



REQUEST FOR PROPOSALS

Title	History of Contingency Planning
LRFP Number	6511.20.01
Project Manager	Linda Swiss
Submittal Deadline	March 24, 2020
Award Announcement	April 10, 2020

Submit Proposals 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

To verify receipt of proposal, proposer must contact **Linda Swiss** 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 named above via email.

REQUEST FOR PROPOSALS

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) is inviting proposals to document the history of oil spill contingency planning and oil discharge prevention and contingency plan approvals for oil tankers serving Alyeska Pipeline Service Company's (Alyeska) Valdez Marine Terminal over the past 30 years. The overall goal is to document how contingency plan issues were identified and addressed during plan approvals, how contentious issues were resolved, identify issues that were raised but not addressed, and highlight significant changes and trends over time that would indicate progress or a diminishment of safeguards intended to enhance oil spill prevention and response. The final work product of this project will be a report that captures the key issues, trends, and themes that show the evolution of oil spill contingency planning for oil tankers operating in Prince William Sound.

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 is comprised of 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

Oil Discharge Prevention and Contingency Plans (C-Plans) are required by the State of Alaska in order to operate an oil terminal facility, a tank vessel, or an oil barge within the waters of the State. C-plans represent a contract between industry and the public which insures that industry has adequate resources in place and utilizes the best available technology and management practices possible to prevent oil spills, and demonstrates the ability to respond in the event that an accident occurs.

PWSRCAC has observed rollbacks in regulatory interpretation and the overall safety net governing oil spill prevention and response at both the state and federal levels. In order to prevent complacency that led to the 1989 oil spill, it is important to identify where progress has been made and where protections may have decreased through the established regulatory record. Documenting changes to oil spill contingency plans, including changes in regulatory philosophy and industry commitments, will provide a measure of where progress has or has not been made.

The goal of this project is to take a long-term view of oil spill contingency planning over the 30 year span since the Exxon Valdez oil spill. This project will focus on oil discharge prevention and contingency plans for the tankers that transport oil from the Trans-Alaska Pipeline System (TAPS) through Prince William Sound. The final work product will be a report that captures the evolution of contingency planning by identifying key issues, themes, and trends over time. The report will provide a chronology and highlight how important issues were identified and addressed, how contentious issues were resolved, and will identify trends which represent improvements and those that indicate a diminishment in contingency plan protections. The report will be used in developing PWSRCAC comments on future C-Plan reviews; to educate and inform the public, industry, and regulatory agencies; and to advocate for legislative or regulatory reform that will improve or maintain oil spill prevention and response protections.

GOALS and DELIVERABLES

GOAL: Production of a report that chronicles the long-term history of oil spill contingency planning for oil tankers that transport TAPS oil through Prince William Sound and serve the Valdez Marine Terminal operated by Alyeska Pipeline Service Company since the 1989 Exxon Valdez oil spill. The report will highlight significant issues and trends and will assist PWSRCAC with its C-Plan review comments, public information and advocacy initiatives.

DELIVERABLE 1: Initial consultation with the Project Manager and establishment of a formal workplan.

DELIVERABLE 2: Progress reports to be submitted at the end of each phase of the project. The reports shall be in the format described below and should include discussion of the progress made to date, problems encountered and proposed solutions, a completion date for the remaining tasks, and any appropriate recommendations.

DELIVERABLE 3: A draft report to be reviewed by the Project Manager and the C-Plan Project Team.

DELIVERABLE 4: A Final Report which incorporates PWSRCAC comments on the Draft Report. PWSRCAC retains the option to review the final report and recommend changes before it is published in final form and accepted by the Board of Directors.

DELIVERABLE 5: A presentation to the Board of Directors on the highlights and findings of the Report.

DESCRIPTION of REQUESTED WORK

The information for this project is contained in PWSRCAC's internal archive files and electronic document management system. PWSRCAC staff is presently working on organizing and digitizing this material so that it is easily accessible and available to the contractor. With

assistance from the staff, the contractor will be tasked with reviewing and assembling the relevant documentation in order to conduct the analysis and complete the report.

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

1. Review Prince William Sound Tanker C-Plan comments, approvals, and amendments contained in PWSRCAC files and electronic document management system. The initial search will focus on C-Plan applications to the Alaska Department of Environmental Conservation (ADEC), renewals, amendments, comments, approval letters, findings documents, basis of decision documents, informal reviews, and settlement agreements.
2. Consult regularly with the Project Manager regarding progress and any difficulties encountered including access to documents.
3. Consult with the Project Manager on whether the initial focus on the documents noted above will provide the information needed to achieve the project goal of identifying changes, trends, and significant developments in contingency planning and C-Plan approvals over time. If appropriate, an adjustment in the scope of work and/or work plan can be discussed at that time.
4. Provide progress reports at the conclusion of each phase (deliverable) as described below.
5. Produce a chronological timeline (by date) of contingency plan evolution for discussion purposes and to be included in the final report.
6. Produce a draft brief summary document of key points and dates for use in briefing and educating wider audiences to be reviewed by PWSRCAC staff and the C-Plan Project Team.
7. Produce a draft final report to be reviewed by PWSRCAC staff and the C-Plan Project Team.
8. Incorporate comments and edits as appropriate.
9. Produce a final report that incorporates edits and amendments requested by PWSRCAC and incorporate requested changes.
10. Produce a final summary document that incorporates edits and amendments by PWSRCAC.

11. Make a presentation to the PWSRCAC Board of Directors on the findings and conclusions of the project.

Schedule and Completion Dates:

Award Announcement: April 10, 2020

Draft Report: December, 2020

Final Report: May, 2021

Board Acceptance of Report and Presentation: May, 2021

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;

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- 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 and Summary. The contractor shall submit a written final report and a final brief summary. The final written report shall include an executive summary and be of a professional quality suitable for release. The final brief summary shall include key points and dates for use in briefing wider audiences.

The final report must be submitted in an electronic file in PC format on a CD-ROM in MSWord, and data in Excel or Access. In addition, the final report shall be submitted on CD-ROM in a portable document format (pdf) version optimized for web viewing and created directly from the authoring application using Adobe Acrobat 7.0 or later. 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 on diskette and CD-ROM in Microsoft Access or Excel to PWSRCAC.

Oral Report. The contractor may be asked to deliver an oral presentation at a Council Board of Directors 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 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 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

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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