



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES

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DEPARTMENT OF PLANNING AND NATURAL RESOURCES

No. 45 Estate Mars Hill, Frederiksted
St. Croix, Virgin Islands 00840

January 13, 2021

REQUEST FOR PROPOSAL

Tank and line tightness testing of federally regulated Underground Storage Tank Systems in the USVI

The Department of Planning and Natural Resources (DPNR) is soliciting proposals for the tank and line tightness testing of selected federally regulated Underground Storage Tank Systems in the Virgin Islands of the United States.

As of September 15, 2020, there are one hundred and twenty-five (125) active underground storage tanks (UST) in the VI, which are regulated by Federal and Local UST laws, rules, and regulations. Tank and Line Tightness Testing will be performed at 55 sites; the listing is provided as Attachment A.

DPNR will evaluate the site-specific Scope of Work (SOW), to include the Quality Assurance Project Plan (QAPP) and Health & Safety Plan (HASP) for the project. Quality assurance practices must be in accordance with EPA's Uniform Administrative Requirements for Grants and Cooperative Agreements, 40 CFR 31.45.

The primary objectives of the project are to identify new releases of petroleum from underground storage tanks (USTs) caused by the effects of Hurricanes Irma or Maria or existing releases exacerbated by the effects of one of these hurricanes; and to take appropriate corrective actions as necessary to achieve USVI cleanup requirements. Access and/or permission from the site owners will be obtained by DPNR.

Funding for this project is provided by the Leaking Underground Storage Tank Trust Fund Corrective Action Program - Hurricane Relief Grant.

A. SCOPE OF WORK

The SOW is divided into four tasks.

1. Perform leak detection system evaluations at 55 UST sites, determine if each evaluation was performed in accordance with an acceptable leak detection test method protocol;
2. Determine if the leak detection system under review meets minimum EPA and DPNR regulatory performance standards;

3. Perform leak detection testing in accordance with either EPA Standard Test Procedures for Evaluating Leak Detection Methods (EPA/530/UST-90/004 through 010) or other test procedures accepted by the NWGLDE as equivalent to the EPA standard test procedures (ref: National Workgroup on Leak Detection Evaluations <http://www.nwglde.org/protocols.html>, Attachment B)
4. Report, including assessment of data to support decisions regarding adequacy of leak detection system, operation and maintenance (O&M), and optimization for each site.

The scope of services associated with Tasks 1 and 2 will include project administration and management;

Task 3 will consist of field work, and compliance with HASP and QAPP including maintenance of OSHA HAZWOPER certification. It is assumed that all 55 sites will be accessible for testing. This task will consist of data collection, data validation, database entry, documentation, packaging, and shipment associated with the leak detection testing.

Task 4 will consist of preparation of the site-specific reports and recommendations.

B. MODIFICATIONS OR CHANGES TO RFP:

DPNR reserves the right to supplement, amend or otherwise modify this RFP without direct notification to bidders. All changes will be posted on the website (dprn.vi.gov) and it is the responsibility of all bidders to check this website regularly for any updates.

C. REQUIREMENTS:

The selected entity must be licensed to conduct business in the US Virgin Islands, current with any local tax obligations, worker's compensation requirements, possess all necessary documents required for the creation of the entity, and possess any necessary professional liability insurance coverage.

Site contractors must also implement updated HASPs specific to preventing the spread of the COVID-19 virus during O&M activities. These plans require best practices for site safety, including appropriate personal protective equipment for employees, health checks of employees, and other measures, in addition to promoting safe construction practices. DPNR will be monitoring site operations and the contractor's health and safety practices which must be consistent with VI government requirements.

D. CONSIDERATION OF PROPOSAL:

This RFP does not commit the DPNR to select a Contractor, to pay any cost incurred in the preparation of any type of proposal for any reason, or to procure or contract for services or supplies. DPNR reserves the right to accept or reject any proposal, any part thereof, or all proposals received as a result of this solicitation, to negotiate with all eligible sources, or to cancel in part or in its entirety, this RFP if it is in DPNR's best interest.

E. WITHDRAWALS OF PROPOSAL:

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. Bidders agree to hold their offer firm for at least 90 days after proposal submission deadline.

F. QUALIFICATIONS:

The selected contractor must demonstrate that it has experience in environmental engineering and consulting services or a firm with a minimum of three (3) years' experience, and knowledge on the following areas: (a) UST leak detection monitoring, and (b) strong knowledge and application of federal and USVI UST laws, rules & regulations, and guidelines.

