



## REQUEST FOR PROPOSALS

Title	<i>Long-Term Environmental Monitoring Program</i>
RFP Number	<b>951.22.06</b>
Project Manager	<b>Austin Love</b>
Submittal Deadline	<b>December 15, 2021</b>
Award Announcement	<b>January 14, 2022</b>

Submit Proposals to:

Austin Love, Project Manager

Prince William Sound Regional Citizens' Advisory Council

via email at the following address:

[austin.love@pwsrcac.org](mailto:austin.love@pwsrcac.org)

To verify receipt of proposal, proposer must contact Austin Love 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**

PWSRCAC is inviting proposals for a project to analyze petroleum hydrocarbon chemistry and associated data, and report on the results of analyzing that data. This data is produced under PWSRCAC's Long-Term Environmental Monitoring Program. That monitoring program generally entails the collection of blue mussels, marine sediments, and passive sampling devices in Port Valdez, Prince William Sound, and the Gulf of Alaska, then having them chemically analyzed for a suite of petroleum hydrocarbon constituents (e.g., polycyclic aromatic hydrocarbons, saturated hydrocarbons, and geochemical biomarkers).

## 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 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.

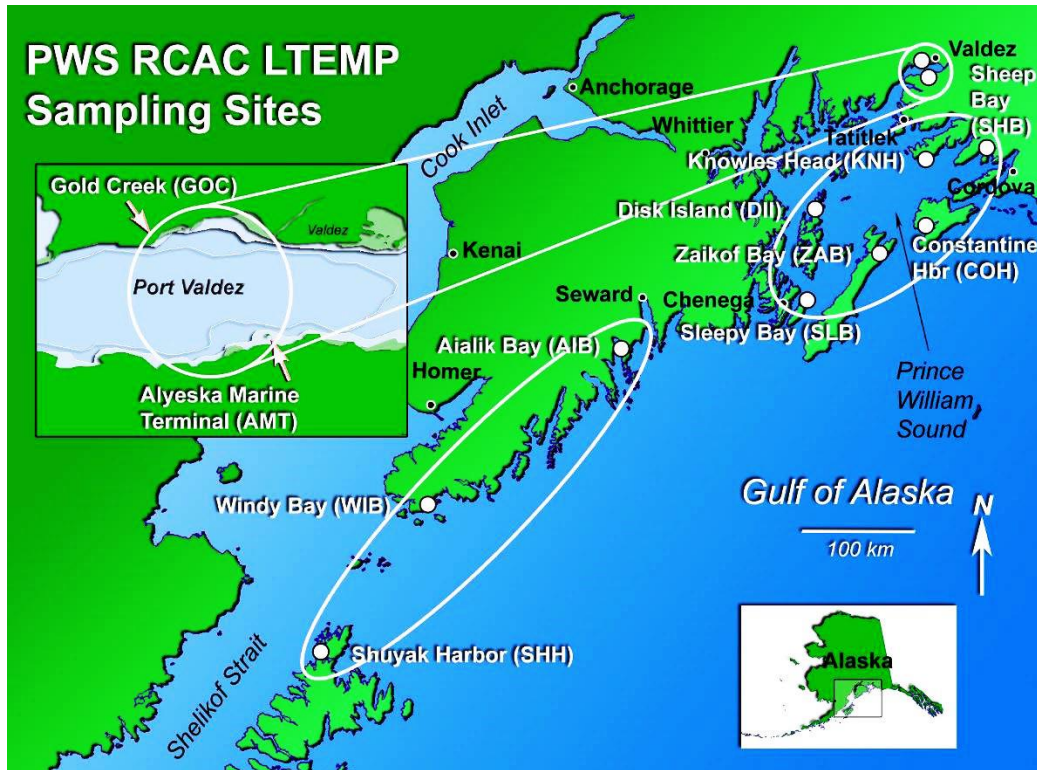
PWSRCAC was chartered as a non-profit corporation by the State of Alaska on December 26, 1989. PWSRCAC is funded under a contract with Alyeska, and is certified as the alternative voluntary advisory group for Prince William Sound under the Oil Pollution Act of 1990 (OPA90).

