



REQUEST FOR PROPOSALS

Title	Contracted F/V Fleet Auditory Communications Review
LRFP Number	7710.19.01
Project Manager	Jeremy Robida
Submittal Deadline	February 25th, 2019
Award Announcement	By March 25th, 2019

Submit Proposals to:

via email (preferred method) at the following addresses:

jeremy.robida@pwsrcac.org (lead project manager)

and with CC to

nelli.vanderburg@pwsrcac.org (project manager assistant)

or

Jeremy Robida PWSRCAC Project Manager

Prince William Sound Regional Citizens' Advisory Council

PO Box 3089

Valdez, AK 99686

To verify receipt of proposal, proposer must contact **project manager assistant Nelli Vanderburg via email** before the submittal deadline.

Proposal submission requirements:

- a. Proposals shall be submitted in electronic form in Adobe Portable Document form (PDF) (Acrobat 7.0 or later). The PDF file for the proposal itself shall be created directly from the authoring application. It is permissible but not preferred for appendices and other attachments to the proposal to be submitted in scanned PDF format.
- b. To assure consideration, proposals must be received by Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) by the deadline. Proposals received after the deadline may be considered but only if they can be accommodated by PWSRCAC's review process. Additional information provided after the deadline may also be considered but only if such information can be accommodated by the review process.

Inquiries regarding this request for proposals shall be directed to the project manager assistant named above via email.

REQUEST FOR PROPOSALS

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) is inviting proposals to construct a whitepaper to help identify potential improvements or alternatives to the use of CB radios that the contracted fishing vessel response fleet relies upon for short-range communications during exercise and training events. Should there ever be a large oil spill event, reliable short-range communication among task forces and strike teams will be vital for overall response efficiency as well as safety. The project will research, discuss, and document potential communication improvements or alternatives for field responders who currently rely on Marine VHF and CB radios.

ABOUT PWSRCAC

MISSION STATEMENT: Citizens promoting environmentally safe operation of the Alyeska terminal and associated tankers.

PWSRCAC was formed following the Exxon Valdez oil spill to advise Alyeska Pipeline Service Company and the public on issues related to oil spill prevention and response and mitigating the environmental impacts of terminal and tanker operations. PWSRCAC also advises oil shippers, regulatory agencies and elected officials on these issues.

PWSRCAC's membership comprises communities affected by the Exxon Valdez oil spill and interest groups with a stake in safe oil transportation in the region. PWSRCAC's 18 member organizations are communities and boroughs impacted by the 1989 Exxon Valdez Oil Spill, as well as Native, commercial fishing, aquaculture, recreation, tourism and environmental representatives.

PWSRCAC was chartered as a non-profit corporation by the State of Alaska on December 26, 1989. PWSRCAC is funded under a contract with Alyeska and is certified as the alternative voluntary advisory group for Prince William Sound under the Oil Pollution Act of 1990 (OPA90).

Please note: All of PWSRCAC's products and the products resulting from contracts are considered public information. Proposals and work plans may be distributed throughout the organization for review and comment. Proprietary information should not be submitted in any proposal. PWSRCAC will not knowingly reveal the contents of a proposal that is not subsequently accepted for contract; however, PWSRCAC accepts no liability should such contents inadvertently be revealed to third parties.

1. PROJECT

INTRODUCTION

There are currently 400+ vessels from the region on contract with Alyeska/SERVS that would be relied upon to carry out spill response recovery and other response-related operations should there be an event at the Valdez Marine Terminal or with related shipping traffic through Prince William Sound. Communications among these vessels occur via marine VHF radio at the group supervisor and task force leader level, while more geographically specific strike teams use CB radios for communications among themselves, as there are only so many VHF channels available. Communications with the CB radios in particular are often inconsistent, and the Council wants to determine if a better communication option(s) exists. Ideally, this option would still allow for multiple people to listen in the same way that VHF and CB radios allow for multiple listeners. Communication options to be explored include, but are not limited to, GMRS and FRS band radios, opening up more marine VHF channels via FCC approval, cell phones push-to-talk apps, or any other technology or hardware that's readily available and not cost prohibitive.

