice of such termination and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports or other material prepared by the Vendor under the contract shall, at the option of the State of Delaware, become its property, and the Vendor shall be entitled to compensation for any satisfactory work completed on such documents and other materials which is useable to the State of Delaware. If the contract is terminated by the State of Delaware as so provided, the Vendor will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Vendor as covered by the contract, less payments of compensation previously made. Provided however, that if less than 60 percent of the services covered by the contract have been performed upon the effective date of termination, the Vendor shall be reimbursed (in addition to the above payment) for that portion of actual out of pocket expenses (not otherwise reimbursed under the contract) incurred by the Vendor during the contract period which are directly attributable to the uncompleted portion of the services covered by the contract.

**m. Non-discrimination**

In performing the services subject to this RFP the vendor will agree that it will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The successful vendor shall comply with all federal and state laws, regulations and policies pertaining to the prevention of discriminatory employment practice. Failure to perform under this provision constitutes a material breach of contract.

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**n. Covenant against Contingent Fees**

The successful vendor will warrant that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement of understanding for a commission or percentage, brokerage or contingent fee excepting bona-fide employees, bona-fide established commercial or selling agencies maintained by the Vendor for the purpose of securing business. For breach or violation of this warranty the State of Delaware shall have the right to annul the contract without liability or at its discretion to deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

**o. Vendor Activity**

No activity is to be executed in an off shore facility, either by a subcontracted firm or a foreign office or division of the vendor. The vendor must attest to the fact that no activity will take place outside of the United States in its transmittal letter. Failure to adhere to this requirement is cause for elimination from future consideration.

**p. Work Product**

All materials and products developed under the executed contract by the vendor are the sole and exclusive property of the State. The vendor will seek written permission to use any product created under the contract.

**q. Contract Documents**

The RFP, the purchase order, the executed contract and any supplemental documents between the State of Delaware and the successful vendor shall constitute the contract between the State of Delaware and the vendor. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter: contract, State of Delaware's RFP, Vendor's response to the RFP and purchase order. No other documents shall be considered. These documents will constitute the entire agreement between the State of Delaware and the vendor.

**r. Applicable Law**

The laws of the State of Delaware shall apply, except where Federal Law has precedence. The successful vendor consents to jurisdiction and venue in the State of Delaware.

In submitting a proposal, Vendors certify that they comply with all federal, state and local laws applicable to its activities and obligations including:

- 1) the laws of the State of Delaware;
- 2) the applicable portion of the Federal Civil Rights Act of 1964;
- 3) the Equal Employment Opportunity Act and the regulations issued there under by the federal government;
- 4) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
- 5) that programs, services, and activities provided to the general public under resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued there under by the federal government.

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If any vendor fails to comply with (1) through (5) of this paragraph, the State of Delaware reserves the right to disregard the proposal, terminate the contract, or consider the vendor in default.

The selected vendor shall keep itself fully informed of and shall observe and comply with all applicable existing Federal and State laws, and County and local ordinances, regulations and codes, and those laws, ordinances, regulations, and codes adopted during its performance of the work.

**s. Severability**

If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

**t. Scope of Agreement**

If the scope of any provision of the contract is determined to be too broad in any respect whatsoever to permit enforcement to its full extent, then such provision shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of the contract shall not thereby fail, but the scope of such provisions shall be curtailed only to the extent necessary to conform to the law.

**u. Other General Conditions**

- 1) **Current Version** – “Packaged” application and system software shall be the most current version generally available as of the date of the physical installation of the software.
- 2) **Current Manufacture** – Equipment specified and/or furnished under this specification shall be standard products of manufacturers regularly engaged in the production of such equipment and shall be the manufacturer's latest design. All material and equipment offered shall be new and unused.
- 3) **Volumes and Quantities** – Activity volume estimates and other quantities have been reviewed for accuracy; however, they may be subject to change prior or subsequent to award of the contract.
- 4) **Prior Use** – The State of Delaware reserves the right to use equipment and material furnished under this proposal prior to final acceptance. Such use shall not constitute acceptance of the work or any part thereof by the State of Delaware.
- 5) **Status Reporting** – The selected vendor will be required to lead and/or participate in status meetings and submit status reports covering such items as progress of work being performed, milestones attained, resources expended, problems encountered and corrective action taken, until final system acceptance.
- 6) **Regulations** – All equipment, software and services must meet all applicable local, State and Federal regulations in effect on the date of the contract.

