

DEP IRRSC-7 RFP ADDENDUM 3
ITEM 1

RFP Pre-Proposal Questions & Responses

DEP IRRSC-7 RFP Pre-Proposal Questions and Responses

General Type Questions

1. How many contracts were awarded under the previous contract time frame?

Response: There were 5 contracts awarded for IRRSC-6.

2. Will there be an additional opportunity to submit questions following the pre-proposal conference?

Response: No, the deadline for submitting written questions was 4:00 PM April 25, 2014. The final opportunity is May 1, 2014 at the Pre-Proposal Conference.

3. Will additional questions be accepted by PADEP after the prebid meeting? If so, what is the deadline for additional questions?

Response: No, see Question #2.

4. Can the DEP define what is meant by “their own forces” with reference to 60% self-performance?

Response: This means the awarded to firm must self-perform 60% of the contract value, and therefore, only 40% of the contract value may be subcontracted.

5. What types and numbers of projects are anticipated? What types and numbers of projects have been issued under the current contract?

Response: There is no way to predict the types and numbers of projects, but based on IRRSC-6 a total of 95 projects were contracted for the following services (Pre-proposal Power Point Slides 5, 6 &7): Vapor Intrusion Remediation, Waste/Soil Excavation & Disposal, Cap/Landfill O&M, In-situ Soil/GW Treatment, GW Pump & Treat, Waste Removal (Drum/Vat/AST), UST Removals and Various Specialized (UXO/Xfmr).

6. What is the average processing time for contractor payments?

Response: The average processing time for contractor payments is 45 days.

7. How does the IRRSC work with the GTAC contract? Are there any conflict of interest concerns that prevent working on or holding both contracts?

Response: GTAC contracts are primarily used for site characterization, studies, evaluation of remedial alternatives, remedial design and remedial construction oversight. IRRSC contracts are primarily used for interim response actions, storage tank corrective actions and remedial actions (when the Department determines that an IRRSC contractual delivery mechanism is in the Commonwealth's best interest). Sometimes individual remedial actions are bid out, in which case the GTAC contractor may serve as the engineer and resident inspector.

The Department sometimes uses both GTAC and IRRSC contracts for a site. For example, an IRRSC contractor may be used to perform initial waste removal, a GTAC contractor may be used to characterize contaminated soil and groundwater, and then an IRRSC contractor may be used to perform soil remediation. In some cases, an IRRSC contractor may perform limited pre-remediation investigations or remedial design services instead of a GTAC contractor. Generally, there is no conflict of interest if a firm concurrently holds a GTAC contract and an IRRSC contractor. However, each project is reviewed on a case by case basis to avoid any potential conflict of interest or implication of the Adverse Interest Act.

8. What is the breakdown of task orders by current contractor?

Response: The first year average for project assignments was 5. The typical average year of task orders was 15. The peak year of projects for one contractor was 42.

9. Regarding H. Project Management – how does the Department define “unanticipated meetings”? Are these Department requested events and could they include conference call or webex type formats?

Response: Unanticipated meetings are those that were not previously accounted for in a Scope of Work, Project Schedule or Cost Estimate that have been requested by the Department. Those meetings could certainly include a conference call or webex type format if agreed to by the Department.

10. When providing project descriptions in our proposal, is it acceptable to reference projects previously completed under the IRRSC contract for the PADEP?

Response: Yes, showing past IRRSC experience is acceptable.

11. Could PADEP publish the list of attendees from the Pre-Proposal Conference?

Response: Yes, it will be part of this addendum.

12. Will PADEP make copies of the Pre-Proposal Presentation available?

Response: Yes, it will be part of this addendum.

13. The slide in the presentation at the conference identifying the number of copies for each submittal differs from the numbers in the RFP. Please confirm the correct amount.

Response: The slide presented at the Pre-proposal conference is correct (Slide 16). Offerors should submit a complete response to this RFP to the Issuing Office, providing nine (9) paper copies of the Technical Submittal, two (2) sealed paper copies of the Cost Submittal and two (2) sealed paper copies of the Small Diverse Business (SDB) Submittal.

Budget/Cost Type Questions

14. Can you provide the estimated fee budget for Year 1 of contract and estimated fee budget over the life of the contract?