GOALS and DELIVERABLES

The final work product of this effort will be a whitepaper report detailing findings, as well as a presentation and discussion of results at a PWSRCAC volunteer technical committee meeting (attendance via teleconference is acceptable). The intent is to share this information with Alyeska/SERVS, specifically in the hopes that there are potential improvements to the CB radios used for communications among a given strike team.

PAST RELEVANT WORK:

PWSRCAC commissioned a broader state of Prince William Sound telecommunications whitepaper was completed in 2005 that can be found via the link below. This current project scope is much narrower in that PWSRCAC is interested in exploring just potential short-range communications improvements and options between vessels. It's important that these vessel-to-

vessel communications are functional, as the current status quo of CB radio use has proved to be intermittent in dependability.

The previously commissioned 2005 Prince William Sound telecommunications whitepaper:

http://www.pwsrcac.org/wp-content/uploads/filebase/programs/oil_spill_response_operations/Telecommunications%20in%20Prince%20William%20Sound%20-%202005.pdf

DESCRIPTION of REQUESTED WORK

Scope of Work. The scope of work shall include, but is not limited to the following:

1. Describe and document the current communication protocols that responders use during drills and trainings events and would be expected to use during an actual large-scale oil spill response. PWSRCAC will help provide these details.
2. Compare the current status quo of VHF and CB radio use against other potential communication options. Options to explore will be, but not limited to: a) FRS radios i.e.; Motorola “family radios,” b) GMRS radios, c) more dedicated and unlocked VHF frequencies, d) cell service phone push-to-talk apps, e) or other technologies that still allow for broad listening and simplex or duplex communications.
3. Discuss other potentially related technologies including but not limited to:
 - Tethered Balloon Communication packages. Aerostats such as those featured in the linked report have been deployed with various communication assets.
<http://www.pws-osri.org/wp-content/uploads/2016/01/14-10-08-Wiggins-Arctic-Shield-2014.pdf>
4. Compile this information, along with any professional recommendations in a whitepaper format. A draft of this will be submitted to PWSRCAC for potential input and edits prior to the paper being considered finalized.

5. Once the whitepaper has been finalized, share findings and discuss results with the Oil Spill Response (OSPR) volunteer technical committee. Participation via teleconference for this meeting is acceptable.

Schedule and Completion Date

Contract award announcement: By March 25th, 2019

Sign contract: By April 5th, 2019

Draft version of the whitepaper due to PWSRAC staff: By June 24th, 2019

Staff edits are due back to contractor within two weeks of draft submission.

Contractor addresses staff edits and suggestions within one week of submission

Finalized version of whitepaper expected no later than July 22nd, 2019

2. GENERAL REQUIREMENTS

PWSRCAC Costs. PWSRCAC is not liable for any costs incurred by the proposer during the proposal preparation.

Single Point of Contact. The contractor will designate one person as the project manager and point of contact with PWSRCAC. In the case of multiple investigators, one shall be designated as the lead to serve as the project manager and point of contact.

Subcontracts. Proposers may subcontract minor portions of the contract. However, the proposer must have the major elements of expertise in house and demonstrate the ability to manage the subcontractor.

Schedule. Progress reports shall be submitted to the contract manager upon completion of each phase described in the scope of work. At a minimum, progress reports shall include:

- a. An introduction;
- b. An overview of progress to date;
- c. Identification of any difficulties encountered in accomplishing the work;
- d. A schedule for completion of the remaining tasks; and
- e. Specific recommendations concerning the matters addressed.

Final Report. The contractor shall submit a written final report. The final written report shall include an executive summary and be of a professional quality suitable for release.

The final report must be submitted in an electronic file as a PDF document sent via email or a service such as Dropbox, etc. Project maps, photos or other graphics shall be included as part of

the digital submittal in a common graphic format and sent in a similar fashion. Any data or collection of information resulting from work done under the contract is the property of PWSRCAC.

Oral Report. Upon completion of the work, the contractor will deliver an oral presentation at a PWSRCAC volunteer technical committee meeting (attendance via teleconference is acceptable).

Final Payment. A portion of the total payment to the contractor will be withheld until all requirements are met. No interest will be paid on any withheld payments.

3. REQUIRED PROPOSAL CONTENTS

Any submitted proposal shall include the following as appropriate to the requirements of the scope of work:

Cover Sheet

- Name, address, telephone number and facsimile number of proposer.
- RFP Title and Number
- Name of Principal Consultant(s)
- Cost of Proposal

Table of Contents. May include a list of Tables and Figures if appropriate.

