

**STATE OF LOUISIANA
DEPARTMENT OF ENVIRONMENTAL QUALITY
OFFICE OF ENVIRONMENTAL ASSESSMENT
UNDERGROUND STORAGE TANK DIVISION**

**REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS FOR RESPONSE
ACTIONS AT ABANDONED UNDERGROUND STORAGE TANK SITES
ABANDONED TANK CLOSURE AND ASSESSMENT PROGRAM (ATCAP)**

1.0 INTRODUCTION

The Louisiana Department of Environmental Quality (LDEQ), Office of Environmental Assessment (OEA), Underground Storage Tank Division (USTD) requires the services of an approved, well-qualified Response Action Contractor (RAC) to perform Underground Storage Tank (UST) response action activities at Underground Storage Tank (UST) sites for unknown, unwilling, and/or unable UST owners. LDEQ reserves the right to make multiple awards in four regions of the state as defined in Exhibit A, Regional Map. Contractors providing services as directed by the Department at sites eligible for federal grant funding agree to comply with the additional terms and conditions as outlined in Exhibit B, Part B of the Mandatory Work Agreement and Exhibit D, Requirements of the Federal Grant.

2.0 GENERAL BACKGROUND AND DESCRIPTION

In response to threats posed by abandoned USTs, the Louisiana Legislature in the 2001 Regular Session enacted Act No. 1121. Under La. R.S. 30:2195(F)(1), all interest monies earned by the Louisiana Motor Fuels Underground Storage Tank Trust Dedicated Fund Account (Tank Trust Account) and all monies received from payments that are the result of cost recovery efforts shall be used for the closure of abandoned USTs and the assessment and remediation of property contaminated by abandoned USTs. The site must meet the criteria of an abandoned motor fuel underground storage tank site in accordance with La. R.S. 30:2195(F)(3). A site may be declared to be an abandoned motor fuel underground storage tank site by the Secretary upon a finding that all of the following criteria apply to the site:

- a. the UST has received motor fuels;
- b. the UST was not closed or the site was not assessed or remediated in accordance with regulatory requirements;
- c. the site constitutes or may constitute a danger or potential danger to public health or the environment;
- d. the site has no financially responsible owner or operator who can be located, or such person has failed or refused to undertake action ordered by the secretary pursuant to regulatory requirements; and
- e. the release is not eligible for the Tank Trust Account or the secretary has determined that action by the department is the most timely and efficient way to address conditions at the site.

The LDEQ must engage with external entities to conduct UST response actions at abandoned UST sites. The UST response actions include, but are not limited to expedited and conventional assessments, Risk Evaluation and Corrective Action Program (RECAP) evaluations, and corrective action activities. (Refer to Appendix A, Scope of Services.) The performance of the scope of work must include all equipment, personnel, analysis, supplies, permits, and transportation necessary to complete all requirements.

LDEQ anticipates assignment of two (2) to four (4) sites with work orders per region per year. Each site could have multiple work orders, depending on site requirements. However, LDEQ shall not guarantee a minimum or maximum number of sites with active work orders per region.

The LDEQ reserves the right to modify Section 9, Schedule of Events, or revise any part of this Request for Statement of Interest and Qualifications (RSIQ) and/or its Appendices or Exhibits by issuing an addendum or amendment to the RSIQ at any time. Amendments or addenda, if any, will be posted on the LDEQ website at <https://deq.louisiana.gov/page/ust-rsiq>. It shall be the responsibility of the RAC to check the website for amendments or addenda, if any.

3.0 MANDATORY WORK AGREEMENT TERM

The term of any executed mandatory work agreement resulting from this RSIQ shall begin on or about July 1, 2024, and will expire on June 30, 2027. The LDEQ shall have the option to extend the executed mandatory work agreement for an additional twenty-four (24) month period with the acceptance of the RAC at the same terms and conditions of the initial work agreement. The total work agreement term, with extensions, shall not exceed five (5) years. The continuation of this work agreement is contingent upon the availability of program funds to fulfill the requirements of the work agreements.

4.0 RESPONSE ACTION CONTRACTOR (RAC) LICENSE REQUIREMENTS

The RAC receiving the work agreement must appear on the LDEQ’s most recently approved Response Action Contractor listing located on the LDEQ website at <https://deq.louisiana.gov>. If awarded a work agreement, the RAC must maintain the minimum qualification requirements of a RAC throughout the duration of the work agreement. Failure to maintain the required qualifications, or promptly correct any lapse, may be considered as a failure to perform within the terms and conditions of the work agreement.