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- 7) **Changes** – No alterations in any terms, conditions, delivery, price, quality, or specifications of items ordered will be effective without the written consent of the State of Delaware.
- 8) **Additional Terms and Conditions** – The State of Delaware reserves the right to add terms and conditions during the contract negotiations.
- 9) **Meals, Incidentals and/or Lodging** – Please note that DNREC will *not* reimburse any vendors/contractors for any meals, incidentals, and/or lodging expenses that are not specifically listed in the accepted addendum, project proposal and/or purchase order for any given project. This includes but is not limited to items such as soft drinks, bottles of water, and coffee. For projects where DNREC has not approved such expenses and vendors/contractors have submitted invoices for payment, the DNREC will subtract the cost of these expenses from the payment amount. If pre-approval is received for meals, incidentals and/or lodging expenses and is detailed in the accepted contract addendum, project proposal and subsequent purchase orders, the US Government Per Diem Rates for the applicable location in DE will apply.

**E. RFP Miscellaneous Information**

**1. No Press Releases or Public Disclosure**

Vendors may not release any information about this RFP. The State of Delaware reserves the right to pre-approve any news or advertising releases concerning this RFP, the resulting contract, the work performed, or any reference to the State of Delaware with regard to any project or contract performance. Any such news or advertising releases pertaining to this RFP or resulting contract shall require the prior express written permission of the State of Delaware.

**2. Definitions of Requirements**

To prevent any confusion about identifying requirements in this RFP, the following definition is offered: The words *shall*, *will* and/or *must* are used to designate a mandatory requirement. Vendors must respond to all mandatory requirements presented in the RFP. Failure to respond to a mandatory requirement may cause the disqualification of your proposal.

**3. Production Environment Requirements** The State of Delaware requires that all hardware, system software products, and application software products included in proposals be currently in use in a production environment by a least three other customers, have been in use for at least six months, and have been generally available from the manufacturers for a period of six months. Unreleased or beta test hardware, system software, or application software will not be acceptable.

**F. Attachments and Appendices**

The following attachments and appendixes shall be considered part of the solicitation:

- Attachment 1 – No Proposal Reply Form
- Attachment 2 – Non-Collusion Statement
- Attachment 3 – Exceptions
- Attachment 4 – Confidentiality and Proprietary Information
- Attachment 5 – Business References
- Attachment 6 – Subcontractor Information Form
- Attachment 7 – Employing Delawareans Report
- Attachment 8 – Office of Supplier Diversity Application
- Appendix A – Minimum Response Requirement
- Appendix B – Scope of Work Details

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- Appendix C – Explanation of Scoring Criteria Listed in Section 3 Table
- Appendix D – Proposal Checklist and Table of Contents

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**IMPORTANT – PLEASE NOTE:**

- **Attachments 2, 3, 4, 5 and 7 must be included in your proposal**
- Attachment 6 must be included in your proposal if subcontractors will be involved

**REQUIRED REPORTING:**

One of the primary goals in administering this contract is to keep accurate records regarding its actual value/usage. This information is essential in order to update the contents of the contract and to establish proper bonding levels if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested Vendors.

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**Attachment 1**

NO PROPOSAL REPLY FORM

Contract No. **NAT14003-Hydro**

Contract Title: **Hydrogeologic Investigation Services**

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received a proposal, but does not wish to bid, state their reason(s) below and return in a clearly marked envelope displaying the contract number. This information will not preclude receipt of future invitations unless you request removal from the Vendor's List by so indicating below, or do not return this form or bona fide proposal.

