

**Q: Is this a new BOA or a reoccurring BOA?**

*A: This is a new contract that UOSA has never awarded previously.*

**Q: Is there an incumbent company?**

*A: There is no incumbent – this is a new contract*

**Q: What is the estimated value per year/contract total?**

*A: As this is a new contract for UOSA we do not currently have any estimated value per year on this type of arrangement.*

**Q: In section 3.7 Instructions for Submitting Proposals, C Submit one (1) original and six (6) copied sets of your Proposal. An additional electronic copy of each volume shall be submitted. The electronic copy shall be submitted on a physical format, either USB flash drive or optical media, along with the printed hard copies. The set of originally signed documents must be uniquely identified on the cover of each volume.**

**Would UOSA consider allowing the proposal to be delivered in electronic format due to COVID safety issue while producing documents and ease of accepting documents? DoD has amended their RFPs to include electronic only submittals following Q&A.**

*A: At this time instructions in Section 3.7 are the requirement for this solicitation. No changes in submittal procedures will be considered for this RFP.*

**Q: Can the proposal be hand delivered?**

*A: Yes – the proposal can be delivered to the receptionist located in Building F outside the main gate any time prior to the due date and time. The receptionist will provide a written receipt as proof of your delivery.*

**Q: In section 2.4 Key Personnel, the Contractor shall assign to this contract, key personnel as listed in their proposal. During the period of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by leave of absence, illness, death or termination of employment. The Contractor shall notify UOSA within five (5) calendar days after the occurrence of any of these events and provide the information required by the paragraph below.**

**For tasks that require Industrial Hygiene support and Certified Safety Professional, what would you consider equivalent credentials?**

*A: UOSA takes prior experience, certifications, education and time in the field all into consideration when a firm submits an employee or key personnel who may not have the Certified Safety Professional credential.*

**Q: In section, 3.5 B 3 Pricing, this section should provide hourly costs associated with staff members who will be part of performing any portion of the Work provided under Task Orders. This should also include any administrative fees and other costs associated with reports, policies and programs as may be required to perform Work.**

**Should pricing be a list of specific staff members or categories (e.g., Senior Engineer)? Should the rates be fully burdened rates? Should other direct costs be included, (e.g., binders, fed ex costs, etc.) Should travel costs be included (e.g., mileage).**

*A: UOSA has a preference of categories, however, if you have key personnel submitted as part of this proposal who fall outside your standard category pricing, please include their information in a separate table to ensure UOSA is fully aware of all rates that may be billed on the contract.*

**Q: 3.7 Instructions for Submitting Proposals, B. The attached Transmittal Form (Attachment B) must accompany the proposal. The purpose of this form is to formally submit the proposal and bind the Offeror to the terms, conditions and specifications contained in the solicitation. The Form must be signed by an individual who is authorized to bind the Offerors' firm to all items in the proposal including products, services, etc., and prices, contained in the proposal. A transmittal letter may be substituted for the attached form. If used, the transmittal letter must include an affirmative statement that the person signing the transmittal letter is authorized to bind his/her firm and include all of the information contained on the Transmittal Form.**

**The transmittal form (Attachment B) was not included with the RFP. Please provide.**

*A: Disregard this instruction. The Transmittal Form is no longer used by UOSA. It has been replaced by the Proposal Submission Form. All references throughout the RFP to the Transmittal Form should be disregarded.*

*Additionally, any reference to disclosure form is not applicable.*

**Q: 3.11 Proprietary Information. It shall be the responsibility of each Offeror to clearly mark any part of his proposal considered to be of PROPRIETARY OR CONFIDENTIAL NATURE. Offerors shall not mark sections of their proposal PROPRIETARY OR CONFIDENTIAL if such section is to be part of the award of the contract and are of "Material" nature, (i.e., Prices, company information currently available to the public).**

