

Instructions and Specifications

1. Introduction

1.1. Purpose of the RFP

This Request for Proposals (RFP) is being issued by the County of Door. The purpose of this RFP is to establish a contract with a qualified entity (e.g., professional or organization) to procure the professional services to develop a groundwater sampling protocol and conduct a preliminary screen of private wells for “emerging” contaminants. The services associated with this project will consist of, but not limited to: establishment of timing, frequency and location of monitoring sites; procurement of necessary groundwater samples at established sites; lab analysis of collected samples for determined contaminants; preparation of data summaries and reports at established intervals. These Instructions and Specifications are intended to be primarily goal-oriented versus prescriptive in nature.

1.2. Contact Information

Department:

Door County Soil and Water Conservation Department
421 Nebraska Street
Sturgeon Bay WI 54235
920-746-2214

Greg Coulthurst, County Conservationist
920-746-2275
gcoulthurst@co.door.wi.us

1.3. RFP Schedule and Description of Events

This schedule of events represents the County’s best estimate of the schedule that will be followed for this RFP. If a component of this schedule is delayed, the remainder of the schedule will be adjusted by the same number of days.

- RFP issued: March 10, 2023
- Pre-proposal meeting: March 31, 2023
- Deadline for questions: April 10, 2023
- Proposals due: April 27, 2023
- Interviews: May 1 – 5, 2023
- Bid award: May 12, 2023

1.3.1. RFP Notice

The Request for Proposal and any amendments to the RFP will be posted on the following websites: <https://www.co.door.wi.gov/188/Soil-and-Water-Conservation> and <https://www.co.door.wi.gov/bids.aspx>.

1.3.2. Pre-Proposal Meeting

A pre-proposal meeting will be held at the Door County Soil and Water Conservation Department, Third Floor, 421 Nebraska Street, Sturgeon Bay, Wisconsin, on March 31, 2023 at 10:00 a.m. While attendance is not mandatory, all proponents are strongly urged to attend. Qualified professionals or organizations planning to attend the pre-proposal meeting are requested to email their name, e-mail address, and phone number to Greg Coulthurst at gcoulthurst@co.door.wi.us.

1.3.3. Asking Questions

The proponent is responsible for obtaining any needed clarification of the RFP requirements, while the RFP is open. Questions should be directed in writing to the RFP Contact identified. Email is the preferred method of contact. Only written responses from the RFP contact will be considered an official response. Responses to questions that are deemed by the procuring entity, in its sole discretion, to be material to all prospective proponents will be made available as an addendum while the RFP is open, for download from the following websites: <https://www.co.door.wi.gov/188/Soil-and-Water-Conservation> and <https://www.co.door.wi.gov/bids.aspx>.

1.3.4. Proposals Due

Interested parties must submit one (1) original hard copy (marked "Original") and two (2) hard copies of the proposal in a sealed envelope or package.

Envelopes or packages containing proposals must be clearly addressed as described below to ensure proper delivery and to avoid being opened by the County before the deadline for receipt. Envelopes or packages must be addressed as follows:

Door County Soil and Water Conservation Department
Attention: Greg Coulthurst
RFP – Groundwater Sampling Protocol and Preliminary Screening
421 Nebraska Street
Sturgeon Bay, WI 54235

Proposals must be received by the department at the location specified no later than 4:00 p.m., Central Standard Time, on April 27, 2023. Proposals will be publicly opened on April 28, 2023, at 9:00 a.m. at the SWCD Conference Room.

Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means.

Proponents assume the risk of the method of dispatch chosen. The County of Door ("County") assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the County. A proponent's failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation.

1.3.5. Interviews

Proponents determined to be reasonably acceptable for award **may** be required to provide a presentation of their proposal. If presentations are needed, the County will schedule a date, time, and location with each of the proponents if necessary. Proponents will be responsible for all costs associated with any presentation.

1.3.6. Bid Award

The award will be made to the proponent whose proposal is, in the judgment and discretion of the County, the best taking into consideration all aspects of the proponent's responses, including total net cost to the County. Preference for this RFP is for a single contractor however, Door County reserves the right to offer a contract to one or more contractors in this effort to ensure project success. In the event that the proponent to whom the award is made does not execute a contract within thirty (30) days of notice of the award, the County may give notice to such proponent of intent to award the contract to the next most qualified proponent, or to call for new proposals.

2. Scope of Work

2.1. Background

Although Door County is surrounded by the waters of Lake Michigan and Green Bay, the primary source of drinking water for nearly all County residents and visitors is groundwater. This resource impacts a large majority of the county population.

Groundwater, due to the geology of the county, is readily impacted by surface activities and surface waters. Land use, thin soils over fractured bedrock, soils with high permeability rates, solution features and closed depressions all contribute to the high potential for groundwater contamination. These factors are also the primary reasons for the rapid movement of the groundwater giving Door County aquifers an extremely quick recharge time. As a result, the quality of the groundwater is a significant concern to the people of Door County.