Unfortunately, we must offer a "No Proposal" at this time because:

- \_\_\_\_\_ 1. We do not wish to participate in the proposal process.
- \_\_\_\_\_ 2. We do not wish to bid under the terms and conditions of the Request for Proposal document. Our objections are:  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 3. We do not feel we can be competitive.
- \_\_\_\_\_ 4. We cannot submit a Proposal because of the marketing or franchising policies of the manufacturing company.
- \_\_\_\_\_ 5. We do not wish to sell to the State. Our objections are:  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 6. We do not sell the items/services on which Proposals are requested.
- \_\_\_\_\_ 7. Other: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_ We wish to remain on the Vendor's List **for these goods or services.**

\_\_\_\_\_ We wish to be deleted from the Vendor's List **for these goods or services.**

**CONTRACT NO.:** NAT14003-Hydro  
**CONTRACT TITLE:** Hydrogeological Investigation Services  
**OPENING DATE:** May 12, 2014 at 1:00 PM (Local Time)

**NON-COLLUSION STATEMENT**

This is to certify that the undersigned Vendor has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal, **and further certifies that it is not a sub-contractor to another Vendor who also submitted a proposal as a primary Vendor in response to this solicitation** submitted this date to the State of Delaware, Department of Natural Resources and Environmental Control, Enter Agency Name

It is agreed by the undersigned Vendor that the signed delivery of this bid represents the Vendor's acceptance of the terms and conditions of this Request for Proposal including all specifications and special provisions.

**NOTE:** Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Department of Natural Resources and Environmental Control, Enter Agency Name

COMPANY NAME \_\_\_\_\_ Check one)

<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Individual

NAME OF AUTHORIZED REPRESENTATIVE  
(Please type or print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FEDERAL E.I. NUMBER \_\_\_\_\_ STATE OF DELAWARE LICENSE NUMBER \_\_\_\_\_

	(circle one)	(circle one)	(circle one)
COMPANY CLASSIFICATIONS: CERT. NO.	<u>Women Business Enterprise</u> (WBE) Yes No	<u>Minority Business Enterprise</u> (MBE) Yes No	<u>Disadvantaged Business Enterprise</u> (WBE) Yes No

[The above table is for informational and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:  
(COMPANY NAME) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**AFFIRMATION:** Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES \_\_\_\_\_ NO \_\_\_\_\_ if yes, please explain \_\_\_\_\_

**THIS PAGE SHALL BE SIGNED, NOTARIZED AND RETURNED WITH YOUR PROPOSAL TO BE CONSIDERED**

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

City of \_\_\_\_\_ County of \_\_\_\_\_ State of \_\_\_\_\_





Contract No. NAT14003-Hydro  
Contract Title: Hydrogeological Investigation Services

**BUSINESS REFERENCES**

List a minimum of three business references, including the following information:

- Business Name and Mailing address
- Contact Name and phone number
- Number of years doing business with
- Type of work performed

Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please list the contract.

1.	<b>Contact Name &amp; Title:</b>	
	<b>Business Name:</b>	
	<b>Address:</b>	
	<b>Email:</b>	
	<b>Phone # / Fax #:</b>	
	<b>Current Vendor (YES or NO):</b>	
	<b>Years Associated &amp; Type of Work Performed:</b>	

2.	<b>Contact Name &amp; Title:</b>	
	<b>Business Name:</b>	
	<b>Address:</b>	
	<b>Email:</b>	
	<b>Phone # / Fax #:</b>	
	<b>Current Vendor (YES or NO):</b>	
	<b>Years Associated &amp; Type of Work Performed:</b>	

3.	<b>Contact Name &amp; Title:</b>	
	<b>Business Name:</b>	
	<b>Address:</b>	
	<b>Email:</b>	
	<b>Phone # / Fax #:</b>	
	<b>Current Vendor (YES or NO):</b>	
	<b>Years Associated &amp; Type of Work Performed:</b>	