**Is it acceptable to label the price/rate sheet as “Propriety or Confidential”?**

*A: It is not acceptable to label the price sheet as Proprietary as pricing and award information is considered as public information. You may indicate that your overhead and margins be confidential, just not the final billable amount that will be listed in the pricing.*

**Q: Page 28. Assume this page is the end of Attachment A not C.**

*A: Correct – Page 28 is the end of Attachment A*

**Q: Are tabs and covers allowed, do they count towards the page count?**

*A: No – tabs, covers, resumes, required forms, table of contents do not count toward the page count*

**Q: Is a table of contents allowed and does it count towards the page count?**

*A: See above*

**Q: Does UOSA anticipate interviews?**

*A: At this time UOSA does not anticipate interviews*

**Q: Please provide requirements for resumes.**

*A: UOSA is generally reviewing resumes for basic information that provides certifications, years of professional experience, expertise and type of professional experience. It may also be helpful to list relevant projects they have worked on.*

*Do they count as part of the page limit? Resumes do not count as part of the page limit.*

**Q: 3.5 Proposal Organization, Failure to include any of the below listed Proposal elements may be considered grounds to deem the proposal non-responsive.**

#### **A. Technical Proposal**

**Offerors are requested to submit six (6) sets of a written Technical Proposal plus one original set with an original signature uniquely identified as “original” on the cover of the volume. In order to enhance this process and provide each firm an equal opportunity for consideration, adherence to a standardized proposal format is required. Failure to adhere to the prescribed format may result in finding the proposal non-responsive. Proposals shall be limited to thirty (30) single sided pages, excluding cover letters, required forms, and appendices. The format of each proposal must contain the following elements organized into separate chapters and sections, in the order listed below. All proposal elements shall be included in the Technical Proposal and shall include:**

- 1. Cover Letter (not included in page count)**
- 2. UOSA Solicitation Response Form (not included in page count)**
- 3. Experience and Qualifications**
- 4. Key Personnel (including all license, degrees and professional certifications)**
- 5. References (not included in page count)**
- 6. Pricing (not included in page count)**

**Please clarify that A. Technical Proposal is the order the proposal should be submitted in and not 3.5.B Proposal Organization.**

A: 3.5.A is the appropriate order for submitting proposals. 3.5.B is simply a further description of what is being provided in each area of 3.5.A.

**Q: Paragraph 3.5.B.3 requests hourly costs for staff members. Paragraph 2.2.B.3 lists professional services including Civil and Environmental Engineering. Paragraph 2.3 lists “oversight of a Professional Engineer.” Please confirm that the ultimate agreement is not intended to specifically be for “Professional Engineering Services” which may not be consistent with requesting up-front hourly rates under the Virginia Public Procurement Act (VPPA)**

A: The agreement is not intended in any way to act as a professional A/E or engineering type contract. The intent of the language used was to ensure use of those professionals who hold the highest certifications in their fields. Please delete existing Sections 2.2 and 2.3 in the RFP and replace with the following (areas changed have been highlighted for ease of viewing):

## **2.2 Contract Requirements and Scope**

### **A. General Requirements**

*The Consultant shall provide all supervision, labor, tools, travel, materials, equipment, delivery and resources as may be required for satisfactory performance of consulting services for UOSA’s Regulatory, Safety, and Security Team.*

### **B. Special Requirements**

*The Consultant shall:*

- 1. Perform diverse work concurrently by assigning qualified staff.*
- 2. Meet deadlines as agreed upon in individual Task Orders. Each project or task will have different deadlines set by UOSA, regulations and regulatory agencies, as described in the Task Order.*
- 3. Provide professional services to include, but not limited to, Environmental Regulatory expertise, Scientists, staff proficient in Microsoft Office and clerical support as needed. Additionally, since future environmental, health, and safety regulatory requirements are oftentimes unknown, it is possible that the Consultant may lack experienced staff to complete specific future assignments. In some cases, environmental tasks may require the use of Professional Engineer to cover the matter of the Task Order. In such cases, it is expected that the Consultant, immediately after receiving notice from UOSA of a specific task to be performed, inform UOSA of such limitations and provide alternatives to address the need, such as subcontracting. UOSA retains the option of selecting an alternate consultant outside the contract resulting from this RFP to complete such work. Firms providing responses to this RFP are not required to have a Professional Engineer on staff.*
- 4. Work directly for the Regulatory Affairs Coordinator or designee. All submittals, permit applications, letters, regulatory evaluations, spill plans, safety plans and*