Response: As discussed in the RFP there is no minimum or maximum contract value guaranteed. The value assigned to the initial two year term will be determined during contract negotiations and will depend on anticipated work needs and budgets at that time. For IRRSC-6 the first year contracts ranged from \$100k to 350k totaling \$850k; however the first year workload was much greater. The estimated cost over life of the IRRSC-6 contract is \$41.7M (Pre-proposal Power Point Slide 5).

15. Can you provide a rough estimate of \$\$\$ spent over the life of the previous contract?

Response: The estimated cost over life of the IRRSC-6 contract is \$41.7M (Pre-proposal Power Point Slide 5).

16. Can you provide a general \$\$\$ range for individual task order contracts??

Response: The range of task orders included a simple waste handling and disposal at \$74,000 to an extensive HSCA Site Characterization at \$3.4M.

17. What amounts have been authorized under the contract to each incumbent by year?

Response: Amounts authorized ranged from \$0.7M to \$4.9M, with an average of \$1.7M per year.

18. Regarding the Personnel Rate List (Appendix D) – are there specific labor categories defined or is that up to the discretion of the proposer?

Response: Instructions on how to prepare the Personnel Rate List will be provided as an Addendum to Appendix D.

19. What was the revenue generated by each of the current contractors per year?

Response: See Question #14.

20. What was the value of subcontracted services for each of the current contracts?

Response: the value of subcontracted services for each of the current contracts ranges from \$757,500 to \$2.28M.

21. What is the approximate volume of work by year each of the incumbents have had on the current contract?

Response: See Question #14.

22. What is the breakdown of expenditures per region under the current contracts?

Response: Amounts authorized ranged from \$4.7M to \$10M (Pre-proposal Power Point Slide 5).

Region	# Work Req.	%	\$ Auth. (Million)
Southeast	28	29%	4.7
Northeast	17	18%	4.7
Southcentral	22	23%	8.4
Northcentral	2	2%	10
Southwest	8	8%	8.5
Northwest	18	19%	5.4
	95	100%	41.7

23. How will core equipment or additionally owned equipment mobilization from the Offeror's office to the PADEP site be reimbursed?

Response: As referenced under section II-9.A.3. of the RFP DEP will pay reasonable shipping charges for core and additional equipment to the project site as a direct cost, considering the proximity of the mobilization and project locations.

24. How will fuel for core equipment or additionally owned equipment be reimbursed?

Response: As referenced under section II-9.A.3. of the RFP 1 Paragraph after #3 Fuel for core equipment or additionally owned equipment will be reimbursed as a direct cost.

25. Will contract capacity be \$4M or will the amount of the bonds be adjusted to the contract value?

Response: The actual bond provided will be in the full amount of the awarded contract.

Small Diverse Business Questions (see Pre-proposal Power Point Slides 9-13)

26. Can the Department provide the web link to Searching for Small Businesses, as detailed in Section I-13?

Response:
http://www.portal.state.pa.us/portal/server.pt/community/searching_for_small_diverse_businesses/21094

27. Under Section III-4, Part C. SDB Participation, can the DEP provide further clarification on the statement: "To receive credit on an SDB subcontracting commitment, the SDB subcontractor must perform at least fifty percent (50%) of the work subcontracted to it."?

Response: The SDB partner must perform at least 50% of the work that is being subcontracted out to them.

28. Could the PADEP provide at the 5/1 meeting, or as part of the response to questions, a summary of actual SDB involvement in dollars (\$) on the existing and historical IRRSC contracts?

Response: The Bureau of Small Business Opportunities (BSBO) shows a record of \$100.00 to \$66,512.66.

29. Will the contractor be required to competitively compete subcontracted work, required by a specific Assignment's scope of work, for the SDB Firm(s) that typically performs this type of activity and that the Contractor has made commitments to in their proposal? E.G. – if the contractor were to name a SDB drilling firm, can this firm be utilized for all drilling work the Contractor is requested to perform under the IRRSC-7 Contract.

Response: The contractor will be required to obtain quotes for SDB subcontract work. However, absent extenuating circumstances or a change in commitment approved by the BSBO contractors will be held to their commitment.

