



**2ND TIER SOLICITATION
UNDER
MASTER CONTRACT NO. 05014
ENVIRONMENTAL CONSULTING SERVICES
FOR
INTEGRATED CULTURAL RESOURCE MANAGEMENT PLAN**

INTRODUCTION

This 2nd Tier solicitation is issued under Master Contract #05014– Environmental Consulting Services.

Only vendors awarded a Tier 1 Master Contract can bid on this opportunity.

SECTION 1 – ADMINISTRATIVE INFORMATION

This section provides the administrative information about the 2nd Tier Solicitation.

- 1.1. **SOLICITATION POINT OF CONTACT (PROCUREMENT COORDINATOR).** During the solicitation process, all bidder communications must be directed to the solicitation point of contact. Bidders should rely only on this solicitation document and written amendments posted to WEBS by the solicitation point of contact. Unauthorized contact regarding this solicitation with other state employees involved with the solicitation may result in disqualification.

Point of Contact: WA Military Department Contracts Office

Phone: 253-512-8229

Email: contracts.office@mil.wa.gov

- 1.2. **HOW TO SUBMIT A RESPONSE.** Bid responses must be provided to **contracts.office@mil.wa.gov**
- 1.3. **RESPONSES DUE.** Responses are due **February 19, 2020 at 3:00 PM** (Pacific Time).

SECTION 2 – PROJECT DETAILS

- 2.1. **PURPOSE AND OBJECTIVES.** The Washington Military Department (WMD) seeks to award a contract to update the WMD Integrated Cultural Resource Management Plan (ICRMP) as required by the Department of Defense (DoD). The ICRMP provides guidance to the WMD and the Washington Army National Guard (WAARNG) on how the agency will ensure protection of cultural resources impacted or encountered during Agency activities. The goal is to produce an ICRMP that is a practical and useful document for Agency purposes and that will be successfully approved and adopted by WMD/WAARNG and the National Guard Bureau (NGB).
- 2.2. **BACKGROUND.** WMD/WAARNG must have an approved ICRMP that meets the requirements for ICRMP's set forth in DoD Instruction 4715.16 Cultural Resource Management, and Army Regulation 200-1, Environmental Protection and Enhancement. Currently the WMD/WAARNG has



approximately 35 installations across the State of Washington with varying cultural resource concerns.

- 2.3. Army Regulation (AR) 200-1 and Department of Defense Instruction (DoDI) 4715.16 require installations to develop an Integrated Cultural Resources Management Plan (ICRMP) as an internal compliance and management tool that integrates the entirety of the cultural resources program with ongoing mission activities. Used in tandem with the Army National Guard Cultural Resources Handbook and an integrated Geographic Information Systems geodatabase, the ICRMP Update should provide a more concise management document than previous iterations. The goal of this ICRMP is to offer a State-level reference and management document that is meant to be updated or supplemented with program information over its lifetime. The ICRMP is required to be reviewed annually and updated every 5 years.
- 2.4. The ICRMP is a plan that supports the military training mission through the identification of compliance actions required by applicable federal laws and regulations concerning cultural resources management. The ICRMP ties directly to the Army National Guard Cultural Resources Handbook (2013) and the Army National Guard Cultural Resources Handbook, Volume II: Appendices (2013). As such, the WMD feels the ICRMP needs a major overhaul in order to produce a practically useful document for WMD/WAARNG staff towards better and more efficient protection of cultural resources in compliance with all relevant laws and in support the WAARNG mission.
- 2.5. **SCOPE/STATEMENT OF WORK.** The contractor will write an ICRMP in consultation with WMD Environmental staff to National Guard Bureau (NGB) standards, necessary for plan adoption. The project manager will provide guidance from NGB and submit drafts for NGB input and comment to be addressed by the Contractor. The Contractor must work closely with the project manager to ensure a successful final product.

The ICRMP Update will follow the National Guard Bureau (NGB) template. This template will be provided by the WMD. It aids in the review and signing process to authorize the plan for the next five (5) years.

The Contractor will review past ICRMPs, relevant cultural resource documents such as reports and surveys, information available on WISSARD (State web application for cultural resources documentation), applicable laws, and any other relevant resources to inform and/or inclusion in the ICRMP Update. The WMD will provide internal documents and provide access to other WMD departments with relevant information and knowledge for the completion of the ICRMP Update. The Contractor is responsible for performing research for any information for which the WMD is not currently in possession. The Contractor should have access to the secure WISSARD site.

The ICRMP must be Washington State specific and oriented towards site specific management. One goal is that the ICRMP will be an easy reference document for managing the cultural resources on WMD/WAARNG properties and include WMD/WAARNG procedures on how the



agency will fulfill consultations with other State agencies, tribes and local stakeholders when encountering cultural resources.

2.6. TIMELINE /PERIOD OF PERFORMANCE.

ESTIMATED SCHEDULE - The WMD reserves the right to revise this schedule.