**STATE OF DELAWARE PERSONNEL MAY NOT BE USED AS REFERENCES.**

**SUBCONTRACTOR INFORMATION FORM**

<b>PART I – STATEMENT BY PROPOSING VENDOR</b>		
1. CONTRACT NO. ENTER CONTRACT NUMBER	2. Proposing Vendor Name:	3. Mailing Address
4. SUBCONTRACTOR		
a. NAME	4c. Company OMWBE Classification: Certification Number: _____	
b. Mailing Address:	4d. Women Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4e. Minority Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4f. Disadvantaged Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. DESCRIPTION OF WORK BY SUBCONTRACTOR		
6a. NAME OF PERSON SIGNING	7. BY ( <i>Signature</i> )	8. DATE SIGNED
6b. TITLE OF PERSON SIGNING		
<b>PART II – ACKNOWLEDGEMENT BY SUBCONTRACTOR</b>		
9a. NAME OF PERSON SIGNING	10. BY ( <i>Signature</i> )	11. DATE SIGNED
9b. TITLE OF PERSON SIGNING		

\* Use a separate form for each subcontractor

Contract No. NAT14003-Hydro  
Contract Title: Hydrogeological Investigation Services

**EMPLOYING DELAWAREANS REPORT**

As required by House Bill # 410 (Bond Bill) of the 146<sup>th</sup> General Assembly and under Section 30, No bid for any public works or professional services contract shall be responsive unless the prospective bidder discloses its reasonable, good-faith determination of:

1. Number of employees reasonable anticipated to be employed on the project: \_\_\_\_\_

2. Number and percentage of such employees who are bona fide legal residents of Delaware:  
\_\_\_\_\_

Percentage of such employees who are bona fide legal residents of Delaware: \_\_\_\_\_

3. Total number of employees of the bidder: \_\_\_\_\_

4. Total percentage of employees who are bona fide resident of Delaware: \_\_\_\_\_

If subcontractors are to be used:

1. Number of employees who are residents of Delaware: \_\_\_\_\_

2. Percentage of employees who are residents of Delaware: \_\_\_\_\_

“Bona fide legal resident of this State” shall mean any resident who has established residence of at least 90 days in the State.



## State of Delaware

### Office of Supplier Diversity Certification Application

The most recent application can be downloaded from the following site:  
<http://gss.omb.delaware.gov/osd/certify.shtml>



**Complete application and mail, email or fax to:**

Office of Supplier Diversity (OSD)  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202  
Telephone: (302) 857-4554 Fax: (302) 677-7086  
Email: [osd@state.de.us](mailto:osd@state.de.us)  
Web site: <http://gss.omb.delaware.gov/osd/index.shtml>

**APPENDIX A  
MINIMUM MANDATORY SUBMISSION REQUIREMENTS**

The response should contain at a minimum the following information:

1. Transmittal Letter as specified on page 1 of the Request for Proposal including an Applicant's experience, if any, providing similar services.
2. Five (5) paper copies of the vendor proposal paperwork. The vendor proposal package shall identify how the vendor proposes meeting the contract requirements and shall include pricing.

Vendors are encouraged to review the Evaluation criteria to see how the proposals will be scored and verify that the response has sufficient documentation to support each criteria identified.

3. One (1) electronic copy of the vendor proposal saved to CD or DVD media disk, or USB memory stick. Copy of electronic price file shall be separate from all other files on the electronic copy.
4. One (1) complete, signed and notarized copy of the non-collusion agreement (See Attachment 2). **MUST HAVE ORIGINAL SIGNATURES AND NOTARY MARK** – Form must be included.
5. One (1) completed RFP Exception form (See Attachment 3) – please check box if no information – Form must be included.
6. One (1) completed Confidentiality Form (See Attachment 4) – please check if no information is deemed confidential – Form must be included.
7. One (1) completed Business Reference form (See Attachment 5) – please provide references other than State of Delaware contacts – Form must be included.
8. One (1) complete and signed copy of the Subcontractor Information Form (See Attachment 6) for each subcontractor – only provide if applicable.
9. One (1) complete Employing Delawareans Report (See Attachment 7)
10. One (1) complete OMWBE application (see link on Attachment 8) – only provide if applicable