30. Article 4.20 (Subcontracting) of the proposed Agreement requires the Contractor to meet & maintain those commitments made to SDBs at the time of submittal or contract negotiation, unless a change in the commitment is approved by the BSBO. In light of the language in RFP Section I-5 that states "There will be no minimum or guaranteed amount of work offered if a contract is entered" – will the BSBO relax the Contractor's commitment should the estimated contract dollar amount not be met or a SDB commitment for a particular good or service not be assigned to the Contractor during the term if the contract?

Response: Offerors will not be held to a commitment if the Commonwealth does not procure that service. The BSBO will be monitoring the contract closely for SDB commitment compliance.

31. Regarding Section II-8, B.2.f – What contract value should be assumed in order to estimate the dollar value? Is this contract value for one or two years?

Response: As required under section II-8. B 2 of the RFP, all Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total contract paid to the Offeror under the contract) that the Offeror commits to paying to SDBs as subcontractors.

32. Regarding Section II-8, B.3 – Will the Offeror be held to the DBE commitment if that particular service line is not required under any delivery orders? E.g., if we identify a firm to provide "Bottled Water" and no deliver orders are received to provide bottled water, then how can we be held contractually to the percentage or dollar value proposed in the SB Plan?

Response: See Question #27.

33. Regarding Section II-8 - Can other SDBs be added after award of contract?

Response: As required under section IV-6 of the RFP "Contract Requirements-Small Diverse Business Participation". The selected contractors' commitments to each SDB made at the time of the proposal submittal or contract negotiation shall, to the extent so provided in the commitments, be maintained throughout the term of the contract and through any renewal or extension. The Commonwealth always encourages participation for SDBs if an Offeror wishes to utilize additional SDBs after contract. These additional subcontracted services cannot be reported towards or replace the original Offerors' SDB commitments.

34. Regarding Section II-8 – It is our understanding that for subcontracted services over \$3,000, PADEP requires three bids and almost always, the lowest bid is selected. Explain how a GTAC contractor is expected to meet SDB requirements if the SDB is not the lowest bidder?

Response: The standard contract required DEP approval of all subcontractors either on a contract wide or site specific basis. DEP will evaluate cost competitiveness of the subcontract pricing in the prime contractor's subcontract approval recommendation package either on a site specific basis (e.g. bids) or on a contract wide basis (e.g. negotiated pre-approved pricing). A prime contractor will be required to provide quotes from SDB's to which a SDB commitment has been made. Offerors must decide how to structure commitments in the SDB submittal based on the anticipated subcontracting needs, keeping in mind that total percentages and each SDB subcontractor commitment will become contractual obligations once the contract is fully executed. BSBO will be monitoring the contract closely for SDB commitment compliance.

35. Is there any difference in the timeframes requested in the RFP on page 13, II-8, A. 2. (see below)

c) The services or supplies each SDB will provide, including the time frame for providing the services or supplies.

e) The timeframe for each SDB to provide or deliver the goods or services.

Response: The timeframe refers to the base term of the contract but all Offerors will be required to maintain their SDB commitments not only for the base term but through any contract renewal or extension refer to section IV-6 of the RFP.

36. Is there a specific MBE/WBE/SBE participation goal?

Response: No.

37. Can a SDB submit with more than one prime?

Response: Yes

38. Can a company submit as a prime on one submittal and be a subcontractor on other submittals?

Response: Yes

**DEP IRRSC-7 RFP ADDENDUM 3
ITEM 2**

Appendix D personnel rate list instructions

ADDENDUM TO APPENDIX D PERSONNEL RATE LIST

INSTRUCTIONS:

Yearly Effective Dates: The yearly range when the rates are effective. This will be determined during contract negotiations.

Date: Insert the date of submittal of the list or a revision of the list during the effective year.

Name: Insert names by "Last Name, First Name".

Classification: Use your job titles.

P or T Level: Use the following standards to assign P and T levels to professional and technical employees.