5.0 STATEMENT OF INTEREST AND QUALIFICATIONS (SIQ) DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA

If interested, the RAC shall submit a fully completed Statement of Interest and Qualifications (SIQ) Document that highlights the experience of the RAC on successful implementation of response action projects. A Selection Committee comprised of UST program staff will review each SIQ Document in an effort to select a RAC that displays a thorough understanding of the corrective action implementation process with a proven record of highly successful accomplishments. Innovative ideas and concepts must be presented when detailing the approach to the project in the SIQ Document, only if the innovation is proven and the RAC has successfully implemented the concept(s) on other project(s). The SIQ Document shall meet the following requirements:

SIQ Elements	Max Pages	Score Percentage
Cover Sheet and Executive Summary	2	N/A
Part A. Understanding of Projects	3	5
Part B. Project Management	7	15
Part C. Qualifications and Experience	5	30
Part D. Case Histories	18	30
Part E. Proposed ATCAP Project Team	20	15
Part F. Ability to Meet All SIQ Requirements		5
Totals	55	100

The aggregate page count of the Cover Sheet/Executive Summary, Part A, Part B, Part C, Part D, and Part E of the SIQ Document shall not exceed **fifty-five (55)** pages in length. All SIQ Documents that exceed the

maximum page count for any one or multiple SIQ Elements or exceed the maximum aggregate page count will reduce the respective SIQ Element scores. Where noted, any appendix requested in this RSIQ are not included in the maximum aggregate page count requirement and should be included in the appropriate section of the SIQ Document or should otherwise be clearly marked. Elaborate SIQ Documents are not required and are discouraged.

5.1 SIQ Document Cover Sheet/Certification Statement and Executive Summary

Each RAC submitting a response to this RSIQ shall complete and sign Appendix B, SIQ Document Cover Sheet/Certification Statement. **SIQ Documents lacking a signed cover sheet/certification statement shall be rejected.** The RAC shall present the name, telephone number, email address, and mailing address for the Principal committing the RAC to the project. The RAC shall mark the Region for which they are proposing. If multiple Regions are proposed, a separate SIQ Document is required for each Region. If the Principal will not be serving as the primary contact person during the selection process, a contact person shall be provided with the contact information. An Executive Summary is mandatory and shall be provided in addition to the signed cover sheet/certification statement. The content of the Executive Summary shall be at the sole discretion of the RAC. **Maximum Pages: 2**

5.2 Part A: Understanding of Projects 5 Percent

The RAC shall submit their overall understanding of the ATCAP, ATCAP project goals, anticipated project operational considerations, permitting/regulatory support, assessment, corrective action implementation and the cost reimbursement process. The RAC shall provide a detailed discussion of the anticipated corrective action challenges and possible solutions to how these matters will be addressed in response actions. **Maximum pages: 3**

5.3 Part B: Project Management 15 Percent

5.3.1 Approach to Project Implementation

The RAC shall describe the proposed approach to meet the goals of the project and relevant experience completing petroleum related response actions, specifically including any performance based cleanup experience. The approach shall include a description of the roles and responsibilities of the key personnel assigned to the ATCAP Project Team and all appropriate subcontractors. The SIQ Document shall include a justification for each sub-consultant/contractor being proposed as part of the ATCAP Project Team as well as a breakdown showing the anticipated percentage of work the sub-consultant/contractor will perform. The RAC shall describe the overall proposed management structure for performing the tasks as described in Appendix A, Scope of Services.

Project management shall include, but is not limited to, how the RAC's ATCAP Project Team will communicate, interact, and divide authority and responsibility; how the location(s) of the RAC's offices in the proposed region and the subcontractors will offer cost-saving measures for the state; a proposed system for communication and collaboration between the RAC, regulatory authority, UST owner, and any other entities directly affected by the work including resolving changes in scopes of work, and problems encountered; and procedures to identify and deal with potential conflict-of-interest situations.