*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

In 1993 PWSRCAC began monitoring petroleum hydrocarbons in the marine waters of Port Valdez, Prince William Sound, and the Gulf of Alaska as part of its Long-Term Environmental Monitoring Program (LTEMP). The goal of that petroleum hydrocarbon monitoring work has been to determine and understand oil concentrations attributable to the operation of the Valdez Marine Terminal and associated tankers, as well as lingering concentrations of oil from the Exxon Valdez oil spill. Since 1993, and continuing today, petroleum hydrocarbons are monitored in the tissues of blue mussels (*Mytilus trossulus*) and marine sediment samples obtained from the sampling sites illustrated in Figure 1. Occasionally, water samples from the Valdez Marine Terminal's Ballast Water Treatment Facility are also collected and analyzed (e.g., 2004, 2005, 2016, and 2017). Starting in 2016, low density polyethylene passive sampling devices started being used annually, at select sampling sites, to monitor petroleum hydrocarbons in the water column. Over the history of this project, the frequency of monitoring at each LTEMP sampling site has varied. Currently the Port Valdez sites are monitored annually, while the other Prince William Sound and Gulf of Alaska sites are monitored every five years in June or July.



**Figure 1.** Long-Term Environmental Monitoring Program (LTEMP) sampling sites. Currently, the Port Valdez sites are monitored annually, while the other Prince William Sound and Gulf of Alaska sites are monitored every five years. In 2021, only Port Valdez sites were sampled. Not all 2021 Port Valdez sampling sites are shown in this map.

The goal of this project is to understand the effects that the Valdez Marine Terminal and associated tankers may be having on the local marine environment. The objectives of this project are to analyze and report on the laboratory data produced from mussel, sediment, and passive sampling device samples collected in 2021 in Port Valdez. Only Port Valdez sites were monitored in 2021. Mussel samples were collected from five rocky intertidal locations, deep marine sediment samples were obtained from two sites, and passive sampling devices were deployed and retrieved from three sites in Port Valdez. For the mussels, three replicates of 30 mussels were collected at the five sites (for a total of 15 mussel samples). For the sediments, three replicate sediment samples were obtained, using a modified Van Veen grab, at the two sites (for a total of 6 sediment samples). For the passive sampling devices, three replicates of five samplers each, were deployed/retrieved at the three sites (for a total of 9 passive sampling device samples). Furthermore, the passive sampling devices were deployed subsurface for a period of

30 days, starting in May 2021, and all the samples were retrieved by PWSRCAC staff in June 2021, then shipped to various labs for petroleum hydrocarbon and associated analyses.

## **DESCRIPTION of REQUESTED WORK**

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

1. **Data Analysis** – The contractor would analyze hydrocarbon chemistry and associated data, produced by NewFields Companies, LLC (NewFields) and Oregon State University, from the environmental samples collected in June 2021. PWSRCAC has contracted with NewFields to perform the following analyses on 15 mussel tissue samples and six marine sediment samples collected from Port Valdez in 2021, as well as two samples of Alaska North Slope crude oil:
  - a. Mussel tissue analyses: percent lipids, percent moisture, polycyclic aromatic hydrocarbons (n=50, parent and alkylated), saturated hydrocarbons (n=33), geochemical biomarkers (n ~ 70).
  - b. Sediment analyses: total organic carbon, particle grain size, total petroleum hydrocarbons, saturated hydrocarbons (n=33), polycyclic aromatic hydrocarbons (n=50, parent and alkylated), and geochemical biomarkers (n ~ 70).
  - c. Alaska North Slope crude oil analyses: total petroleum hydrocarbons, saturated hydrocarbons (n = 33), polycyclic aromatic hydrocarbons (n=50, parent and alkylated), and geochemical biomarkers (n ~ 70).

PWSRCAC has contracted with Oregon State University to analyze the nine passive sampling device samples, as well as 4 QA/QC samples, deployed and retrieved from Port Valdez in 2021. Oregon State University analyzes all the passive sampling device samples for polycyclic aromatic hydrocarbons including: a list of 60 parent and alkylated and another list of about 36 forensic, alkylated, polycyclic aromatic hydrocarbons.