Professional Levels:

- P-4 Plans, conducts, and supervises projects of major significance, using proven managerial skills and knowledge of hazardous waste sites. Ability to originate and apply new and/or unique methods and procedures. Operates with wide latitude of actions without direct first-hand supervision.
- **Typical Title:** Program Manager or Program Director, Chief Engineer, Chief Scientist, or Group Manager.
 - **Qualifications and Experience:**
 - Ph.D. degree or equivalent, with eight (8) years or more experience; or
 - M.S. degree or equivalent, with ten (10) years or more experience; or
 - B.S. degree or equivalent, with twelve (12) years or more experience.
 - **Experience Factors:** Management experience in program development, and solid waste management, water pollution control, or other discipline directly related to the requirements of this contract. Minimum of four (4) years experience in managing multidisciplinary professionals and general office management including budgetary requirements.
- P-3 Plans, conducts, and supervises assignments on a project-by-project basis. Estimates and schedules work to meet completion dates. Directs assistance; reviews progress and evaluates results; makes changes in methods, design, or equipment where necessary. Responsible for safety and designing cost-effective approaches to site-specific work assignments.
- **Typical Title:** Project Manager, Project Engineer, Project Leader, Senior Scientist
 - **Qualifications and Experience:**
 - Ph.D. degree or equivalent, with at least two (2) years experience; or
 - M.S. degree or equivalent, with greater than six (6) years experience; or
 - B.S. degree or equivalent, with eight (8) years experience; or
 - Professional Certification in field of expertise (i.e. P.E., P.G.)
 - **Experience Factors:** Technical experience in chemical waste site investigations or chemical cleanup activities, water pollution control, or other disciplines directly related to the requirements of this contract. Minimum of

four (4) years or equivalent. Must have demonstrated ability to manage a group of interdisciplinary professionals.

P-2 Carries out tasks associated with projects. Evaluates data associated with various projects for use in defining extent of contamination and for developing feasibility studies for possible remedial action. Work assignments are varied and require some originality and ingenuity. Applies training of professional discipline to assigned projects and translates technical guidance and training received into usable data products and reports. Performs other duties as assigned.

- Typical Title: Engineer, Scientist, Analyst, Hydrogeologist, Chemist

- Qualifications and Experience:

- M.S. degree or equivalent, with two (2) to six (6) years experience in discipline; or

- B.S. degree or equivalent, with three (3) to eight (8) years experience in discipline; or

- In-training for professional certification in field of expertise.

- Experience Factor: Minimum of two (2) years in area directly related to contract requirements.

P-1 Entry level for professional classification; works under close supervision of team or project leader. Gathers and correlates basic data and performs routine tasks and other duties as assigned. Makes recommendations on work assignments and on variables that affect operations. Performs other duties as assigned.

- Typical Title: Entry-level Associate (biologist, ecologist, earth scientist, engineer, hydrogeologist, chemist, etc.)

- Qualifications and Experience:

- B.S. degree or equivalent, with zero (0) to three (3) years experience.

- Experience Factor: None

Technician Levels

T-2 Performs non-routine and complex tasks in addition to routine assignments. Works at the direction of the team or project leader. Gathers and correlates basic data and performs routine analyses. May also perform experiments or tests that may require nonstandard procedures and complex instrumentation. May construct components or subassemblies or prototype models.

- Typical Title: Senior Technician

- Qualifications and Experience:

- Two (2) to six (6) years of experience or equivalent; or

- An associate degree or technical training and requisite qualifications

T-1 Performs routine tasks under supervision. Provides a wide variety of support functions during operations.

Typical Title: Junior Technician (technician)

- Qualifications and Experience:

- Zero (0) to two (2) years of experience.

- Experience Factor: None

Actual Hourly Rate: The "base" hourly rate the contractor pays the employee, not including benefits or employer contributions.

Labor Cost Multiplier: As established in the cost submittal, according to the terms of the RFP.

Hourly Billing Rate: Calculated by multiplying the employee's actual salary rate and the labor cost multiplier.

Promotion Effective Date: Date when a promotion is effective if the promotion takes effect during the yearly effective range. To be used after the contract is executed.