The items listed above provide the basis for evaluating each vendor's proposal. **Failure to provide all appropriate information may deem the submitting vendor as "non-responsive" and exclude the vendor from further consideration.** If an item listed above is not applicable to your company or proposal, please make note in your submission package.

**APPENDIX B  
SCOPE OF WORK DETAILS**

The following provides more detailed information regarding the Scope of Work for the Hydrogeological Investigation contract. Work to be conducted under this contract includes, but is not limited to, the tasks listed below. DNREC intends to award contract(s) to the most qualified vendors for the following service category:

**Hydrogeologic Investigation Services**

The types of services performed under this contract for any or all of the sites are as follows:

1. Prepare work plans for Hydrogeologic Investigations at leaking underground storage tank (LUST) sites. Investigations shall be conducted according to *Delaware Risk-Based Corrective Action Program (DERBCAP) Guide for Underground Storage Tank (UST) Sites* (“the DERBCAP Guide”) and the Hydrogeologic Investigation Guide (Hydro Guide). Work plans shall be reviewed and approved by DNREC.
2. Conduct Tier 1 Hydrogeologic Investigations according to the DERBCAP Guide and the Hydro Guide. The investigation shall determine the nature and extent of contamination at a LUST facility. When it is determined that active remediation is necessary, investigations shall be sufficiently thorough to provide information on which remedial designs are developed. A phased approach may be appropriate.
3. Conduct Tier 2 Investigations and develop Site Specific Target Levels (SSTLs) using DNREC approved models. Upon DNREC direction or approval, closure may be pursued through a Tier 2 Investigation in which site-specific data are obtained for use in modeling. Tier 2 may include the development of SSTLs as clean-up criteria.
4. Conduct field work according to Site-Specific Health and Safety Plans meeting all applicable federal, state and local regulations/requirements. Upon DNREC request, the vendor and subcontractors are required to supply copies of Health and Safety Plans for review.
5. Submit investigation reports meeting at least minimum criteria for detail set by DNREC, and according to schedule set by DNREC. Required reports include at minimum: Tier 1 Investigation Reports, Tier 2 Investigation Reports, and Quarterly Groundwater Monitoring Reports. DNREC may request additional reports on a project-specific basis.
  - 5.1 Minimum Report Requirements. In addition to reporting requirements outlined in the DERBCAP Guide and the Hydro Guide. All reports shall include the following information, tables and attachments:
    - 5.1.1 Hydrogeologic Investigation Checklist – Checking all the boxes that are applicable to the hydrogeologic investigation.
    - 5.1.2 Laboratory Data – Laboratory data shall be presented in tables which compare sample results to designated Risk-Based Screening Levels (RBSLs) or SSTLs. Additionally, laboratory data sheets and chain of custody documentation shall be included as appendices to reports.
    - 5.1.3 Site Maps and Cross Sections – A scaled site map shall be submitted with each report. The site map shall, at minimum, include: sampling locations, wells, property boundaries, buildings/structures, roads/streets, identified contaminant source areas, interpreted groundwater flow directions both horizontally and vertically, north arrow and scale. Cross sections shall be used to illustrate the vertical extent of subsurface hydrocarbon contamination and subsurface hydrogeology.
    - 5.1.4 Monitoring Wells and Sample Borings – The following shall be submitted as appendices to applicable reports: all well permits, well construction logs, well/boring logs, field screening logs,

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well abandonment reports.

5.1.5 Waste Disposal Documentation – All waste disposal documentation, such as receipts and certificates of destruction, shall be submitted as appendices to applicable reports.