Issue Request for Proposals	February 5, 2020
Last Day to Submit Written Questions to WMD	February 12, 2020
WMD Response to Questions (tentative)	February 14, 2020
Proposal Submittal Deadline 3:00 PM PST	February 19, 2019
Announce Successful Bidder (tentative)	February 26, 2019
Contract Notice to Proceed (tentative)	March 11, 2019
Contract ends	September 30, 2020

This contract will be issued for an initial period of one (1) year, with the option to renew annually for additional one (1) year periods for a total contract period of up to three (3) years.

2.7. EXPERIENCE, QUALIFICATIONS AND ADDITIONAL CERTIFICATIONS. Only those Bidders whose personnel and subcontractors to be assigned to this project possess the following minimum qualifications are eligible to bid for this contract.

Mandatory Qualifications:

- All work must be overseen by a qualified cultural resource professional who meets the Secretary of the Interior's *Professional Qualification Standards* (36 C.F.R Part 61).
- The Contractor must demonstrate their experience adhering to the Secretary of the Interior Professional Standards and Guidelines for Archology and Historic Preservation (48 FR 44716).
- It is not required but preferable that Contractors have professional experience with DoD environmental regulations, specific experience with the National Guard Bureau (NGB), or a State Guard agency.

Bidders who do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.



SECTION 3 – INSTRUCTIONS TO VENDORS

- 3.1. **PRICING.** Hourly rates provided in the 2nd Tier Solicitation response cannot exceed the not to exceed (NTE) rate established in Tier 1. The bidder's NTE rate can be found on the Rates & Points of Contact document found on the Contract Summary Page.
- 3.2. **NO ADDITIONAL CHARGES.** No additional charges by the Contractor will be allowed. Notwithstanding the foregoing, in the event that market conditions, laws, regulations, or other unforeseen factors dictate, at the Contract Administrator's sole discretion, additional charges may be allowed.
- 3.3. **NON-PRICE FACTORS.** Provide Bidder's contact information for this bid. Include Name, title, email & phone #

SECTION 4 – EVALUATION PROCESS

- 4.1. **RESPONSIVENESS.** Bidders must submit complete bids. A bidder's failure to do so may result in a bid being deemed non-responsive and disqualified. WMD reserves the right to determine a bidders' compliance with the requirements specified in this Solicitation and to waive informalities in a bid. An informality is an immaterial variation from the exact requirements of the Solicitation, having no effect or merely a minor or negligible effect on quality, quantity, or delivery of the goods or performance of the services being procured, and the correction or waiver of which would not affect the relative standing of, or be otherwise prejudicial, to bidders.
- 4.2. **EVALUATION AND CONTRACT AWARD.** An evaluation team, to be designated by the WMD shall accomplish the evaluation of the proposals, which will determine the proposal most responsive to the requirements stated in this 2nd Tier Solicitation. Proposals will be evaluated strictly in accordance with the requirements set forth in this solicitation and any addenda that are issued. All such evaluation actions shall be documented.

EVALUATION SCORING AND CRITERIA	
The following weights will be assigned to the proposal for evaluation purposes (maximums):	
Completed proposal submitted on time	Pass/Fail
Expressed understanding of the RFP goals and objectives	25 points
Familiarization and understanding with applicable DoD/NGB policies and with federal, state, & local laws and permits	10 points
Proposed work plan and schedule	10 points
Proposed cost and expenditures	15 points



Qualifications of Bidder & personnel assigned to working on this project	20 points
Previous projects of similar or like experience	20 points
Total possible points	100 points
(Proposals not receiving a minimum score of 75 points will be disqualified.)	

- 4.3. **RESPONSIBILITY.** For responsive bids, WMD will make reasonable inquiry to determine the responsibility of any bidder. Determination of responsibility will be made on a pass/fail basis. In determining responsibility, WMD will consider the following:

The ability, capacity, and skill of the bidder to perform the contract or provide the service required

- The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- Whether the bidder can perform the contract within the time specified;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the bidder with laws relating to the contract or services;
- Whether, within the three-year period immediately preceding the date of the Competitive Solicitation, the bidder has been determined by a final and binding citation and notice of assessment issued by the Washington State Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW; and
- Such other information as may be secured having a bearing on the decision to award the Master Contract.

SECTION 5 – COMPLAINTS, DEBRIEFS, AND PROTESTS

- 5.1. **COMPLAINTS.** This solicitation offers a complaint period for bidders wishing to voice objections to this solicitation. The complaint period ends five (5) business days before the bid due date. The complaint period is an opportunity to voice objections, raise concerns, or suggest changes that were not addressed during the Question & Answer Period or, if applicable, at the Pre-Bid Conference. Failure by the bidder to raise a complaint at this stage may waive its right for later consideration. WMD will consider all complaints but is not required to adopt a complaint, in part or in full. If bidder complaints result in changes to the Competitive Solicitation, written amendments will be issued and posted on WEBS.