The management methods shall include cost monitoring and controls, strategies for achieving cleanup goals (including performance based cleanups), and any other methods to reduce costs and maintain schedules, project tracking and data management capabilities as well as any special tools used in this regard. The LDEQ reserves the right to require all selected contractors to use a single specified format for data management, project tracking and cost estimating (i.e. budget tools, spreadsheets, etc.). **Maximum pages: 5**

5.3.2 Organizational Chart

The RAC shall provide an organizational chart that displays the management structure with lines of communication and authority between the LDEQ and the RAC's ATCAP Project Team (i.e. employee name, employer, office location, and labor category) and include all Key Personnel identified in Section 5.6 (Part E: Proposed ATCAP Project Team). **Maximum pages: 1**

5.3.3 Location Map

The RAC shall provide a map that illustrates the physical location(s) and name(s) of all offices of the ATCAP Project Team within the proposed Region, if any, and the state. **Maximum pages: 1**

5.4 Part C: Qualifications and Experience 30 Percent

The RAC shall fully describe the company's relevant corrective action experience on performing petroleum related cleanup or related activities, corrective action technologies, and the ATCAP Project Team's roles within these projects. Emphasis on project experience selection must include those within Louisiana, the Southeastern United States, and other geographic areas of the United States, which provide similar site geologic characteristics as found within the State of Louisiana.

A narrative must include but not limited to complications encountered during project implementation and actions undertaken and/or methods used to address, resolve, or mitigate them; methods to minimize impacts to project budgets and schedules; successful planning and proactive measures used to prevent problems, minimize delays, and avoid change orders; use of innovative technologies and procedures to reduce the time and cost of cleanup; and methods for optimizing remediation system run times and efficacy to achieve cleanup goals. **Maximum pages: 5**

Provide a completed Appendix C, Project Summary Table. The table summarizes the number of petroleum related cleanup projects worked on by the RAC during the past 5 years along with a breakdown for different types of projects. **This appendix is not included in the maximum aggregate page count requirement.**

5.5 Part D: Case Histories 30 Percent

The RAC shall submit three (3) Case Histories on individual, region-specific Louisiana petroleum related response action sites that provide information regarding the RAC's (not intended subcontractors) specific experience in performing the different types of work described in this solicitation. Locations for sites must be determined by the site address in the LDEQ's records. Case Histories shall be in the proposed LDEQ mandatory work agreement region (Refer to Exhibit A, Regional Map), but the sites do not have to be Tank Trust Account reimbursable projects. The three (3) Case Histories shall be for three

(3) separate sites and shall focus on the subject matter of each Case History. The LDEQ reserves the right to review its electronic files to verify all information.

The three (3) Case Histories shall involve the following types of work:

Case History No. 1 – Site Assessment with RECAP Closure;
Case History No. 2 – Active Remediation with RECAP Closure; and,
Case History No. 3 – Active Remediation with RECAP Closure.

Each Case History shall describe petroleum related site response action activities that were performed by the RAC within the past five (5) years at sites **within the proposed region** and shall demonstrate how the RAC's expertise, capabilities, and knowledge of regulatory requirements enabled a no further action determination. The RAC shall include a description of the site response action issues and problems that were successfully overcome or minimized. A brief discussion regarding the approach used to plan and execute site response actions, as well as, a list of reports submitted to the LDEQ shall be included.

Each Case History must include, but is not limited to:

- a. Name and address of the site;
- b. LDEQ Agency Interest number;
- c. Time periods of RAC's work (e.g. assessments, corrective action, etc.);
- d. Identity of project manager and other key personnel;
- e. Brief characterization of site history, including releases, site geology, aquifer/groundwater classification, depth to groundwater, contamination present at the site prior to remediation, receptor identification, local use of groundwater resources and a description of the technical approach and, if applicable, the remediation technology employed;
- f. Legible site map from a submitted report that best illustrates key site conditions and includes title, legend, north arrow, bar scale, UST system(s), sampling points, monitoring wells, roads, property boundaries, utilities, remediation system layout, structures, etc.;
- g. Summary of project results and achievement of project goals (e.g., contaminant distribution defined in environmental media, contaminant exposure pathways identified, and if applicable, contaminant mass reduction, details of source removal, proportion of time remediation systems were operational, etc.);
- h. Examples of actions undertaken to proactively expedite completion of the project phase and progress towards site closure;
- i. Problems and issues that were encountered during the project and how they were successfully overcome or minimized (e.g. system startup delays, system downtime);
- j. Initial project budget and final project costs, with amounts of any cost increases or reductions and the reasons associated with these changes;
- k. Listing of the reports submitted to the LDEQ and dates of submittal; and
- l. Date of No Further Action, if applicable.

