



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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MONTGOMERY, ALABAMA 36130-1410
www.mh.alabama.gov



JIM REDDOCH, J.D.,
COMMISSIONER

September 5, 2014

Request for Proposal (RFP)

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals from qualified vendors to conduct **environmental services for soil and groundwater**. Proposals will be accepted until **Friday, September 19, 2014 by 4:00 pm**.

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

When submitting a proposal, please read the entire request for proposal document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature. Submissions should be delivered to:

Alabama Department of Mental Health
Attn: Office of Contracts & Purchasing
100 North Union Street, Suite 570
Montgomery, AL 36104

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are not accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date/time specified.

Sincerely,

Joey Kreauter, Director
Office of Contracts & Purchasing

Organization: Alabama Department of Mental Health

RFP Closing Date: **September 19, 2014 by 4:00 pm.**
Emailed or faxed responses are not accepted.

RFP Contact Info: Leola Rogers
AL DMH
Office of Contracts & Purchasing
RSA Union Building
100 North Union Street, Suite 570
Montgomery, AL 36104
Telephone Number (334) 353-7440
Fax Number (334) 353-7090
Email: leola.rogers@mh.alabama.gov
Submit all RFP questions in writing to the email above.
Deadline to submit an RFP question is **September 11, 2014.**

MAILING NOTE

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are not accepted. All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date/time specified.

ADDITIONAL INFORMATION

1. Who **may** respond to this RFP? Engineering Consulting Firms.
2. Who **may not** respond to this RFP? Individuals, Employees of ADMH, or current state employees.
3. In order to do business in the State of Alabama all businesses domestic and foreign must be registered with the Alabama Secretary of State Office.
4. All vendors must enroll in the E-Verify System with Homeland Security.
*Domestic means within the State of Alabama. **Foreign means out-of-state.

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified vendors to conduct **environmental services for soil and groundwater** for the Alabama Department of Mental Health (ADMH).

Contract services requested by the following: ADMH Division of Administration.

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Required Qualifications:

1. Applicant must be a Professional Engineering consulting firm registered with the Alabama Board of Licensure (BOL) for professional Engineers and Land Surveyors.
2. Applicant must have previous experience with performing environmental engineering and consulting services for state and municipal entities. Must possess previous experience in preparing reports for submittal to the Alabama Department of Environmental Management (ADEM) and negotiation of clean-up levels through a risk-based decision process.
3. Applicant must possess investigative skills to define the extent of contamination and development of remediation plans.
4. Applicant must have previous experience with designing and installing remedial systems for site contaminated with petroleum products and/or other hazardous substances.
5. Applicant must have a staff of engineers, geologist and scientist experienced with the application of many technologies for remediation and interpretation of applicable regulations.

Scope of work:

1. Provide additional assessment to delineate the extent of tetrachlorethylene and 1, 2, 3, 4-trimethylbenzene. Install approximately 4 additional monitoring wells and 4 soil borings. If this effort does not fully delineate the extent of contamination, install additional wells. Provide at least three rounds of sampling of the monitoring wells to evaluate any seasonal variations.
2. Conduct a risk assessment which will enable engineers to calculate the potential risk to human health, and to determine cleanup goals. If feasible, initiate a combination of engineering and institutional controls to close the site.
3. Install up to 8 permanent monitoring wells (55 feet total depth) in two mobilizations if required. Install up to 4 soil borings in diesel-impacted area. Abandon borings with grout. Collect two soil samples per boring/monitoring well for VOC analysis.
4. Collect groundwater samples of soil cuttings. Collect three samples of purge water.
5. Conduct well inventory and prepare more detailed site map.
6. Interview personnel about possible sources.
7. Conduct ARBCA evaluation.

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Proposal Content

Instructions must be followed or responses will not be graded.

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. Submit the response to each item with the item reproduced at the top of the page of the response.

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page.
2. Attach contact information regarding the respondent including legal business name, correct address, telephone number, and contact person.

- Include previous experience.
 - Include knowledge of the requested services and/or any special training.
 - Include any information pertaining to the respondent's abilities to provide the scope of work for this RFP.
3. Attach a **detailed** budget.
 4. Clearly mark the outside of the envelope *Environmental Services RFP*.
 5. Submit one (1) original and two (2) copies.
 6. All pages should be numbered consecutively beginning with **number 1** after the cover letter.

Your entire proposal must be received at the following address no later than 4:00 pm on **September 19, 2014**. **Please review the mailing note.** All proposals received after the deadline will be returned unopened.

Mail To:
 AL Department of Mental Health
Attn: Office of Contracts & Purchasing
 RSA Union Building
 100 North Union Street, Suite 570
 Montgomery, AL 36104

The Department of Mental Health assumes no responsibility for expenses incurred in the preparation of the proposal and reserves the right to reject any and all proposals. Additionally, DMH reserves the right to waive irregularities in any proposals and request clarification of any information, and negotiate with the firm and/or individual submitting the best proposal to secure more favorable conditions.

Evaluation Process

A review committee will examine each proposal submitted and may elect to conduct interviews with finalists. The department expects a final selection on or before September 30, 2014.

Selection Criteria

Selection shall be based on factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the proposed approach and methodology to meet project requirements.
2. Resources available to perform the work, including any specialized services within the specified time limits for the project.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Availability to a familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.

Evaluation Criteria

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

1. Experience, stability and reputation –35%
2. Understanding of and responsiveness to the Request for Proposal – 15%

3. Expertise and knowledge of the requested service – 35%
4. Budget – 15%