Introduction. This section shall include the RFP title and number, brief general discussion of the problem and the proposed project. Scientific and technical terms shall be clearly defined and a list of pertinent enclosures included.

Goals and Deliverables. Describe how the proposer intends to address the specific goals and provide the deliverables of the work requested, as listed above.

Materials and Methods. Describe in detail the methods to be used and how they will produce the deliverables. Cite references and provide background information where applicable and as needed.

Project Duration and Work Schedule. Describe the schedule in which the proposed work will be completed. Include specific milestones, work phase completion dates and the timing of

Citizens promoting environmentally safe operation of the Alyeska terminal and associated tankers

progress reports. Indicate what will be achieved by the completion of each milestone or phase of work.

Management Scheme. Clearly describe how the work will be managed including the role of each key individual expected to be involved in the work. Provide names and resumes of each. This section should also include information on how the scope, time and costs of the project will be controlled.

Budget. Include information about the total costs (cited in U.S. Dollars), professional fees, expenses and contingencies. In case of overhead rates or administrative fees, give percent of direct personnel cost. Provide a breakdown of hours per individual and rates per individual. If subcontractors are used, indicate the percentage of work to be performed by each subcontractor with respect to the entire proposed scope of work.

Consultant/Contractual Services. Indicate if, how, and why a subcontractor will be used for any portion of the work.

Logistics and On-Site Visits. Describe logistics and schedules for all travel in conjunction with the proposed work.

Statement of Qualifications. Describe, relevant to the proposed work, previous work experience, related technical accomplishments and educational background of each of the principal investigators and subcontractors if used. If multiple investigators are involved, describe the role of each individual.

References. The names, contact persons, and telephone numbers of firms for which the respondent recently performed services shall be included. A minimum of three such references is suggested.

Conflict of Interest. Describe all financial, business or personal ties contractor has to Alyeska Pipeline Service Company or members of the Alyeska consortium, excluding normal commercial purchases of petroleum products.

4. SUBMITTAL AND EVALUATION PROCESS

A. Evaluation Criteria. Proposals will be evaluated based on, but not limited to, the following:

- 1) **Proposal Format.** Does the proposal follow the requested format?
- 2) **Proposed Scope of Work.** Does the proposal clearly address the requested scope of work?
- 3) **Technical Approach.** Is the proposed approach to the scope of work technically feasible?
- 4) **Qualifications.** Does the principal investigator possess expertise and experience to assure successful completion of the scope of work?
- 5) **Management Scheme.** Will the proposed management scheme reasonably lead to successful development of the deliverables?
- 6) **Schedule.** Is the proposed schedule for completion of the scope of work in accordance with the requested project duration and schedule?
- 7) **Deliverables.** Are the proposed deliverables in accordance with the deliverables requested in the scope of work?
- 8) **References and Conflicts of Interest.** Does a reference check indicate proposer has the potential to successfully complete the proposed scope of work? If conflicts of

interest are stated, are they sufficiently relevant to preclude an offer to perform the work for PWSRCAC?

9) Budget and Cost Justification. Is the budget reasonable and adequate for the work proposed? Does the budget provide good value for the funds requested?

B. Contract Award. The successful proposal will be the one that, in PWSRCAC sole opinion, best meets the needs as outlined in this RFP. In the event that PWSRCAC determines that no proposal completely meets all of the needs as outlined in the RFP, PWSRCAC shall have the option not to accept any proposal or enter into any contract whatsoever. In the alternative, PWSRCAC may select the proposal or proposals that, in its sole view, most nearly conform to its needs as outlined in this RFP; and then negotiate directly with that contractor to refine the proposal to achieve a contract that fully satisfies PWSRCAC needs.

C. Professional Services Contract. A copy of PWSRCAC's standard professional services contract form can be found at http://www.pwsrcac.org/wp-content/uploads/filebase/newsroom/rfps/professional_services_agreement.pdf or can be made available upon request.

D. PWSRCAC Information. The following information about PWSRCAC is available upon request to the project manager:

PWSRCAC/Alyeska Contract

PWSRCAC Bylaws

PWSRCAC Observer Newsletter

PWSRCAC Brochure

PWSRCAC Annual Report