In the event that the RAC has had a name change since the time work was performed for a listed reference, the name under which the RAC operated at the time that the work was performed must be given in the case history. **Maximum pages: 18 (6 pages per Case History – 5 pages of text and 1 page for the site map)**

5.6 Part E: Proposed ATCAP Project Team

15 Percent

The résumés of all Key Personnel on the ATCAP Project Team shall be presented in the format provided in Appendix D, Key Personnel Resume Format. At a minimum, the key personnel of the ATCAP Project Team shall include the RAC's proposed Project Manager, Senior Engineer, Senior Geologist, and Environmental Scientist. The résumés must demonstrate the qualifications, roles, knowledge, skills, and abilities of key personnel. Any of the RAC's sub-consultants/contractors that hold key professional roles in the ATCAP Project Team shall be identified therein, as well.

The selected RAC must provide notification to the LDEQ ATCAP Project Manager of any changes in the ATCAP Project Team personnel identified in their response to this solicitation and/or upon execution of a mandatory work agreement with the LDEQ. Such notification shall include a detailed reason(s) for the need to change personnel and details on proposed replacement personnel with equal or greater qualifications and experience. *Maximum pages: 20*

5.7 Part F: Ability to Meet All SIQ Requirements

5 Percent

The RAC is expected to follow the prescribed instructions and meet all SIQ Document requirements. The RAC must submit all required forms and documentation as stated in Section 5.0, Statement of Interest and Qualification (SIQ) Document Requirements and Evaluation Criteria, the requisite number of copies in the mandatory format and size as stated in Section 7.0, Acceptance Period and SIQ Document Requirements, and verify all licenses and liability insurance certifications required to be a RAC.

6.0 PRE-SIQ DOCUMENT MEETING

An informational Pre-SIQ Document meeting will be held at the LDEQ Headquarters, 602 North 5th Street, Baton Rouge, LA, on the date and time specified in Section 9, Schedule of Events. The purpose of the meeting is to present and clarify information about the ATCAP and the selection committee process and to respond to any immediate questions that potential RAC's may have about this RSIQ. The Pre-SIQ Document meeting is not mandatory by the LDEQ. Due to limitations in space, LDEQ requests that the RACs limit their attendance to no more than one (1) key personnel of the ATCAP Project Team per RAC.

Although impromptu questions will be permitted and spontaneous answers will be provided during the Pre-SIQ Document meeting, the only official answer or position of LDEQ will be stated in writing in response to written questions. RACs should submit all questions in writing, per Section 6.1 of this RSIQ, even if an answer has already been given to an oral question. After the meeting, written questions will be researched and an official response will be posted on the LDEQ website at <https://deq.louisiana.gov/page/ust-rsiq>.

6.1 SIQ Document Inquires

Questions regarding this RSIQ shall be submitted to the LDEQ as listed below:

Email Address: UST-Questions@la.gov

Subject Line: RSIQ Document Questions

Questions submitted in any other manner or email address will not be answered.

Questions on the RSIQ must be submitted by email by the date and time specified in Section 9, Schedule of Events. Official responses to all questions submitted by potential RACs will be posted on the LDEQ website at <https://deq.louisiana.gov/page/ust-rsiq>, on or before the date specified in Section 9, Schedule of Events. It is the responsibility of potential RACs to check the website prior to submitting their SIQ Document to verify that they have the most recent updates (i.e. questions and answers, addenda, additional information, etc.). SIQ Documents that do not contain the most recent updates will be scored accordingly.

7.0 ACCEPTANCE PERIOD & SIQ DOCUMENT REQUIREMENTS

7.1 SIQ Document Format

The response to this RSIQ shall be provided on 8 ½” x 11” letter-sized paper, font size no smaller than 11 point in Times New Roman, and bound in a sturdy 3-ring or spiral binder. Following the Cover Sheet and Executive Summary, the response pages shall be divided into sections with tabs responding to Part A through Part E. Sections shall be tabbed within the binders for ease of navigating through each RSIQ response. The maximum number of pages for each SIQ Element shall be as indicated in Section 5.0. SIQ Documents should be prepared simply, legibly, and economically.

