



## REQUEST FOR PROPOSALS

Title	<b>Review of Tank Bottom Processing Best Practices</b>
RFP Number	<b>5541.26.01</b>
Project Manager	<b>Robbin Capers</b>
Submittal Deadline	<b>7/31/2026</b>
Award Announcement	<b>8/31/2026</b>

Submit Proposals to:

**Robbin Capers, Project Manager**

via email at the following address:

**[Robbin.Capers@pwsrcac.org](mailto:Robbin.Capers@pwsrcac.org)**

To verify receipt of proposal, proposer must contact **Robbin Capers** before the submittal deadline.

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**RFP# 5541.26.01**

Form revised 10/3/24

**Page 1 of 11**

## **Proposal submission requirements:**

- a. Proposals shall be submitted in electronic form in current Adobe Portable Document Format. 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 ensure consideration, proposals must be received by the 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 named above via email.

## **REQUEST FOR PROPOSALS**

PWSRCAC is soliciting proposals for a technical evaluation of the August 2023 tank bottom processing fire at the Alyeska Pipeline Service Company (APSC) Valdez Marine Terminal (VMT) East Tank Farm. This project will utilize Process Safety Management (PSM) principles to perform a comprehensive gap analysis of current operations.

Recognizing that internal technical data and specific Standard Operating Procedures (SOPs) may be limited, the selected contractor will utilize professional engineering judgment and industry-standard benchmarks (such as API 2015/2016 and NFPA 30) to evaluate known process protocols and narrative incident reports. Documentation and background information are available upon request to the project manager.

The objective is to identify, minimize, or eliminate systemic risks and provide evidence-based recommendations to ensure high-level operational safety and environmental protection at the terminal. The final work product will be a report synthesizing these

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findings and providing a roadmap for tank bottom processing best practices, grounded in Recognized and Generally Accepted Good Engineering Practices (RAGAGEP).

## **ABOUT PWSRCAC**

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

PWSRCAC was formed following the 1989 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 19 member organizations are communities impacted by the Exxon Valdez spill, as well as Alaska Native, commercial fishing, aquaculture, 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 federally mandated and certified as the alternative voluntary advisory group for Prince William Sound under the Oil Pollution Act of 1990 (OPA 90).

*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. PROJECT

## INTRODUCTION

The selected contractor will synthesize and evaluate available technical and narrative materials for Valdez Marine Terminal (VMT) tank bottom processing and the August 2023 fire incident. The objective is to identify specific process hazards, evaluate their potential consequences, assess the overarching risk profile, and provide evidence-based recommendations for best practices. The contractor must possess substantial expertise in Process Safety Management (PSM) principles and Fire Protection Engineering, including the qualifications to conduct a Process Hazard Analysis (PHA) per 29 CFR 1910.119(e)(3). They will apply equivalent analytical rigor to an incident narrative investigation evaluating facility siting, human factors, and the consequences of control failures, to thoroughly evaluate risks and recommend robust, engineering-based mitigations.

## OBJECTIVE

The contractor will conduct a comprehensive safety evaluation of the tank bottom processing activities at the Valdez Marine Terminal (VMT). The goal is to identify systemic risks, with a focus on the August 2023 fire incident, and provide any actionable, engineering-based recommendations to ensure the process is in line with modern Process Safety Management (PSM) and Fire Protection Engineering best practices. PWSRCAC would like assurance that adequate precautions are in place to reduce the probability of a fire from tank bottom processing activities, as well as a professional opinion on the likelihood of a fire resulting in an explosion if hydrocarbon vapors are released from adjacent active crude oil storage tanks if a fire should occur.