There are approximately 8,000 private wells in Door County, with potentially more that are not in use or without records due to their age. Information about the status of groundwater in Door County is relatively inconsistent and primarily based on accounts of historic groundwater contamination events. Information about groundwater quality in Door County is also limited to the contaminants that have historically been sampled for. There is no information known about the location of sites potentially contaminated with emerging contaminants or the concentrations that might exist in the drinking water supply.

2.2. Project Goal

The overarching goal of this project will be to perform a screen of private wells in Door County for a variety of potential groundwater contaminants, via a four-year study. The study will be designed to distribute sample locations to allow for an understanding of potential areas of elevated concentrations and their distribution throughout the county. Ideally, the first year of

the project will involve a broad distribution with subsequent years focusing in greater detail on areas of concern identified in the first year.

2.3. Services Provided

The selected entity's services shall generally consist of:

- Designing a study to determine groundwater sample locations and frequency/duration of sampling
- Collecting groundwater samples
- Packaging, shipping and handling of water samples
- Laboratory analysis of water samples
- Statistical analysis of analytical results
- Documentation, Quality Control/Quality Assurance and Reporting

2.4. Test Parameters

2.4.1. Samples from wells selected for this study will be analyzed for presence of the following contaminants

- Polyflouroalkyl Substances (PFAS)
- Polycyclic Aromatic Hydrocarbons (PAHS) (Water) by GC/MS – SIM
- Microplastics
- Bacteria (Quantified Total Coliform, *E.coli*)
- Nitrate
- Chloride, as CL (unfiltered)
- Pesticides DACT Screen
- N and P containing Pesticides
- Herbicide Metabolites
- Personal Care Products and Pharmaceuticals

2.4.2. Test Protocols

The proponent is responsible for assuring the quality of all results of laboratory services. Quality assurance provisions may include requirements such as traceability of weights and measures to the National Bureau of Standards, use of Environmental Protection Agency standards, calibration of instruments, and standardization of equipment. The County reserves the right to make appropriate observations to review quality control provisions. Observations or the absence of observations, by the County or tests of proponent to discover deficient practices or provisions shall not relieve proponent of any responsibilities. The payment of compensation shall not constitute an acceptance of deficient tests or services.

The acceptability of the laboratory services is contingent upon acceptable completion of laboratory quality control practices and procedures. For the purposes of this RFP (and subsequent contract), acceptable laboratory quality control practices are those which meet or exceed the requirements of the respective analytical methods requirements. Laboratory quality control for standard methods (e.g., EPA, ASTM, Water Pollution Control Federation methods) is agreed to be acceptable standard practice and not a separate billable item. Analytical requirements shall include, at a minimum, the laboratory quality control described below and in the Scope of Services:

- Adhere to standard laboratory practices concerning chemicals, reagents, standards, solvents and laboratory glassware and apparatus cleanliness. Apparatus and equipment must be kept in good repair and a standard maintenance schedule must be followed and documented.
- Maintain proper records of all incoming samples and sample tracking from initial sample receipt until final data submittal. The laboratory is required to collect and maintain sample chain-of-custody forms.
- Provide laboratory quality control samples. Unless otherwise provided for, laboratory quality control samples will not be a separate billable item under the contract.
- Comply with the holding times contained in its respective methods procedure. If holding times are exceeded, the cost of re-sampling and subsequent analysis shall be the responsibility of the proponent.
- Documentation of proper sampling shall be made available upon request. A copy of the chain-of-custody form shall be attached to the corresponding analytical results report. Documentation of proper sample handling shall include sufficient information to show the physical conditions of samples during the period of time from initial receipt of sample until final report of analytical results.
- Comply with the method detection limits specified with the respective analytical method.
- All analytical results shall be reported in a clear and concise format. Reporting shall include a brief yet complete summary (e.g., CLP Summary report forms) of quality control sample results. Any unusual observations or difficulties associated with the samples shall also be reported.

2.5. Project Timeline

The total length of the project will be four years, beginning in 2023 and continuing through 2026.

2.6. Project Deliverables

2.6.1. Project Design

- Strategy for Well Selection
- Plan for Notification to Participants
- Schedule of Sampling
- Quantity of Samples
- Contaminants to be Analyzed for
- Timeline for Sampling and Analysis
- Timeline for Assessment and Reporting

2.6.2. Notification to Participating Wells

- Permission to Sample and Share Results
- Timeline for Sampling
- Timeline for Analysis
- Timeline for Reporting

2.6.3. Progress Reporting

- Compile Results and Analysis as Samples are Processed
- Provide Updates to Door County as Sample Events Occur
- Annual Reports to Door County
- Final Report to Door County at Project Conclusion

3. Proposal Format and Content

The submittal must contain the following information:

3.1. Cover Letter

Provide name and address of the company(s) and project contact person with address, telephone number, and email address. Summarize your understanding of the project scope and services being required. Provide a statement indicating your ability to provide timely services for this project and to meet the requirements of the proposed schedule. Indicate your acceptance of the requirements of this RFP.