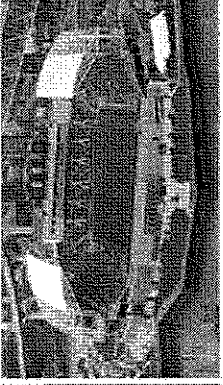
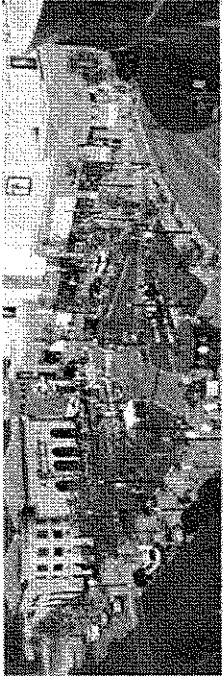
% Increase: This is the percent of increase for the specific individual, due to either a promotion as defined by the RFP and contract or due to cost of living or merit increases at the beginning of subsequent rate effective years. To be used after the contract is executed.

**DEP IRRSC-7 RFP ADDENDUM 3
ITEM 3**

RFP Pre-Proposal Conference Slides



pennsylvania
DEPARTMENT OF ENVIRONMENTAL PROTECTION



Bureau of Environmental Cleanup & Brownfields

IRRSC-7 PRE-PROPOSAL CONFERENCE

May 1, 2014

Interim Response and Remediation Services Contract

Introduction

The Four Purposes of this Meeting:

- 1. Provide Some Background**
- 2. Request for Proposal Requirements**
- 3. Mention Past Proposal Problems**
- 4. Answer Some Basic Questions**

IRRSC Background

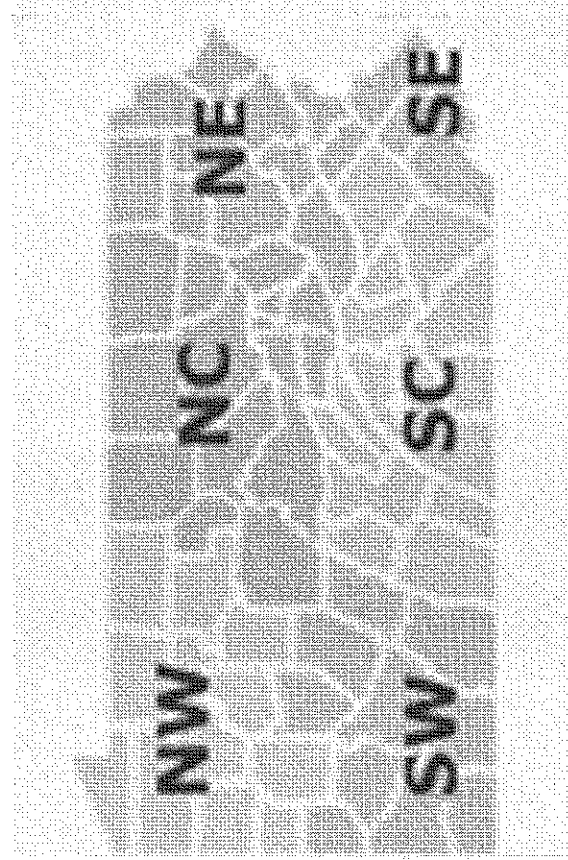
DEP has procured Statewide Contracts since 1988 for:

- Environmental Investigations,
- Professional Engineering,
- Construction,
- Demolition, and
- Remediation Activities

The 5 Existing Contracts Expire in April 2015

Background

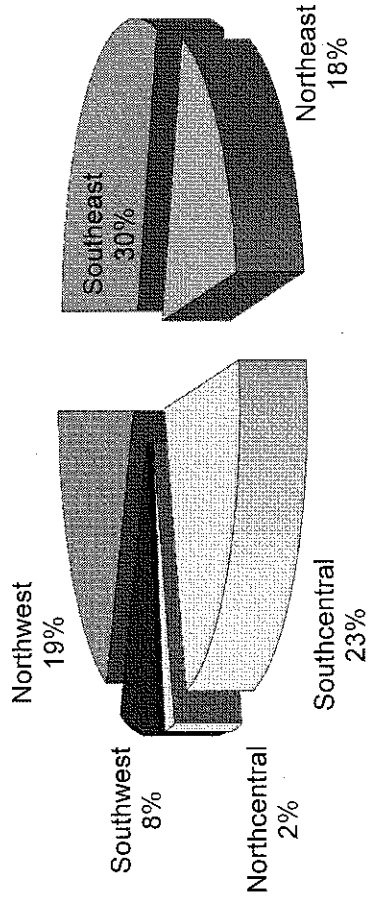
Services required at Sites across the Commonwealth. IRRSC Contractors receive Work Assignments as described in the RFP, Section IV.