The avoid conflict of interest, the selected contractor must not have performed any UST leak detection monitoring in the USVI for the last 5 years. Proposal must demonstrate a comprehensive use of resources (financial, agency personnel and partners) that are available to achieve stated goals and objectives.

G. PERIOD OF PERFORMANCE:

The period of performance shall be for one (1) year unless terminated sooner by either party.

H. BID AMOUNT:

In consideration of the above listed goals and objectives, please indicate a cost amount to provide the services in the form of a bid amount. To ensure that your proposal and bid amount is accepted and not disqualified, it is important that you strictly follow the procedures outlined in I. Submittals described below.

I. SUBMITTALS:

Proposals must be submitted to Syed Syedali, Program Manager, the Department of Planning and Natural Resources, Division of Environmental Protection, No. 45 Mars Hill Frederiksted, St. Croix 00840. Proposals must be submitted separately from the bid amount. To ensure that the most responsive bidder is selected, applicants must submit two separate packages, the first package will contain the proposal and the second package will contain only the bid amount. Please address each package as follows:

Department of Planning and Natural Resources
Division of Environmental Protection
Attn.: Syed Syedali, Program Manager
PROPOSAL CONTENT (Tank and Line tightness testing)
No. 45 Mars Hill
Frederiksted, St. Croix 00840

Please note that Proposal Content and Bid Amount may be submitted via email. If you decide to submit via email, please send to syed.syedali@dpr.vi.gov.

J. SUBMITTAL DEADLINE

All submittals, including both the Proposal Content and the Bid Amount, must be received no later than 5:00 pm on **March 8, 2021**. If transmitting via postal service, all packages must be postmarked by the same date.

K. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, will disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Name, address, fax and telephone
 - b. Type of service for which individual / firm is qualified.

2. Organization:
 - a. Name / address of Principals of Firm
 - b. Name of key personnel with experience of each and length of time in organization
 - c. Number of staff available for assignment (Local & Out of Territory)
 - d. Copy of Articles of Incorporation or Articles of Organization or equivalent
 - e. Copy of Corporate Resolution or Memorandum Authorizing Signatory of equivalent
 - f. Copy of Certificate of Good Standing or Certificate of Existence or equivalent
 - g. Copy of Valid Tradename Registration (if applicable)
 - h. Copy of Valid Business License

3. Outside consultants that will be retained for this project and any percentage of work to be sub-contracted.

5. Project experience:
 - a. List of completed projects and estimated cost of each
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
 - c. Project References: (including a notarized written consent from the authorized representative which must include: Name; telephone number; email address and facsimile number).
 - d. Project Approach: Describe how you will approach this project and availability to perform the services requested.

L. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with or obligation to any undisclosed person or firm.

M. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V.I. Business License to do business in the Virgin Islands. Bidders must submit a hard copy of a valid Virgin Islands business license within ten (10) working days after award. All Bidders bidding as a Joint Venture must be licenses as a Joint Venture in the Virgin Islands.

N. REQUIRED DOCUMENTS

1. PUBLIC LIABILITY: The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal

package. Insurance policy(ies) shall name the Government of the Virgin Islands as the certificate holder and additional insured via an endorsement. The public liability insurance shall have a minimum limit of not less than one million dollars (\$1,000,000.00) for anyone per occurrence for death or personal injury and one million dollars (\$1,000,000.00) for any one occurrence for property damage. Bidder must provide public liability insurance within (10) working days after award.

2. PROFESSIONAL LIABILITY: The successful bidder will be required to supply proof of professional liability insurance for the services to be performed, with policy limits of no less than one million dollars (\$1,000,000.00) per any one occurrence. The Government shall be listed thereon as a certificate holder but not as an additional insured. Proof of professional liability coverage must be provided within ten (10) working days after award.
3. WORKERS' COMPENSATION: Within ten (10) working days after award of project, the successful bidder must submit a copy of their certificate providing that his firm and his agents are covered by Workers' Compensation Employee's Liability.

O. ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, the proposer agrees to accept the terms and conditions of the Government's standard professional services contract, a copy is provided as Attachment C, if the proposer is selected for award. In addition, proposer agrees to comply with all legal requirements to contract with the Government of the U.S. Virgin Islands.

LIST OF ATTACHMENTS

The following documents can be downloaded from DPNR website <https://dpnr.vi.gov/>

Attachment A: UST inventory.

Attachment B: National Workgroup on Leak Detection Evaluations

Attachment C: Template Government's standard professional services contract