5.1.6 Modeling – If a Tier 2 Assessment is performed, all assumptions used in the model, field data, and calculations shall be included in the report. The report shall contain a detailed explanation of the model calibration method, sensitivity analyses, and source mass calculations. Additionally, the shall include printouts of input screens prior to, and following, model calibration, as well as centerline and array printouts.

5.2 Reporting Schedule – Unless directed otherwise by DNREC, the first investigation report for a project (usually Tier 1) shall be submitted within ninety (90) days following DNREC issuance of a Purchase Order. Quarterly Groundwater Monitoring Reports shall be submitted within thirty (30) days following completion of field activities. Other reports, such as Tier 2, Remedial Alternatives Analyses, and Feasibility/Pilot Testing, shall be submitted according to deadlines approved by DNREC.

6. Conduct aquifer testing as directed by, or approved by, DNREC.
7. Conduct petroleum vapor intrusion investigations and associated risk assessments such as indicated in accordance with DNREC's guidance and policies
8. Apply environmental forensics to petroleum releases to help determine, for instance: a) the age of petroleum releases and the extent a petroleum is weathered; and b) whether or not a site contains more than one (1) petroleum releases
9. Manage specialized investigative activities, such as Membrane Interface Probe (MIP), Laser-Induced Fluorescence (LIF), Cone Penetrometer Testing (CPT), Ground Penetrating Radar (GPR), Hydrocarbon Fingerprinting, and geophysical surveys. A comprehensive site investigation is required to provide sufficient information to make decisions on remediation options, and on which to base remediation designs. Specialized investigative methods may be necessary to determine the nature and extent of contamination, and may be necessary to locate suspected underground storage tanks and piping.
10. Produce conceptual site models, including but not limited to sites containing for Light Non-Aqueous Phase Liquid (LNAPL). Comprehensive site models are necessary for guiding investigative activities, guiding management decisions, and in remediation design. Site models may be revised throughout project duration.
11. Conduct interim remedial activities. Upon DNREC direction or approval, interim remediation may be necessary to abate possible hazards, protect drinking water supplies, and to prevent/retard further spread of contamination. Interim remediation may be conducted prior to, or during, site investigation. An example is LNAPL management.
12. Arrange for alternate water supply or interim treatment. Upon DNREC direction or approval, alternate water supplies or interim water treatment systems shall be arranged. This task includes maintenance of interim supplies (such as bottled water), and treatment systems (such as carbon filtration), and periodic sampling and analyses of treated water.
13. Conduct remedial alternatives evaluations and feasibility studies/pilot testing. Separate contracts will be implemented for facilities requiring remediation. However, thorough evaluations of remedial options, and possibly feasibility studies/pilot testing, will be necessary for confident selection of remediation methods and design. Alternatives analyses and all testing shall be conducted upon DNREC direction or approval.
14. Produce comprehensive "Site Data Packages" on which remedial designs may be developed. All site data pertinent to remedial design shall be assembled into a comprehensive report to serve as the basis for

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design.

15. Coordinate utilities marking, including contacting Miss Utility, and cooperating with property owners in locating private utilities.
16. Obtain all applicable local, state and federal permits. The vendor/contractor is responsible for identifying and for assuring that all applicable permits needed for project completion are obtained, including all permits required by subcontractors. Application for permits shall be made sufficiently in advance to ensure timely completion of projects.
17. Assist DNREC With Community Relations Activities. Upon request by DNREC, the vendor/contractor may perform activities such as producing or distributing fact sheets, attending public meetings, producing visual aids for meeting.

