



## REQUEST FOR PROPOSALS

<b>Title</b>	Gulf of Alaska Aircraft Charter
<b>RFP Number</b>	951.25.01
<b>Project Manager</b>	Danielle Verna
<b>Submittal Deadline</b>	April 15, 2024
<b>Award Announcement</b>	April 26, 2024

Submit Proposals to:

Danielle Verna, Project Manager

Prince William Sound Regional Citizens' Advisory Council

via email at the following address:

[dverna@pwsrcac.org](mailto:dverna@pwsrcac.org)

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

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**Proposal submission requirements:**

- a. Proposals shall be submitted electronically in Adobe Portable Document form (PDF) (Acrobat 7.0 or later). It is permissible but not preferred for appendices and other attachments to the proposal to be submitted in scanned PDF format.
- b. To ensure consideration, proposals must be received by Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) by the submittal 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 named above ([dverna@pwsrcac.org](mailto:dverna@pwsrcac.org); 907-834-5090). Questions about "interpretation" of this RFP and responses thereto will be shared with other potential proposers. "Interpretation" questions received less than two days prior to the submittal deadline will not receive a response.

## REQUEST FOR PROPOSALS

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) is inviting proposals for an aircraft charter to access three intertidal locations in the Gulf of Alaska. The goal of the work is to collect blue mussel samples from each location during minus low tides. The work is scheduled to occur over 1-2 days, sometime between June 7-10, 2024. In the past, this work has been conducted using a floatplane, but this request also welcomes proposals for alternative aircraft.

### 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 member organizations are communities and boroughs impacted by the 1989 Exxon Valdez oil spill, as well as commercial fishing, aquaculture, Alaska Native, recreation, tourism, and environmental groups. PWSRCAC was chartered as a nonprofit 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 (OPA 90).

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*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**

PWSRCAC requires an aircraft charter to collect blue mussel samples from three intertidal sites in the northern Gulf of Alaska, as part of the Council's Long-Term Environmental Monitoring Program (LTEMP). PWSRCAC has been conducting LTEMP since 1993, and the goal of this program is to monitor the environmental impacts of the Valdez Marine Terminal and associated tankers.

