



REQUEST FOR PROPOSALS

Title	Copper River Delta & Flats GRS History White Paper
LRFP Number	6540.21.01
Project Manager	Jeremy Robida
Submittal Deadline	By 5PM Alaska time, May 21, 2021
Award Announcement	By 5PM Alaska time May 28, 2021

Submit Proposals to:

via email (preferred method) to both of the following addresses:

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

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

or via regular mail to:

Jeremy Robida PWSRCAC Project Manager

Prince William Sound Regional Citizens' Advisory Council

PO Box 3089

Valdez, AK 99686

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

RFP #1 / 6540.21.01

Form revised 4/5/2021

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To verify receipt of proposal, the proposer should contact **Jeremy Robida, lead project manager** before the submittal deadline via email.

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 for a project to develop a white paper that captures the history of developing geographic response strategies (GRS) in the Copper River Delta and Flats (CRDF) area. The white paper will explain the significance of protecting this area and document the current status of GRS's and sensitive area protection related response planning efforts in this region. The white paper should also offer recommendations for future work efforts to develop protection strategies for the CRDF area. This white paper is a first step to document the history and develop recommendations on how best to work in collaboration with regulatory, trustee, stakeholder, and industry partners to either update existing CRDF GRS information, or work to create new GRS's or other resources that would aid responders in protecting the CRDF area. Future efforts to update the existing CDRF GRS plans, or develop new GRS's for this region, are not part of this project/budget.

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.

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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

When the Alaska Department of Environmental Conservation (ADEC) approved the 1995 Prince William Sound Tanker Oil Discharge Prevention and Contingency Plan, there were a number of conditions of approval (COA) that were set by ADEC. COA #8, called for planholders (the PWS shippers, also known as the Response Planning Group or RPG) to perform and submit oil spill trajectory analyses for two hypothetical spill incident sites inside State of Alaska waters, to determine the likelihood of oil reaching the CRDF under selected weather conditions from these sites.

In response to RPG supplied information, ADEC acknowledged it seemed unlikely, but still possible for oil to migrate from central PWS to the CRDF region in the first scenario in the contingency plan. For the second scenario involving a spill near Hinchinbrook entrance, ADEC asked the RPG for further follow-up information, analysis, and to study actual environmental conditions in the CRDF area.

The Council's understanding is that as part of this ongoing COA #8 discussion and process, a settlement agreement between local stakeholders, ADEC, and the RPG was signed in 1998, as a resolution to disputes over this ADEC requested trajectory analysis and request for further meteorological information from this region. This settlement agreement called for the development of an oil spill response plan for the CRDF region. This plan was to acknowledge the environmentally sensitive nature of the CRDF region, and address response tactics, and specific locations of most concern. This plan was to be included as an addendum in the PWS Subarea Contingency Plan (PWS SCP).

The resulting work product, the *Copper River Delta and Flats GRS* plan, was included as appendix G in the PWS Sub-Area contingency plan (now called the PWS Area Contingency Plan) until 2014, when the Area Contingency Plan was updated and reformatted. It was at this point the addendum was dropped from the plan.

GOALS and DELIVERABLES

With this project, Council is interested in better understanding and documenting the history surrounding the 1998 settlement agreement, the process and work done to satisfy COA #8, gathering and summarizing related documentation, and attempting to discern why this information was omitted from the 2014 PWS Area Contingency Plan. The Council would also like to identify recommendations for making sure the CRDF vicinity is recognized as a sensitive area, and that area specific protection and response tactic information be re-inserted, or written into the PWS Area plan and/or other contingency planning documents. Council sees this white paper as a first step in this effort. As such, the chosen contractor would also be expected to provide recommendations on how to best accomplish this goal of capturing this information in response planning documents. Recommendations could include updating the *Copper River Delta and Flats GRS* plan, developing new GRS's for this region, or other options as may be appropriate.

Deliverables are further described in the Scope of Work below, and include:

1. Meet with Council Staff to better define the scope of work and approach.
2. Identify, research, and summarize past relevant historical documentation.
3. Better describe the unique nature of the CRDF vicinity and discuss, why this area is deserving of spill response planning efforts ahead of an event, and some of the potential challenges of protecting this area.

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4. Draft the white paper allowing for PWSRCAC staff review as it is finalized.
5. Present and discuss findings with the Oil Spill Prevention and Response (OSPR) technical committee and PWS Area Planning Committee.
6. Present and discuss findings with the PWSRCAC Board of Directors.

