



## REQUEST FOR STATEMENT OF QUALIFICATIONS

Title	<b>Contingency Plan Review Contractor</b>
Project Number	<b>651 – Contingency Plan Review</b>
Project Manager	<b>Linda Swiss</b>
Submittal Deadline	<b>Open/On-Going</b>

## REQUEST FOR STATEMENT OF QUALIFICATIONS

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) is soliciting Statements of Qualifications (SOQ) for its list of oil spill contingency plan review experts who are familiar with PWSRCAC-related contingency planning issues in Alaska. This list identifies and prequalifies technical experts who may be called upon to offer expert advice on PWSRCAC's issues and concerns.

Submit Statements of Qualifications (SOQ) to:

**Linda Swiss, PWSRCAC Project Manager**  
**Prince William Sound Regional Citizens' Advisory Council**  
**3709 Spenard Road**  
**Anchorage, AK 99503**  
Or via email at the following address: [swiss@pwsrcac.org](mailto:swiss@pwsrcac.org)

**Submittal format:** SOQs shall be submitted in electronic form in Adobe Portable Document form (PDF) (Acrobat 7.0 or later). The PDF file for the SOQ itself shall be created directly from the authoring application. It is permissible but not preferred for appendices and other attachments to the SOQ to be submitted in scanned PDF format.

Address questions via email to: **Linda Swiss at (907) 277-7222 or [swiss@pwsrcac.org](mailto:swiss@pwsrcac.org).**

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## ABOUT PWSRCAC

**Introduction.** The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) is an independent, non-profit corporation whose mission is to promote environmentally safe operation of the Valdez Marine Terminal and associated tankers. Its work is guided by the Oil Pollution Act of 1990 and is funded under a contract with Alyeska Pipeline Service Company. Additional information about PWSRCAC can be found on the web at [www.pwsrcac.org](http://www.pwsrcac.org).

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 (Alyeska) 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.*

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## 1. CONTINGENCY PLAN REVIEWS

PWSRCAC participates in the State of Alaska's public reviews of the Prince William Sound crude oil tanker oil spill contingency plans, the Valdez Marine Terminal oil spill contingency plan, and the Federal/State Preparedness Plans for Response to Oil and Hazardous Substance Discharges/Releases. In addition to participating in these reviews, PWSRCAC participates in the review and implementation of conditions of plan approvals placed on the plans by state or federal regulatory agencies, and other continuous improvement processes and proposed amendments to the plans. PWSRCAC monitors other plan-related issues and provides input when deemed appropriate.

Interested technical experts are encouraged to submit a SOQ relevant to the types of work product(s) and expertise described in the Work Product and Expertise sections below for consideration of inclusion on the list of qualified contractors.

**Work Product.** The types of work products typically sought by PWSRCAC consist of the following:

- Assistance in monitoring, reviewing, and commenting on federal and state spill prevention and response plans and related spill prevention and response issues for Prince William Sound, the Valdez Marine Terminal, and associated Alaska State/Federal Unified Plan and Subarea Plans;
- Assistance in reviewing compliance with state and federal regulations during official plan review processes and plan amendments;
- Assistance in monitoring, reviewing, and commenting on proposed federal and state spill prevention and response regulations;
- Support PWSRCAC in plan-related workgroups, teleconferences, and meetings associated with on-going work on spill prevention and response plans;
- Assistance in reviewing, analyzing, and evaluating other spill prevention and response issues as needed;
- Assistance in reviewing, analyzing, and evaluating other spill prevention and response issues including oil spill drills and exercises;
- Preparation of reports and presentations to PWSRCAC on findings and recommendations; and
- Provide expert advice on oil spill prevention and response.

**Expertise.** Expertise needed by PWSRCAC to produce the work product(s) described above includes but is not limited to the following: demonstration of expertise in oil spill prevention

and response planning; knowledge of federal and state oil spill planning regulations; expertise in maritime operations focusing on tankers and escort vessels; and knowledge of state and federal tanker, facility, and pipeline plan review regulations and guidelines.

**Selection of Expert.** The selection of experts for specific contracts or tasks will be at PWSRCAC's sole discretion and may be based upon availability of expert, project budget, area of expertise and/or ability to work with other prequalified experts. Once an expert has been prequalified, that expert will remain on the list of prequalified contractors for a period of up to five (5) years. PWSRCAC will confirm on an annual basis the availability of selected experts for consultation. If a prequalified expert's qualifications change significantly, the expert shall so notify PWSRCAC.

