



**VIRGIN ISLANDS DEPARTMENT OF PLANNING & NATURAL RESOURCES  
DIVISION OF ENVIRONMENTAL PROTECTION  
No. 45 Mars Hill  
Frederiksted, St. Croix 00840  
St. Thomas, Virgin Islands 00802**

**REQUEST FOR PROPOSAL**

**Operation and Maintenance of the Groundwater Treatment Systems for the Tutu WellField Superfund Site, USVI**

The Virgin Islands Department of Planning and Natural Resources (DPNR), is soliciting proposals for the Operation and Maintenance (O&M) of the Groundwater Treatment Systems for the Tutu WellField Superfund Site located on St. Thomas.

Since April 17, 2013, DPNR has operated and maintained the remedial action at the Tutu WellField Superfund Site. The primary objectives of the facility operation and monitoring are summarized below.

1. Confirm achievement of remedial system performance requirements, as specified in the Remedial Action (RA) documents (i.e., specifications, drawings, approved RA Subcontractor submittals such as O&M Manual dated Feb. 2013, and the RA Quality Assurance Project Plan (QAPP), dated Apr. 2009). The RA documents are available for review and can be downloaded at [www.dpnr.vi.gov](http://www.dpnr.vi.gov).
2. Confirm compliance with the DPNR Territorial Pollutant Discharge Elimination System (TPDES) permit equivalency and Air Pollution Control permit equivalency.
3. Obtain data for assessing RA progress and support decisions regarding treatment system O&M and optimization.

**A. SCOPE OF WORK:**

This request for proposal (RFP) solicits bids to complete the following tasks on an annual basis:

- |        |  |
|--------|--|
| Task 1 | Monthly O&M of GWTF – Site 1                             |
| Task 2 | Monthly O&M of GWTF – Site 2                             |
| Task 3 | Repairs Costs in Excess of \$500/Month in Material Costs |
| Task 4 | Annual site-wide Ground Water Sampling                   |
| Task 5 | Annual Report  |
| Task 6 | CLP VOC Analysis   |
| Task 8 | Nitrate Analysis   |
| Task 9 | Sulfate Analysis   |

- Task 10 Chloride Analysis
- Task 11 Ethene/Ethane Analysis
- Task 12 TSS Analysis
- Task 13 TO-14 Analysis

The scope of services associated with Tasks 1 and 2 will include project administration and management; provision of a plant operator, daily readings of key operational parameters; response and implementation of corrective actions to alarm conditions; restarting of remediation systems as needed in response to routine power outages, electrical phase-outs, and default control conditions; collection, packaging, documentation, and shipment of effluent and influent compliance samples; entry of compliance sample laboratory results into the site database; data validation of the compliance sample results; monthly downloading of data loggers in monitoring wells; monthly measurement and recording of water levels in monitoring wells; furnishing and batching of sequestrate and acid chemical additives; change-out of bag fillers; calibration of pH probes; inspection of chemical lines for wear; periodically restarting computers to enhance performance; lubrication of equipment as needed; diagnosis and minor corrective action (if total direct costs for total corrective actions is less than \$500 for the month) of control and equipment issues associated with the process equipment, programming, as needed for the Programmable Logic Controller (PLC), process instrumentation, and devices (including variable frequency drives); periodic dismantling and cleaning of air strippers; periodic repair and/or replacement of minor (if total direct costs for total corrective actions is less than \$500 for the month) process equipment and instrumentation; minor rehabilitation of extraction wells to improve well performance; rehabilitation of up to 5 monitoring well surface casings annually; preparation of Monthly O&M Reports; general housekeeping of the facilities; touch-up painting as needed; grounds maintenance including vegetation control and cleaning of concrete; preparation of the facilities for major weather events like hurricanes; inspection of outfall locations after major storm events; clearance of vegetation or objects placed by landowners as needed to maintain access of monitoring well locations; compliance with existing Health and Safety Plan and Quality Assurance Project Plan (QAPP) including maintenance of OSHA HAZWOPER certification and medical monitoring; and, monthly phone, data, electrical, and water services.

Task 3 will consist of repairs of equipment or to the building costing in excess of \$500 in total direct costs in any given month. Corrective actions completed under Task 3 will only be completed with approval of the DPNR. Repairs completed under Task 3 shall be billed based on direct cost (demonstrated through receipts or invoices) plus the in-place current markup of 15%. Further, DPNR c/o the Commissioner or the Commissioner's designee shall be notified of Task 3 repairs of equipment or to the building costing in excess of \$500.

Task 4 will consist of collection, packaging, documentation, shipment, data validation, and database entry associated with groundwater samples for the Site-Wide Annual Groundwater Sampling Program.

Task 5 will consist of preparation of the Annual Report. DPNR will furnish the existing electronic drawing files and database files used in preparation of previous Annual Reports for use in preparation of the report. The report outline/table of content (TOC) should also follow the format of previous annual reports. Please see Attachment A, for a sample of the TOC from the most recent report, Year 14 Progress Report.

Tasks 6 through 13 consist of laboratory analyses associated with the compliance and annual site-wide groundwater sampling. Please see Attachment B, for a summary of the weekly, monthly, and annual sampling program analyses.

**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 ([www.dpnr.gov.vi](http://www.dpnr.gov.vi)) 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 document required for the creation of the entity, and possess any necessary professional liability insurance coverage.

Site contractors must implement updated health and safety plans 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) groundwater management programs, remediation techniques, regulation, guidelines and standards (b) strong knowledge and application of DPNR-DEP laws, rules & regulations and guidelines.

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 five (5) years unless terminated sooner by either party. If annual reviews are satisfactory, renewal options may be available.

**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** (O&M Tutu WellField Superfund Site)  
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](mailto: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 September 2, 2020. If transmitting via postal service, all packages must be postmarked no later than September 2, 2020.

## **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 percentage of work to be sub-contracted.
4. 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.