DESCRIPTION of REQUESTED WORK

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

- 1) The chosen contractor will meet with Council staff to better define the scope of work and develop a more detailed completion strategy prior to beginning work on the project. As part of the strategy, Council will expect regular check-in meetings and/or email status updates on progress, issues of concern, etc.
- 2) The chosen contractor will identify, research, and distill CRDF GRS related documentation. This will include at a minimum:
 - a. Conditions of Approval tied to the 1995 Tanker Contingency plan, particularly COA #8.
 - b. The 1998 Settlement Agreement used to satisfy COA #8. This agreement incidentally defines the CRDF area as being between Cape Suckling and Hook Point and the CRDF abbreviation is taken from this source.
 - c. The history of including the *Copper River Delta and Flats GRS* plan in past PWS Sub-Area plans, now the PWS Area Contingency plan.
 - i. When was this CRDF GRS information first included?
 - ii. When was it removed and why?
 - d. The developed *Copper River Delta and Flats GRS* plan.
 - i. Discussing the site-specific strategies and tactics.

- ii. Identifying what response and tactical information in the plan is truly unique when compared against other spill tactical manuals such as the SERVS technical manual that accompanies the PWS Tanker plan, or State of Alaska Spill Tactics for Alaska Responders (STAR) manual).
 - iii. Identifying other, non-tactical, ancillary response related information (section three and four of *Copper River Delta and Flats GRS type content*) that is unique to the plan that is not duplicated in other common reference sources today. Example of these sources might include, but are not limited to the PWS Area Contingency Plan, the community profiles kept by The Alaska Department of Commerce, Community and Economic Development, Division of Community and Regional Affairs, or GIS based programs such as NOAA's Artic Environmental Response Mapping Application (ERMA).
- e. Reviewing and capturing any past spill response exercises or response training related to the CRDF vicinity and related lessons learned from these events.
 - f. Working to gather any other relevant historical documentation from sources besides Council. These sources might include 1998 settlement agreement signatories such as Cordova District Fisherman's United, United Fisherman of Alaska, members of the RPG, ADEC or the USCG. GIS type databases such as Alyeska's proprietary Geographic Response Database (GRD) which Council has access to, or publicly available sources such as ADEC's response webmap might be sources of potential information as well. ADEC's webmap: <https://www.arcgis.com/home/item.html?id=ed7027b903bc4c79a4e35461cdf1d6b2>

- 3) The chosen contractor will attempt to explain the context and history behind the two GRS's included on ADEC's GRS website under the Copper River Delta zone. These two GRS's are in a different format compared with other GRS's found in PWS for example, and their respective numbering seem to imply other GRS's had been planned or once existed. <https://dec.alaska.gov/spar/ppr/response-resources/grs/pws/copper-river-delta/>
- 4) The chosen contractor will document how this CRDF region is environmentally sensitive and in need of pre-developed protection strategies and spill response planning efforts.
- 5) Council is aware that shorelines in the CRDF region change seasonally, can be low angle and shallow, or be quite high energy for example. The chosen contractor will generally address the potential challenges of developing site specific GRS sites on this dynamic coastline that would match the GRS format in use today.
- 6) The chosen contractor will provide recommendations to inform the Council and PWS Area Committee, on how to best to capture relevant tactical, and other useful response information pertaining to the CRDF region. As noted, the Council sees this history/white paper project as a first step to help guide future efforts.
- 7) The chosen contractor will capture the above requested information in a white paper. Council staff will have the chance to review a draft of this white paper report and provide edits.
- 8) The chosen contractor will be expected to present on this CRDF history and other white paper findings, and their recommendations to once again capture this information in planning documents, with the OSPR technical committee. It's anticipated this presentation will be on a virtual platform such as Zoom or Microsoft Teams. The contractor would be expected to prepare any sort of required Power Point presentation.

- 9) The chosen contractor would present on this topic at a PWSRCAC Board meeting after the scope of requested work was completed. This presentation would be on a virtual platform as well. The Board would be asked to accept the project as having met contractual terms to their satisfaction.

SCHEDULE and COMPLETION DATE

Award Announcement; By 5PM AK time, May 28, 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;
- 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 recommendations section, and be of a professional quality suitable for release.

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 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 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 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 Annual Report

Other information, such as the updating the *Copper River Delta and Flats GRS* plan, settlement agreement, and other documents are available upon request.