7.2 SIQ Document to the LDEQ

RACs who are interested in providing services requested under this RSIQ must submit a SIQ Document containing the mandatory information. The SIQ Document must be received in hard copy (printed) by the Department on or before the date specified in Section 9, Schedule of Events. RACs may mail or hand-deliver the SIQ Document to the addresses provided below. Facsimile or e-mail submissions will not be accepted. RACs that choose to mail the SIQ Documents to the mailing address provided below should allow sufficient mail delivery time, including several days for the mail delivery from the Post Office to the LDEQ’s headquarters, to ensure the Department’s receipt of the SIQ Document by the time specified. The U.S. Postal Service **does not** deliver mail directly to the LDEQ’s headquarters at the street address below. RACs may hand deliver or send the SIQ Documents by courier to the street address provided below. RACs electing to hand deliver SIQ Documents to the street address are advised not to leave their SIQ Documents in any drop box at Department’s headquarters. RACs are further advised not to wait until the last day to dispatch the SIQ Documents. Maximum competition is encouraged; however, time extensions for messenger delays, traffic, fogbound airplanes, or other causes will not be granted. The LDEQ will not acknowledge by mail, email or telephone timely receipt of proposals.

RACS MUST SUBMIT A SEPARATE SIQ DOCUMENT FOR EACH REGION FOR WHICH THEY ARE PROPOSING TO PROVIDE SERVICES.

Four (4) paper copies of the SIQ Document shall be delivered at the RAC’s expense to:

Mailing Address	Street Address
SIQ Document Underground Storage Tank Division Louisiana Department of Environmental Quality P. O. Box 4314 Baton Rouge, LA 70821-4314	SIQ Document Underground Storage Tank Division Louisiana Department of Environmental Quality Galvez Building 602 North 5 th Street Baton Rouge, LA 70802 225-219-3536

The responsibility solely lies with each RAC to ensure the SIQ Document is delivered at the specified place and prior to the deadline for submission. SIQ Documents received after the deadline will not be considered.

8.0 EVALUATION AND SELECTION PROCESS

The LDEQ intends to review SIQ Documents on a regional basis. After receipt of all SIQ Documents, the Selection Committee will evaluate, grade the documents, and will short list the top scoring RACs. Short listed RACs may be requested by the Selection Committee, at its sole discretion, to provide an oral presentation of capabilities, resources, and approach. If oral presentations are requested by the Selection Committee, detailed information and requirements for presentations will be provided to the contact person for each of the short listed RACs. If oral presentations are required, the original scores may be adjusted to reflect information received in the presentation using the same evaluation criteria in this RSIQ. Upon conclusion of oral presentations (if required), the RAC with the highest score for the region in which they proposed will be recommended for selection. The LDEQ reserves the right to make multiple awards in each region of the state as defined in Exhibit A, Regional Map. The LDEQ reserves the right to reject all SIQ Documents that do not meet the requirements for this RSIQ invitation. **The selected RAC will be notified in writing and posted on the LDEQ website at <https://deq.louisiana.gov/page/ust-rsiq>.**

9.0 SCHEDULE OF EVENTS

The schedule for the selection process activities is provided below:

Event	Date	CST
Advertisement on LDEQ website	April 15, 2024	
Pre-SIQ Document Meeting (Voluntary)	April 24, 2024	10:00 a.m.
Deadline for Questions	April 29, 2024	4:30 p.m.
LDEQ to Answer all Written Questions	May 6, 2024	4:30 p.m.
SIQ Documents Due	May 16, 2024	4:30 p.m.
Complete Evaluation and Ranking	June 3, 2024	
Oral Presentation Notification (if required)	June 5, 2024	
Oral Presentation(s) (if required)	June 10, 2024	10:00 a.m.
Finalize Evaluation and Ranking (if required)	June 12, 2024	
Announcement of Selected	June 14, 2024	
Signed Work Agreement Due	July 1, 2024	4:30 p.m.

Attachments included in this RSIQ

- Appendix A, Scope of Services
- Appendix B, SIQ Document Cover Sheet and Certification Statement
- Appendix C, Project Summary Table
- Appendix D, Key Personnel Résumé Format
- Exhibit A, Regional Map
- Exhibit B, Mandatory Work Agreement General Terms and Conditions
- Exhibit C, Pay For Performance Agreement (Optional)
- Exhibit D, Requirements of the Federal Grant (Federal Grant-Funded Sites)
- Exhibit D, Form A, MBE/WBE Procurements Made During Reporting Period
- Exhibit D, Form B, Transparency Act Reporting Information Form
- Exhibit D, Form C, Certification Regarding Lobbying
- Exhibit D, Form D, Disclosure of Lobbying Activities