*other task order related information will be reviewed by UOSA for completeness, accuracy, adherence to regulations and meeting regulatory schedules and / or UOSA specific timelines as specified in each Task Order. The Consultant will submit draft deliverables in electronic or digital format. Final deliverables will also be delivered in electronic format unless hard copies are specifically requested.*

- 5. Minimize the need for time consuming and costly in-person meetings. Kickoff and progress meetings may be performed using teleconference or videoconferencing. In person meetings should be restricted to site evaluations and inspections as related to the specific Task Order.*
- 6. Meet all deadlines. Deadlines imposed by regulations are often rigid. The Consultant must factor in at least five work days for UOSA review of drafts and final documents. Missing deadlines could lead to out of compliance situations that could involve Notices of Violations. Violations caused by deficient Consultant work may result in termination of the Contract and a requirement to reimburse UOSA for any civil fines. Therefore, it is essential that the Consultant have experienced staff and resources to meet the requirement of Task Orders.*
- 7. Contact regulatory agencies as needed by the Task Order and as approved by UOSA. For selected work, the Consultant may need to contact the Virginia Department of Environmental Quality, the US Environmental Protection Agency, the Virginia Department of Health, the Occupational Safety and Health Administration, the Virginia Occupational Safety and Health department and other regulatory agencies on UOSA's behalf. Such contacts will help clarify requirements to aid in providing submittals that adhere to regulatory requirements. Prior to contact, the Consultant's Project Manager for the specific Task Order shall consult with UOSA's Regulatory Affairs Coordinator.*

*C. Scope of Work/Example Task Orders:*

*Health and Safety:*

- Organic Dust Building Cleaning and Ongoing Housekeeping Standard Operating Procedure development*
- Lime Dust Building Cleaning and Ongoing Housekeeping Standard Operating Procedure development*
- Annual Eyewash/Shower Inspection*
- Annual Respiratory Fit Testing*
- Annual Fall Protection Harness Inspection*
- Arc Flash Protection Program development*
- Noise Program / Hearing Protection Program development*
- Updates to safety and health policies and programs*
- General support, as needed, with health and safety related programs including, but not limited to, inspections, corrective actions, event investigations, near miss investigations, injury investigations, training etc.*

*Environmental/Regulatory:*

- *Spill Prevention Control and Countermeasure Program updates for main site and pump stations*
- *Pretreatment Program management*
- *Updates to environmental policies and programs*
- *Support as needed with other environmental regulatory programs, including but not limited to, air emissions, stormwater, hazardous waste, permitting, regulatory interpretation, etc.*
- *Does not include Industrial Landfill engineering or regulatory support.*

### **2.3 Minimum Qualifications**

*Prospective Offerors must have not less than eight (8) years of corporate experience in performing environment, health and safety consulting work and specifically the Scope of Work / Example Task Orders listed herein. Safety tasks require a certification as a Certified Safety Professional or equivalent, and an Industrial Hygiene degree or equivalent certification for tasks that require industrial hygiene support.*

*UOSA is evaluating and awarding this contract as a non-professional services type contract.*

**Q: I was wondering if we could get a copy of the attendee sign in sheet.**

*A: Attendance sign in sheet is attached*

**Q: Should technical and price proposals be submitted in separate packages?**

*A: Yes, please submit pricing in a separate package. This can be a single piece of paper or stapled grouping. It does not need to be bound in any way. Please submit in a separate envelope clearly marked "Pricing"*