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

The data from NewFields and Oregon State University would be provided by PWSRCAC to the contractor for review and analysis.

Through the data analysis, the contractor would determine the extent, if any, that the Valdez Marine Terminal and associated tankers are having on the lab results, and if those results indicate that significant environmental harm is or could be occurring due to the operation of the terminal and tankers. The data analysis should also attempt to determine what other factors (i.e., environmental or human-caused), besides the terminal and tankers, may be influencing the lab results, and should consider the toxicological relevance of the results.

2. **Data Management** – The contractor would update PWSRCAC’s LTEMP database with the 2021 data produced by NewFields and Oregon State University; the contractor would also update any metadata associated with the 2021 data. The database is in a Microsoft Excel Binary Worksheet file and includes chemical data collected from 1993-2020 through the PWSRCAC’s LTEMP. As warranted, the contractor would recommend improvements to the database.
3. **Draft Summary Report** – The contractor would write a draft report summarizing the results of their analysis of the 2021 hydrocarbon chemistry data from the mussel tissues, marine sediments, and passive sampling devices. The goal of this report is to document if the lab results indicate that hydrocarbon contamination from the Valdez Marine Terminal or associated tankers are causing harm to the environment of Port Valdez. The report should compare historic LTEMP hydrocarbon data to the most recently obtained data, and consider the data trends and conclusions of the most recent LTEMP report, <https://tinyurl.com/3uswxz4u>. The draft report should also include recommendations for future monitoring of petroleum hydrocarbons that are or could be released as a result of operating the Valdez Marine Terminal and associated tanker ships in Prince William Sound. The report should be prepared with policymakers in mind, specifically the following audiences: the staff and volunteers of PWSRCAC, staff from Alyeska Pipeline Service Company, and state and federal regulators – none of whom are experts in the

field of environmental forensic chemistry or marine toxicology. Finally, the report should be suitable for release to the public.

The draft report would adhere to the following formatting requirements:

- File Type – Microsoft Word
- Length – Maximum of 20 pages, 12 point font, including figures, tables, references, and bibliography
- Sections:
  - Title – include name of the report, date, name of contractor, and PWSRCAC contract number. The title page shall also include the following language “The opinions expressed in this PWSRCAC-commissioned report are not necessarily those of PWSRCAC.”
  - Abstract – limited to 400 words
  - Introduction
  - Methods
  - Results & Discussion
  - Conclusions & Recommendations
  - References & Bibliography – Any documents cited in the report should be listed under references, and any documents recommended for supplemental reading should be listed under the bibliography. A bibliography is not required.

The draft report would be subject to a round of review by a scientific/technical editor hired by PWSRCAC. That technical editor would review the contractor’s draft report for content and organization in order to ensure the clarity and concision of the report are appropriate for the intended lay audience. The technical editor would also proofread the report. The contractor would consider implementing recommendations from the technical editor’s review into the draft report.

Following the review by a scientific/technical editor and subsequent revision, the draft report would then undergo a round of review, questions, and comments, pertaining to its content and organization, by PWSRCAC staff and volunteers from its Scientific Advisory



Committee. The contractor would be expected to meet with the PWSRCAC via videoconference to receive questions and comments on the draft report, and the PWSRCAC would provide the contractor with detailed comments in writing. The contractor would consider implementing received comments into the next version of the report.

4. **Final Summary Report** - The contractor would revise the draft report, based on comments received from PWSRCAC, and submit a final report to PWSRCAC. The contractor would meet, via videoconference, with PWSRCAC staff and volunteers from its Scientific Advisory Committee to address comments and questions regarding the final report. Following that videoconference, the final report will be subject to a copyedit review by PWSRCAC's Director of Communications. The copyedit suggestions would be provided in writing to the contractor, and the contractor is expected to consider implementing received copyedit suggestions into an updated version of the final report. The final report would then be provided to PWSRCAC's Board of Directors for their final review and comments, and acceptance of the report as meeting the terms of the contract for this project.
  