But No Guaranteed work.

Background – Assignments Per Region

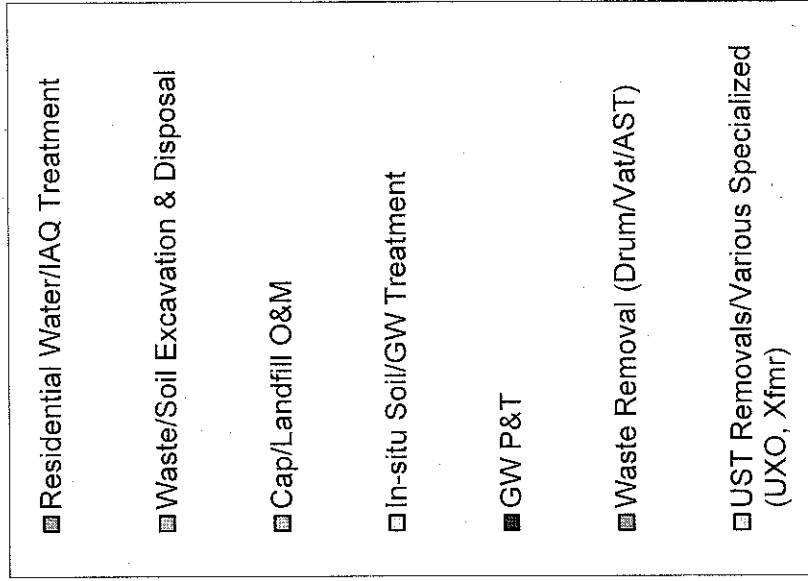
IRRSC6 Assignments Per Region



Region	# Work Req.	%	\$ Auth. (Million)
Southwest	28	30%	4.7
Northeast	17	18%	4.7
Southcentral	22	23%	8.4
Northcentral	2	2%	10
Southwest	8	8%	8.5
Northwest	18	19%	5.4
	95	100%	41.7

Background – Assignments by Type

Number of IRRSC6 Assignments



Background - General

General Description of Assignments:

- Residential Water/IAQ Treatment
- Waste/Soil Excavation & Disposal
- Cap/Landfill O&M
- In-situ Soil/GW Treatment
- Groundwater Pump & Treat
- Waste Removal (Drum/Vat/AST)
- UST Removals
- Various Specialized (UXO, Xfmr)

IRRSC-6 Total = 95 Projects

Comments & Clarifications

DGS – Bureau of Small Business Opportunities Gayle Nuppnau, Procurement Liaison

Website to look for Small Diverse Businesses:

http://www.portal.state.pa.us/portal/server.pt/community/searching_for_small_diverse_businesses/21094

More Details & Guidance Provided on Following Slides:

Bureau of Small Business Opportunities (BSBO)

Gayle Nuppnau

DGS, Procurement Liaison

Bureau of Small Business Opportunities

Program designed to encourage participation of Small Diverse Businesses (SDB) in state contracting

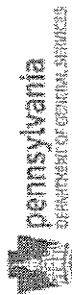
Program designed to encourage participation of Small Diverse Businesses (SDB) in state contracting

- A Small Diverse Business is a DGS-verified minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business.
- A small business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees, and earns less than 7\$ million in gross annual revenues for building design, \$20 million in gross annual revenues for sales and services and \$25 million in gross annual revenues for those businesses in the information technology sales or service business.

Bureau of Small Business Opportunities

- To receive credit for being a Small Diverse Business or for subcontracting with a Small Diverse Business (including purchasing supplies and/or services through a purchase agreement), a Offeror must include proof of Small Diverse Business qualification in the Small Diverse Business participation submittal of the proposal, as indicated in section II of the RFP.
- Copy of verification letter
- Small Diverse Business (es) must be named including address and phone
- Letter of intent that specifies the type of goods or services the small diverse business will provide along with percentage of commitment
- All Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total contract paid to the Offeror under the contract) that the Offeror commits to paying to SDBs as subcontractors.
- All Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total contract) to be performed by the Offeror and not by subcontractors and suppliers.