## GOALS and DELIVERABLES

The contractor will synthesize their findings and provide any recommendations for APSC to better mitigate the potential and actual hazards associated with this process, by providing:

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- **DELIVERABLE A:** A written report on Valdez Marine Terminal tank bottom processing best practices, which analyzes available materials for Valdez Marine Terminal (VMT) tank bottom processing to identify hazards, evaluate their potential consequences, and provide recommendations on best practices for this process.
  - NOTE: The report will undergo two rounds of review: one internal, and one external. The selected contractor is expected to address any recommended edits or requests for clarification, to the extent possible, from each of these two rounds.
    - Internally, the report will be reviewed by the Council’s Terminal Operations and Environmental Monitoring Committee and relevant staff.
    - Externally, the report will then be shared with Alyeska Pipeline Service Company for review and input from their subject matter experts.
- **DELIVERABLE B:** A series of presentations to communicate the key findings and recommendations. This will include separate presentations to the Terminal Operations and Environmental Monitoring Committee, and to the Board of Directors and ex-officio members for formal acceptance of the report. A presentation to Alyeska technical representatives may also be necessary.

## **DESCRIPTION of REQUESTED WORK**

### **Scope of Work**

The contractor shall review available documentation for Valdez Marine Terminal (VMT) tank bottom processing to provide the following:

- **Siting & Layout Gap Analysis:** Evaluate the inherent risks of fired-equipment operations within a secondary containment dike cell. Assess the terminal’s application of spacing tables (e.g., CCPS) against industry benchmarks for atmospheric vapor releases and entrapment.

- Vapor Risk Assessment: Conduct a qualitative assessment of vapor cloud migration from active storage tanks to identified ignition sources, based on expert judgment of "worst-case" meteorological conditions and facility topography.
- Coincident Risk Evaluation: Perform a qualitative analysis of the potential consequences of a primary containment failure or unexpected vapor release occurring simultaneously with tank bottom processing.
- Safety System Gap Analysis: Synthesize known failures from the August 2023 incident to identify necessary engineering controls, specifically evaluating SIL-rated automated interlocks, high/low-level alarms, and Emergency Shutdown (ESD) protocols.
- Professional Engineering Judgment & Benchmarking: In the absence of internal terminal data, the contractor shall utilize professional engineering judgment to develop technical deductions grounded in Recognized and Generally Accepted Good Engineering Practices (RAGAGEP) and the following standards:
  - API Std 2015 & RP 2016 (Tank Entry and Cleaning)
  - NFPA 30 (Flammable and Combustible Liquids Code)
  - API RP 2001 (Fire Protection in Refineries)
  - OSHA 29 CFR 1910.119 (Process Safety Management)

**Allocated funding for this project is \$35,000. Proposals with a budget beyond this allocation may be considered if budget exceedance is justified.**

#### **Schedule and Completion Date**

- **Award Announcement: August 31, 2026**
- **Deliverable A**
  - **Draft report due to Project Manager: February 2027**
  - **Final report due to Project Manager: May 2027**

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- **Deliverable B:**
  - **Presentation of draft report to Terminal Operations and Environmental Monitoring Committee: March 2027**
  - **Presentation of draft report to Alyeska Pipeline Service Company representatives (if necessary): April 2027**
  - **Presentation of final report key findings and recommendations to Board of Directors: May 2027**

## **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 Council project 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

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e. Specific recommendations concerning the matters addressed.

**Final Report.** The contractor shall submit a final written report. This 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 in PC format in MS Word, and data in Excel or Access. In addition, the final report shall be submitted in a Portable Document Format (PDF) version optimized for web viewing and created directly from the authoring application using current Adobe Acrobat format. Project maps, photos, or other graphics shall be included as part of the digital submittal in a common graphic format.

Any data or collection of information resulting from work done under the contract is the property of PWSRCAC and shall be submitted either in Microsoft Excel or Access to PWSRCAC.

**Oral Report.** The contractor may be asked to deliver an oral presentation at a Council meeting upon completion of the work.

**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 email address 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.

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**Introduction.** This section shall include the RFP title and number, and a 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 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's 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's needs.

**C. Professional Services Contract.** A copy of PWSRCAC's standard professional services contract form can be found at <https://www.pwsrcac.org/document/sample-professional-services-agreement/> 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 Annual Report](#)