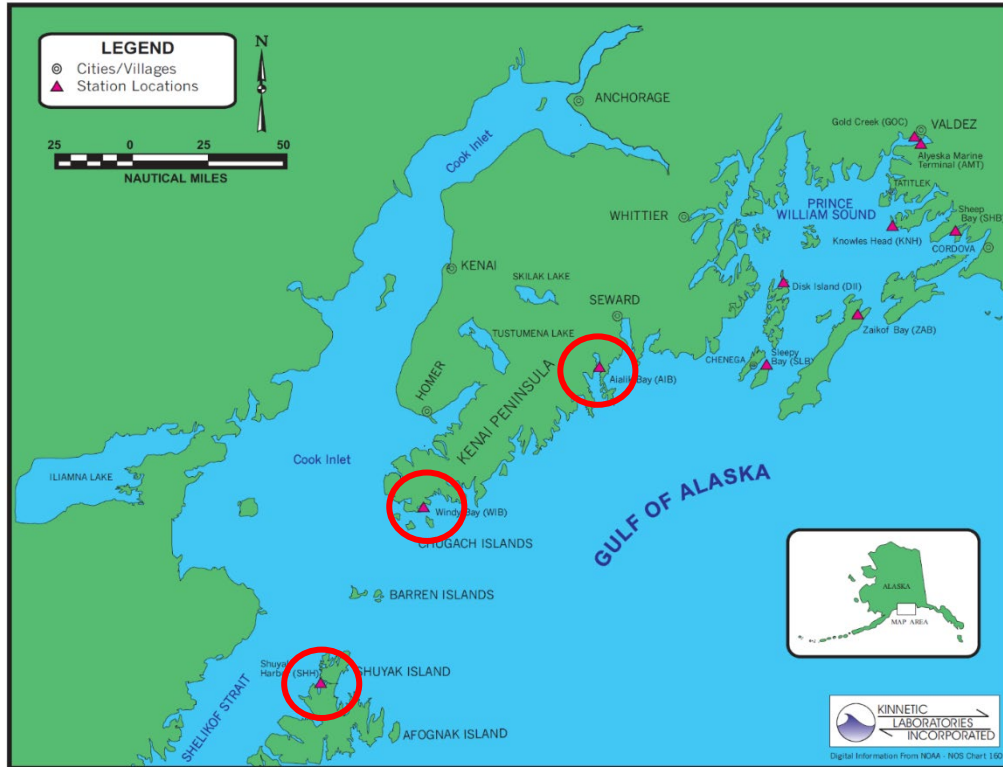
### **DESCRIPTION of REQUESTED WORK**

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

**Aircraft Transportation** – An aircraft charter is needed to retrieve blue mussels from three intertidal locations in the Gulf of Alaska: Aialik Bay, Windy Bay, and Shuyak Harbor (Figure 1). Aerial imagery and precise coordinates of sampling locations will be provided. The sites will need to be accessed during minus low tides occurring in the morning between June 7-10, 2024.

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**Figure 1.** Map of monitoring sites in the Gulf of Alaska targeted under this RFP in 2024 are circled in red (Source: Kinnetic Laboratories Inc., 2003).

In the past, the mussel collections from these locations have been conducted over a one- or two-day period from a floatplane. This request welcomes proposals for a floatplane or alternative aircraft (e.g., helicopter) so long as it is feasible to complete the work within the allotted time window.

At least two PWSRCAC staff will need to be transported to collect 100 mussels at each location. Sampling gear will include a small backpack worth of supplies and a small cooler to store mussel samples (i.e., Igloo Playmate size). Sampling at each location takes about 15 minutes. If the sampling requires more than one day, ideally the PWSRCAC staff would be picked up and dropped off in the same

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location each day, but alternatives could be considered to minimize costs or simplify logistics.

PWSRCAC personnel will be responsible for collecting all samples and obtaining an Alaska Department of Fish and Game aquatic resources permit.

The aircraft operator will be responsible for all aircraft operation and maintenance costs.

### **Additional Requirements**

- 1. Liability Insurance** – The contractor shall be responsible for obtaining and maintaining in good standing liability insurance on the aircraft in an amount of no less than \$1,000,000 and shall provide to PWSRCAC a certificate of insurance that lists PWSRCAC as an additional insured. All insurance policies shall include a thirty (30) day notice of cancellation clause and that PWSRCAC shall receive notice of any changes to the policy of insurance.
  
- 2. Schedule** – One to two partial days of aircraft charter work are needed between June 7-10, 2024. All flights will correspond with the morning low tides during those dates. The final schedule would be subject to aircraft availability, timing of other LTEMP work, and will be agreed upon between PWSRCAC and the aircraft owner/operator prior to contract execution.

Contract Award Announcement: April 26, 2024

## 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.

**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 sections:

### Cover Sheet

- Name, address, email, and telephone number of proposer
- RFP Title and Number
- Total Cost of Proposal

**Scope of Work.** Describe how the proposer intends to fulfill the scope of work, outlined above. Provide a description of the aircraft the proposer intends to use for this charter, highlighting the key attributes that will address the scope of work. Describe the proposer's ability to adhere to the "Additional Requirements" (i.e., insurance) and "Schedule" included in the scope of work.

**Statement of Qualifications.** Describe, relevant to the proposed work, previous work experience, related accomplishments, expertise, and background of each individual expected to be involved in the work.

**Budget.** Include information about the total costs (cited in U.S. Dollars), professional and administrative fees, overhead rates, expenses, and contingencies. As appropriate, provide a breakdown of hours per individual, rates per individual, and/or rates per hour of aircraft time. If subcontractors are used, indicate the percentage of work to be performed by each subcontractor with respect to the entire proposed scope of work.

#### **4. SUBMITTAL AND EVALUATION PROCESS**

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

- 1) Proposed Scope of Work.** Does the proposal clearly address the requested scope of work and demonstrate the proposer's ability to complete the work?
- 2) Statement of Qualifications.** Do the individuals proposed to complete this work possess the expertise and experience to assure successful completion of the scope of work?
- 3) Budget.** 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](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:

[PWSRCAC/Alyeska Contract](#)

[PWSRCAC Bylaws](#)

[PWSRCAC Observer Newsletter](#)

[PWSRCAC Annual Report](#)