**Issuance of Scope of Work:** Experts are selected to perform work typically on short term notice as described above under purchase order agreements or PWSRCAC's standard sole-source contracting process, depending on the dollar value of the work requested.

Once an expert is included on the list of pre-authorized contractors, PWSRCAC will enter into a contract with one or more of these experts for services to be performed on a fiscal year basis. Contracted experts will be expected to provide services on a timely basis. PWSRCAC's project manager will task an expert under contract with a scope of work for which the expert will provide deliverables. It is expected that the scope of work will vary significantly as the scope may be dependent upon and in reaction to industry and regulatory proposals. Deliverables may include but are not limited to advice, research, opinion, report, or presentation.

## 2. GENERAL REQUIREMENTS

**PWSRCAC Costs.** PWSRCAC is not liable for any costs incurred by the submitter during preparation of the SOQ.

**Schedule.** PWSRCAC will review contractors' SOQs within a reasonable time after receipt by PWSRCAC. Contractors whose expertise meets the requirements described within will be recommended for prequalification by PWSRCAC's Board of Directors at the Board of Directors meeting following submission.

## 3. STATEMENT OF QUALIFICATION REQUIREMENTS

Submittals shall include the following:

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**Cover Sheet**

- Name, address, email, office and cell telephone numbers, and facsimile number of submitter.
- Submittal Title and Number
- Name(s) of Technical Expert(s)

**Table of Contents.** A list of tables and figures if appropriate may be included.

**Introduction.** This section shall include the RFQ title and number and brief general discussion of how the submitter's qualifications satisfy the expertise requirements cited within to produce the desired work product. Scientific and technical terms shall be clearly defined and a list of pertinent enclosures included. Previous relevant work performed for PWSRCAC should be cited.

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

**Materials and Methods.** Describe in detail the methods to be used and how these methods will provide the desired work product. Cite references for background information where applicable.

**Management Scheme.** Clearly describe the role of key individuals expected to be involved in any awarded work. Provide the names and resumes of key individuals. This section should also include information on how the development of scope, time and costs of the work product will be controlled for any awarded work.

**Terms and Conditions.** Include information pertaining to standard terms and conditions expected should work be awarded. This should include at a minimum hourly rates and other information deemed by the submitter to be relevant to a contractual relationship with PWSRCAC. Include information pertaining to how costs are determined in producing work product(s), including professional fees, expenses, and contingencies. In case of overhead rates or administrative fees, fully burdened personnel rates shall be cited. Indicate the extent to which subcontractors may be used.

**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. Failure to comply with requested information may disqualify submitter.

**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. EVALUATION PROCESS

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

- 1) **SOQ Format.** Does the SOQ follow the requested format?
- 2) **Expertise.** Does the SOQ demonstrate that submitter has the experience desired?
- 3) **Ability to Produce Work Project.** Does the SOQ demonstrate that submitter can produce the work product(s) described above?
- 4) **Materials and Methods.** Will use of the methods and materials cited in the SOQ reasonably lead to the desired work product(s)?
- 5) **Management Scheme.** Will the proposed management scheme, including key individuals who will be providing services, reasonably lead to successful development of the work product(s) described above?
- 6) **Terms and Conditions.** Are the submitter's terms and conditions in reasonable agreement with PWSRCAC's terms and conditions for award of contract? Is the fee structure reasonable and adequate for the work proposed? Does the fee structure provide good value for the funds requested?
- 7) **References and Conflicts of Interest.** Does a reference check indicate submitter has the potential to successfully complete the proposed scope of work? If conflicts of interest are stated, are these sufficiently relevant to preclude an offer to perform work for PWSRCAC?

**Selection for Prequalification.** The successful SOQ will be those that, in PWSRCAC's sole opinion, best meet PWSRCAC's needs as outlined in this Request for Statement of Qualifications. In the event that PWSRCAC determines that no statement meets PWSRCAC's needs as outlined in the Request for Statement of Qualification, PWSRCAC shall have the option not to accept any statements of qualifications.

**Professional Services Contract.** A copy of PWSRCAC's standard professional services contract form can be found at [www.pwsrcac.org](http://www.pwsrcac.org) or can be made available upon request. This contract form should be reviewed prior to submission of SOQs.

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

[PWSRCAC/Alyeska Contract](#)

[PWSRCAC Bylaws](#)

[PWSRCAC Observer Newsletter](#)

[PWSRCAC Annual Report](#)