➤ Sample of the BSBO Verification Letter:



February 26, 2014

Gayle Nappan
Agency Guest Account
401 North Street
Room 611, North Office Building
Harrisburg, PA 17120

Certification Number: 336949-2013-07-SB-MWVE
Expiration Date: July 15, 2014
Business Types: Procurement Services, Design
Construction Contractor, Construction Supplier,
Information Technology

Dear Gayle Nappan:

The Bureau of Small Business Opportunities has reviewed your request for verification along with your supporting documents. I am pleased to inform you that the Commonwealth has verified your company as a Small Diverse Business, Minority-Woman Veteran Business Enterprise (MWVE). An automatic email was generated with a copy of your new certificate designating your Small Diverse Business status. If you need to obtain a copy of your Small Diverse Business certificate it can be reprinted on Step 1 within the Small Business Procurement Initiative (SBPI).

Please understand that the information you provided for verification was represented as being true and correct. Please know that the Commonwealth shall treat any misstatement or fraudulent concealment of the true facts punishable as a crime under Section 4904 of the Pennsylvania Crime Code, Title 18, of Pa. Consolidation Statutes relating to unsworn falsification to authorities.

Your verification is valid until the expiration date noted above unless it becomes necessary for BSBO to revoke your participation from the Small Diverse Business program. For additional information or assistance, please contact Bureau staff at (717) 705-2398 or (717) 346-8105 or by email at bbsoverification@pa.gov. Best wishes in your business endeavors.

Sincerely,

Contact Information

Bureau of Small Business Opportunities (BSBO)

Ms. Gayle Nuppnau

Procurement Liaison

Telephone: (717) 346-3819

E-Mail: gnuppnau@pa.gov

DEP – Office of Chief Counsel

Tracey Tubbs, Assistant Counsel

The sole point of contact in the Commonwealth for this RFP shall be the Issuing Officer for this RFP, Mr. Simeon B. Suter, PG. He can be reached at the following address:

Department of Environmental Protection
Bureau of Environmental Cleanup and Brownfields
Site Remediation Division
14th Floor, Rachel Carson State Office Building
400 Market Street
Harrisburg, Pennsylvania 17105-8471
(717) 787-7853

Critical Points

- **Read RFP Carefully**
- **Please Submit a Complete Proposal**
- **Note Preferred Format in Part II**
- **No answer is official until it is confirmed in writing.**

Past Problem Areas

- **Timely Received & Properly Signed by the Offeror.**
- Proposal shall consist of **Three Separate Submittals:**
 - 9 copies of the **Technical** Submittal;
 - 2 sealed copies of the **Cost** Submittal; and
 - 2 sealed copies of the **Small Diverse Business (SDB)** Submittal
- **2 Complete Copies** of all 3 identical submittals on a clearly identified, free of any virus, CD-ROM or Flash Drive.
- **Keep Cost Data Separate from Technical Proposal.**

Other Problem Areas

- If an offeror specifies that the proposal is **Not Firm for the Time Period** specified in Section I-12 of the RFP, their proposal *may be rejected*.
- If an offeror states that the Proposal is Contingent on Negotiation of offeror **Terms and Conditions**, that proposal *may be rejected*.
- Received 18 GTAC-6 Proposals. Half (that is 9) of the 18 **Cost Submittals had Errors** causing delays; *risked being rejected*.
- Most GTAC-6 RFP Questions pertained to SDB Submittal

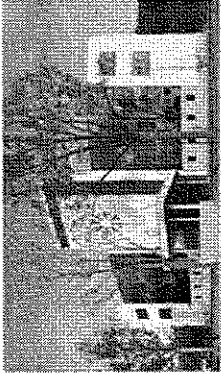
Questions

The Q&A Process:

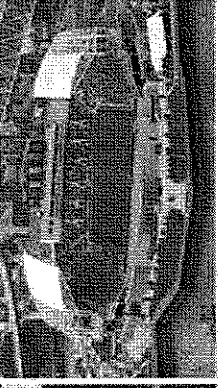
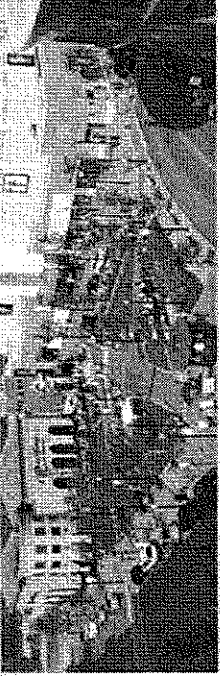
- **Answer Written Questions from 4/25/2014**
- **Please Write Down & Submit any additional questions, if any**
- **Will resume meeting after 15 Minute Break**

Final Q&A For IRRSC-7

- **Answers Today are Unofficial**
- **All Q&A are posted to the DGS Website and become an Addendum to RFP**



pennsylvania
DEPARTMENT OF ENVIRONMENTAL PROTECTION



Bureau of Environmental Cleanup & Brownfields

IRRSC-7 PRE-PROPOSAL CONFERENCE May 1, 2014

Thank you for your Time & Interest
Your Proposal is now Due:
July 1, 2014 by 4:00 PM

**DEP IRRSC-7 RFP ADDENDUM 3
ITEM 4**

RFP Pre-Proposal Conference Attendee List

**IRRSC-7
PREPROPOSAL CONFERENCE ATTENDEES
May 1, 2014 - 10:00 A.M.**

Rick Dom, Account Manager

Elk Environmental
Reading, PA
484-332-2193
rdom@elkenv.com

Alan Robinson

Kleinfelder, Inc.
180 Sheree Blvd.
Exton, PA 19341
610-594-1444
arobinson@kleinfelder.com

Glen Grenable, National Accounts

EPSVT
5100 Paxton Street
Harrisburg, PA 17111
717-564-4200
Ggrenable@epsosvermont.com

Kevin Little

Pennonni Associates, Inc.
1215 Market Drive, Suite 100
Mechanicsburg, PA 17055
717-975-6481
Kliddle@Pennonni.com

Denise Good, Principal Engineer

Groundwater & Environmental Services, Inc.
440 Creamery Way, Suite 500
Exton, PA 19341
610-458-1077
dgood@gesonline.com

Tony Kessler, Manager

The Louis Berger Group, Inc.
350 Eagleview Blvd., Suite 250
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610-280-4004
akesslar@louisberger.com

Jeremy Young

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2425 New Holland Pike
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jeremyyoung@eurofinsus.com

Marcia Blackwell

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732-223-2225
mblackwell@brinkenv.com

Mike Faith, Director

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mfaith@lewisenvironmental.com

Neil Teamerson, Program Manager

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Rusty Diamond, Program Manager

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rusty.diamond@urs.com

Andrea K. Irely, President

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andrea.irely@bernerconstruction.com

Scott Wendling, Vice President

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1129 West Governer Road PO Box 797
717-508-0583
swendling@armgroup.net

Ann Smith

Ecoflo, Inc.
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**DEP IRRSC-7 RFP ADDENDUM 3
ITEM 5**

Appendix C Small Diverse Business Letter of Intent

**SMALL DIVERSE BUSINESS
LETTER OF INTENT**

[DATE]

[SDB Contact Name]
Title
SDB Company Name
Address
City, State, Zip]

Dear [SDB Contact Name]:

This letter serves as confirmation of the intent of [Offeror] to utilize [Small Diverse Business (SDB)] on RFP [RFP number and Title] issued by the [Commonwealth agency name].

If [Offeror] is the successful vendor, [SDB] shall provide [identify the specific work, goods or services the SDB will perform, and the specific timeframe during the term of the contract and any option/renewal periods when the work, goods or services will be performed or provided].

These services represent [identify fixed numerical percentage commitment] of the total percentage of the work (as a percentage of the total contract paid to the [Offeror's]) for the initial term of the contract.

[SDB] represents that it meets the small diverse business requirements set forth in the RFP and all required documentation has been provided to [Offeror] for its SDB submission.

We look forward to the opportunity to serve the [Commonwealth agency name] on this project. If you have any questions concerning our small diverse business commitment, please feel free to contact me at the number below.

Sincerely,

Acknowledged,

Offeror Name
Title
Company
Phone number

SDB Name
Title
Company
Phone number