**APPENDIX C**  
**EXPLANATION OF SCORING CRITERIA DISCUSSED IN SECTION 3 TABLE**

**Introductory Letter**

Provide a brief (2 page maximum) letter that includes, at a minimum:

- Number of years the company has been in business;
- Number of years providing professional environmental services;
- Company experience with LUST site investigations;
- Brief description of company's capabilities and resources;
- Office locations, business address, phone, fax, email and other pertinent info;
- Signature of representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware;

**Section 1 – Table of Contents**

Provide a Table of Contents with page numbers for each required component

**Section 2 – Professional Qualifications and Resources of Firm**

Provide information on the qualifications of professional staff. Describe the experience and capabilities of proposed project team members. Include a chart detailing the team working on Delaware projects. Provide details of the firm's resources, including equipment stock. Provide documentation of current licensure.

**Section 3 – LUST Project Experience**

Provide details of the firm's understanding of, and experience with, *Scope of Work Details* in Appendix B of this document. Include a detailed narrative demonstrating an understanding of the scope and type of work involved with:

- LUST site investigations, including Tier 1 and Tier 2 Investigations
- Demonstration of a firm's capability to provide remediation recommendations, performing remediation alternative analyses, and conducting remediation feasibility testing;
- Demonstration of a firm's ability to conduct petroleum vapor intrusion investigations and associated risk assessments
- Demonstration of a firm's ability to apply environmental forensics to petroleum releases to determine if more than one (1) release occurred and the age of such releases;
- Managing specialized investigative activities including, but not limited to:
  - Membrane Interface Probe;
  - Laser-Induced Fluorescence;
  - Cone Penetrometer Testing;
  - Ground Penetrating Radar, Hydrocarbon Fingerprinting;
  - Geophysical Surveys.

List or tabulate all LUST site projects in Delaware, including start date and status (i.e. closure attained, active investigation, in remediation stage). List or tabulate separately LUST site projects in other states.

Note: additional credit will be given to firms with Delaware experience.

**Section 4 – Remediation Feasibility Analyses/Testing**

Describe the firm's capability for providing remediation recommendations, conducting remediation alternatives analyses, and conducting feasibility testing. Describe the capability for producing comprehensive Site Data Packages on which remedial designs are developed.

**Section 5 – Example of LUST Site Investigation Report or Site Data Package**

Provide an example of a LUST Site Investigation Report, or Site Data Package for remedial design. The report should demonstrate the firm's capability for pursuing site closure based on thorough investigation, testing and reporting. The example may be submitted in electronic format, attached to the proposal.

**Appendices**

Appendices are as follows:

- Resumes of key personnel (1 page/person); include only personnel who will work on Delaware projects
- Copies of applicable certifications or licenses, such as Professional Geologist/Engineer

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- Contact information for at least three (3) references
- State of Delaware Business License
- Certificate of Insurance and/or copies of insurance policies. Minimum coverage requirements are detailed in Special Provisions section of this document
- Completed Non-Collusion Statement
- Completed RFP Exception Form
- Completed Confidentiality Form
- Completed Business Reference Form providing references for those who are not State of Delaware contacts
- Completed and signed copy of the Subcontractor Information Form for each subcontractor
- Completed Employing Delawareans Report
- Completed OMWBE application

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**APPENDIX D  
PROPOSAL CHECKLIST AND TABLE OF CONTENTS**

Please check off each item included in the proposal and indicate the page number in your proposal. This form should be used as the table of contents for your proposal.

<b>Requirements for RFP Submission</b>		<b>Check off</b>	<b>Page Number</b>
1)	Introductory Letter		
2)	Proposal Check List & Table of Contents		
3)	Description of Qualifications and Resources of Firm		
4)	Description of LUST Project Experience		
5)	Description of Experience with Remediation Feasibility Analyses/Testing		
6)	Example of LUST Site Investigation Report or Site Data Package (indicate if supplied in electronic form)		
<b>Appendices</b>			
7)	Resumes of Key Personnel Who Will Work on Delaware Projects		
8)	Copies of Applicable Certifications/Licenses, such as P.G. or P.E.		
9)	Contact Information for at Least Three Business References		
10)	Proof of Delaware Business License		
11)	Proof of Insurance		
12)	Non-Collusion Statement		
13)	Assurance Form		