- a. *Criteria for Complaint:* A formal complaint may be based only on one or more of the following grounds: (a) The solicitation unnecessarily restricts competition; (b) The solicitation evaluation or scoring process is unfair or flawed; or (c) The solicitation requirements are inadequate or insufficient to prepare a response.
 - b. *Initiating A Complaint:* A complaint must: (a) Be submitted to and received by the Procurement Coordinator no less than five (5) business days prior to the deadline for bid submittal; and (b) Be in writing (see *Form and Substance, and Other* below). A complaint should clearly articulate the basis of the complaint and include a proposed remedy.
 - c. *Response:* When a complaint is received, the Procurement Coordinator (or designee) will consider all the facts available and respond in writing prior to the deadline for bid submittals, unless more time is needed. WMD is required to promptly post the response to a complaint on WEBS.
 - d. *Response is Final:* The Procurement Coordinator's response to the complaint is final and not subject to administrative appeal. Issues raised in a complaint may not be raised again during the protest period. Furthermore, any issue, exception, addition, or omission not brought to the attention of the Procurement Coordinator prior to bid submittal may be deemed waived for protest purposes.
- 5.2. **DEBRIEF CONFERENCES.** A Debrief Conference is an opportunity for a bidder and the Procurement Coordinator to meet and discuss the bidder's bid. A debrief is a required prerequisite for a bidder wishing to file a protest. Following the evaluation of the bids, WMD will issue an announcement of the ASB. That announcement may be made by any means, but WMD likely will use email to the Bidder's email address provided in the Bidder's Profile. Bidders will have three (3) business days to request a Debrief Conference. Once a Debrief Conference is requested, WMD will offer the requesting bidder one meeting opportunity and notify the bidder of the Debrief Conference place, date, and time. Please note, because the debrief process must occur before making an award, WMD likely will schedule the Debrief Conference shortly after the announcement of the ASB and the bidder's request for a Debrief Conference. WMD will not allow the debrief process to delay the award. Therefore, bidders should plan for contingencies and alternate representatives; bidders who are unwilling or unable to attend the Debrief Conference will lose the opportunity to protest.
- a. *Timing:* A Debrief Conference may be requested by a bidder following announcement of the Apparent Successful Bidder.
 - b. *Purpose of Debrief Conference:* Any bidder who has submitted a timely bid response may request a Debrief Conference (see *Form and Substance, and Other* below). A Debrief Conference provides an opportunity for the bidder to meet with WMD to discuss its bid and evaluation.



- c. *Requesting a Debrief Conference:* The request for a Debrief Conference must be made in writing via email to the Procurement Coordinator and received within three (3) business days after the announcement of the Apparent Successful Bidder. Debrief conferences may be conducted either in person at the WMD offices at Camp Murray, or by telephone, as determined by WMD, and may be limited by WMD to a specified period of time. The failure of a bidder to request a debrief within the specified time and attend a debrief conference constitutes a waiver of the right to submit a protest. Any issue, exception, addition, or omission not brought to the attention of the procurement coordinator before or during the debrief conference may be deemed waived for protest purposes

5.3. PROTESTS. Following a Debrief Conference, a bidder may protest the award of the Work Order.

- a. *Criteria for a Protest:* A protest may be based only on one or more of the following: (a) Bias, discrimination, or conflict of interest on the part of an evaluator; (b) Error in computing evaluation scores; or (c) Non-compliance with any procedures described in the Competitive Solicitation.
- b. *Initiating a Protest:* Any bidder may protest an award to the ASB. A protest must: (a) Be submitted to and received by the Procurement Coordinator, within five (5) business days after the protesting bidder's Debriefing Conference (see *Form and Substance, and Other* below); (b) Be in writing; (c) Include a specific and complete statement of facts forming the basis of the protest; and (d) Include a description of the relief or corrective action requested.
- c. *Protest Response:* After reviewing the protest and available facts, WMD will issue a written response within ten (10) business days from receipt of the protest, unless additional time is needed.
- d. *Decision is Final:* The protest decision is final and not subject to administrative appeal. If the protesting bidder does not accept WMD protest response, the bidder may seek relief in Thurston County Superior Court.

5.4. COMMUNICATION DURING COMPLAINTS, DEBRIEFS, AND PROTESTS. All communications about this Competitive Solicitation, including complaints, debriefs, and protests, must be addressed to the Procurement Coordinator unless otherwise directed.

- a. *Form, Substance, & Other:* All complaints, requests for debrief, and protests must (a) Be in writing; (b) Be signed by the complaining or protesting bidder or an authorized agent, unless sent by email; (c) Be delivered within the time frame(s) outlined herein; (d) Identify the solicitation number; (e) Conspicuously state "Complaint," "Debrief" or "Protest" in any subject line of any correspondence or email, and (f) Be sent to the address identified in the table below.
- b. *Complaints & Protests:* All complaints and protests must (a) State all facts and arguments on which the complaining or protesting bidder is relying as the basis for its action; and (b) Include any relevant documentation or other supporting evidence.