5. **Technical Supplement** – The contractor would provide a technical supplement illustrating all the analytical results of the 2021 field samples, crude oil reference samples, and laboratory blanks. The technical supplement would include tables and figures that can be used to visualize and understand the significance of the 2021 sediment, mussel, and passive sampling device results – similar to what's included under Appendices 1 and 2 in the most recent LTEMP report, <https://tinyurl.com/3uswxz4u>. The intended audience of the technical supplement are scientists familiar with the aforementioned results and associated laboratory and field methods. The technical supplement is not intended to be a stand-alone report, rather it is intended to provide additional information that supports the data and results described in the summary report. The summary report should be a stand-alone document written for a general audience as described, with reference to the technical supplement as appropriate.

6. **Results Presentation** – The selected contractor would prepare and deliver a summary presentation (~15 minutes long, plus any Q&A) to the PWSRCAC Board of Directors via videoconference. The purpose of this presentation is to provide an overview of the final summary report, highlight critical conclusions, and discuss recommendations identified by the contractor, such that the Board of Directors can understand and decide which recommendation(s) they might endorse and recommend that Alyeska, and state or federal regulators take action on. This meeting will also be the venue wherein the Board of Directors will decide whether or not to accept the final summary report and technical supplement from the contractor as meeting the terms of the contract and being suitable for public release.
  
7. **Progress Reports** – Have update calls or send emails to provide brief progress reports to PWSRCAC at least monthly. The progress reports should cover progress to date, challenges, worked planned for the ensuing period, how the schedule has been impacted (if it has), generally how actual work hours compared to the budget plan for that task, and preliminary findings and recommendations (where appropriate).

### **Proposed Schedule**

1. **December 15, 2021** - Proposal Deadline
2. **January 14, 2022** - Contract Award Announcement
3. **January 31, 2022** - Project Kickoff Meeting
4. **March 4, 2022** - Draft Summary Report and Technical Supplement Deadline
5. **March 18, 2022** - Final Summary Report and Technical Supplement Deadline
6. **May 5 or 6, 2022** - Results Presentation

## 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.

**Final Report.** 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 in Microsoft Access or Excel to 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 FORMAT & CONTENTS

Any submitted proposal shall follow the format listed below and include the following information as appropriate to the requirements of the scope of work:

#### **Title Page**

- RFP Title and Number
- Name of Principal Consultant(s)
- Mailing, email address, telephone number of proposer
- Date
- 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 and a brief general discussion of: the goal of this project, the problem it is seeking to solve, background context, what the proposed project will entail, and why the proposer is qualified to perform the work. Scientific and technical terms shall be clearly defined and a list of pertinent enclosures included.

**Methods & Deliverables.** Describe in detail the methods to be used and how they will produce the deliverables. Describe how the proposer intends to address the specific project goals, objectives, as well as provide the deliverables requested. If applicable, describe logistics and schedules for all travel in conjunction with the proposed work. 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.

**Consultant/Contractual Services.** Indicate if, how, and why a subcontractor will be used for any portion of the work.

**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.

**Statement of Qualifications.** Describe, relevant to the proposed work, previous work experience, related technical capability, 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) **Methods.** Are the proposed methods technically and practically feasible? Will the proposed methods effectively achieve the project's goals, objectives, as well as provide the deliverables of this project?
- 4) **Deliverables.** Are the proposed deliverables in accordance with the deliverables requested in the scope of work?
- 5) **Schedule.** Is the proposed schedule for completion of the scope of work in accordance with the requested project duration and schedule?
- 6) **Management Scheme.** Will the proposed management scheme reasonably lead to successful development of the deliverables?
- 7) **Budget and Cost Justification.** Is the budget reasonable and adequate for the work proposed? Does the budget provide good value for the funds requested?
- 8) **Qualifications.** Does the proposer possess expertise and experience to assure successful completion of the scope of work?
- 9) **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?

**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. 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

PWSRCAC Standard Professional Services Contract