The cover letter must be signed by a duly authorized official of the proponent. Consortiums, joint ventures, or teams submitting proposals must establish contractual responsibility rests solely with one company or one legal entity. Each submittal should indicate the entity responsible for execution on behalf of the proposal team. The offer must be good for 90 days.

3.2. Project Team Experience Qualifications

3.2.1. Prepare an organizational chart of the proposed team

3.2.2. Provide résumés or a listing of information for each person included in your firm. State the educational background of each individual, years of experience, length of employment with your firm, and experience providing comparable services.

3.3. References

Provide a list (minimum 3) with contact information of entities that have requested your services to assist in providing the services listed in this RFP.

3.4. Experience

Supply recent examples of similar projects that you or your organization was involved with regarding services listed in this RFP.

3.5. Understanding of Project

State your understanding of what the project entails.

3.6. Statement of Work and Project Approach

Discuss how you or your organization will accomplish the Scope of Work. This should include a project design that includes groundwater sample locations, as well as timing and duration of sampling. Include details of how and when you will interact with staff throughout the process from planning to completing each task.

3.7. Budget

Provide a detailed budget of costs associated with performing the testing and services outlined in the Scope of Work.

3.8. Project Schedule

Provide a schedule for performing the work, including major milestones and deliverables.

4. Proposal Evaluation and Award

The evaluation team will consist of Door County Soil and Water Conservation Department staff, as well as county Finance, Human Resources, Administrator and Corporation Counsel representatives when appropriate. It is understood and accepted by the proponent that all decisions about the degree to which a proposal meets the requirements of this RFP are in the sole determination of the Evaluation Team.

4.1. Evaluation Process

- Each proposal will be reviewed to determine satisfaction of elements outlined in Section 3 of this RFP.
- Proposals that are determined to satisfy elements outline in Section 3 will be evaluated based on the scoring communicated in Section 4.2.

4.2. Evaluation Criteria

Proposals meeting the first portion of the Evaluation Process will be scored by criteria outlined in the following table:

		Criterion						
		RFP Response/ Completeness/ Quality	Technical Ability/ Knowledge	Work History/ References	Relevance/Suitability of Study Design	Proposal Adheres to Sound Scientific Methods	Well-defined Budget	Well-defined Timeline
Points	0	No Response	No Response	No Response	No Response	No Response	No Response	No Response
	1	Incomplete or Unclear Information	Limited Understanding of Skills Needed	Examples of Projects and/or Clients with Little Relevance to the Proposed Project	Proposal is Unclear and Does Not Appear to be Suitable for Project Scope	Proposal Does not Clearly Identify Scientific/Certified Protocols	Project and Costs are Not Well-Defined and Not Specific	Project Schedule of Activities and Milestones are Not Clearly Defined or Identified
	3	All Items Addressed but Lacking Detail	Technical Abilities Apparent, but Little Detail to Demonstrate Application	Examples of Projects and/or Clients with Correlation to the Proposed Project	Proposal Fits Project Scope but Feasibility is Not Clear	Proposal Identifies Appropriate Scientific/Certified Protocols for Some Elements but Not All	Project and Costs are Somewhat Defined but Not Very Specific	Project Schedule of Activities and Milestones are Identified but not Clearly Defined
	5	All Items Addressed in a Clear and Detailed Proposal	Clear Illustration of Skills Necessary to Accomplish Project Goals with Relevant Examples	Examples of Projects and/or Clients Whose Goals Match the Scope of the Proposed Project	Proposal Aligns Well with the Project Scope and the Means to Accomplish are Clearly Defined	Proposal Identifies Appropriate Scientific/Certified Protocols for All Elements of the Project	Project and Costs and Clearly Defined and Specific to the Scope of the Proposed Project	Project Schedule of Activities and Milestones are Identified and Clearly Defined
Total								

4.3. Project Award

Award will be made to the qualified proponent obtaining the highest score combining price and technical qualifications. Preference for this RFP is for a singular contractor however, Door County reserves the right to offer a contract to one or more contractors in this effort to ensure project success.

4.4. Contract

The successful proponent will execute a *Purchase of Services Agreement*, substantially similar to that included with these Instructions and Specifications, within thirty (30) days after notice of the award of the contract is given. Any suggested changes or additions to the *Purchase of Services Agreement* must be included with the proposal. The Request for Proposal, Instructions and Specifications, and proposal in their entirety form the primary basis of the agreement.