

## Request for Proposals

**From:** Jennifer Hammer, Watershed Manager, The Conservation Foundation

**Date:** January 5, 2018

**Subject:** Surface Water & Sediment Collection and Analysis in the Lower DesPlaines River, DuPage River, and Salt Creek Watersheds

**Deadline:** February 1, 2018 C.O.B.

### I. Introduction and Background

The Conservation Foundation (TCF) is seeking letters of interest and submittal of qualifications from contract laboratories interested in providing professional environmental laboratory services which may include laboratory analyses and report preparation for surface water (Task A) and field sample collection for surface water (Task B). The goal of this Request for Proposals (RFP) is to award a contract to one (1) contract laboratory for the professional services described within this RFP. The awarded contract will be nonexclusive contract for the period of one (1) year, renewable for three (3) additional one-year terms at the discretion of TCF, subject to mutual agreement.

Laboratories interested in submitting Proposals should notify their intent via email to [jhammer@theconservationfoundation.org](mailto:jhammer@theconservationfoundation.org) by 5:00PM CT on January 12, 2018. Such notice should include the following:

- The business or individual's name (as appropriate)
- A Contact person's name and title
- The contact person's address, phone number, and email address

*A notice of Intent to Propose creates no obligation and is not a prerequisite for making a proposal, however, it is necessary to ensure receipt of any RFP amendments or other notices and communications regarding this RFP.*

Questions pertaining to the selection process or the scope of work should be directed to Jennifer Hammer via email at [jhammer@theconservationfoundation.org](mailto:jhammer@theconservationfoundation.org). All questions should be submitted no later than 5:00PM CT on January 12, 2018. Any oral communications will be considered unofficial and non-binding by TCF. Questions will be answered in writing and emailed to all Laboratories who submitted an intent to bid by close of business on January 19, 2018.

Proposals must be submitted by **5:00PM CT on February 1, 2018** to Jennifer Hammer via email at [jhammer@theconservationfoundation.org](mailto:jhammer@theconservationfoundation.org) (file size limit is 8 MB). If an accompanying hard copy is sent, please mail to:

The Conservation Foundation  
Attn: Jennifer Hammer  
10S 404 Knoch Knolls Road  
Naperville IL 60565

**PROPOSAL PACKAGES RECEIVED AFTER THE SPECIFIED TIME WILL NOT BE ACCEPTED.**

RFP: Surface Water & Sediment Collection and Analysis in the Lower DesPlaines River, DuPage River, and Salt Creek Watersheds

## II. Schedule

The proposed schedule for contract award is as follows:

Date Published	January 5, 2018
Deadline Date for Inquiries/Intent	January 12, 2018
Deadline Date for Proposal Submittals	February 1, 2018
Anticipated Date for Selection	March 5, 2018
Anticipated Date for Award of Contract	April 16, 2018

TCF reserves the right, at its sole discretion, to adjust the RFP schedule, as it deems necessary. Any adjustment to the Schedule shall constitute an RFP amendment and will be communication such to potential proposers from whom TCF has received a Notice of Intent to Propose.

## III. Information Available for the Project

The following data and information is publically available for Consultants to utilize for the preparation of their Proposal and for use during the project, if applicable:

- Bioassessment and Water Quality Studies of the East and West Branches of the DuPage River and Salt Creek watersheds: <http://drscw.org/wp/bioassessment/>
- Bioassessment and Water Quality Studies of the Lower DuPage River Watersheds: [http://www.dupagerivers.org/documents/2012BiologicalandWaterQualityStudyoftheLowerDuPageRiverFINALREPORT\\_000.pdf](http://www.dupagerivers.org/documents/2012BiologicalandWaterQualityStudyoftheLowerDuPageRiverFINALREPORT_000.pdf)

The following data is also available on the DRSCW RFP web page <http://drscw.org/wp/rfp-rfq/> for use by the Laboratories during the preparation of their Proposal and for use during the project.

- Google Earth map of each watershed with sampling locations
- Existing Standard Operating Procedure for chemical sampling
- Example sample collection schedule for each watershed

## IV. Project Background

TCF provides technical staffing for three watershed management organizations covering the DuPage River, Salt Creek and Lower DesPlaines River watersheds. Two of the organizations have been implementing extensive water quality monitoring programs for several years and the third organization plans on starting their program in the summer of 2018. Because TCF coordinates staffing and project management for all three organizations we are looking to combine project needs into one RFP. The intention would be to have an annual contract that could be renewed annually over a four-year period if all work is satisfactory. Each year would include work within two of the eight watersheds.

Watershed areas include The Lower DesPlaines River watershed (from O'Hare downstream to confluence with Kankakee River) which is broken into four sections described in table below, the East Branch DuPage River watershed, the West Branch DuPage River watershed, the Main Stem DuPage River watershed, and the Salt Creek watershed.

**V. Scope of Work**

The objective of this RFP is to award one (1) contract to provide professional environmental laboratory services that include laboratory services and report preparation (Task A) and water quality sample collection (Task B).

**A. Laboratory Services and Report Preparation**

Typical water and sediment chemistry parameters to be analyzed are included in Table 1. The number of samples projected for analysis by year is included in Table 2.

Table 1. Water and Sediment Chemistry Analysis Parameters

<b>Water and Sediment Chemistry Analysis Parameters</b>	
<p><b>Demand Parameters</b>                      5 Day BOD                      Chloride                      Conductivity                      Dissolved Oxygen                      pH                      Temperature                      Total Dissolved Solids                      Total Suspended Solids</p> <p><b>Nutrients</b>                      Ammonia                      Nitrogen/Nitrate                      Nitrogen/Nitrite                      Nitrogen – Total Kjeldahl                      Phosphorus, Total</p> <p><b>Metals</b>                      Cadmium                      Calcium                      Copper                      Iron                      Lead                      Magnesium                      Zinc                      Hardness</p> <p><b>MS4 Parameters</b>                      Oil and Grease                      Fecal Coliform                      Chlorophyll A</p>	<p><b>Water - Organics</b>                      PCBS                      Pesticides                      Semivolatile Organics                      Volatile Organics</p> <p><b>Sediment Metals</b>                      Arsenic                      Barium                      Cadmium                      Chromium                      Copper                      Iron                      Lead                      Manganese                      Nickel                      Potassium                      Silver                      Zinc</p> <p><b>Sediment Organics</b>                      Organochlorine Pesticides                      PCBS                      Percent Moisture                      Semivolatile Organics                      Volatile Organic Compounds</p>

Table 2. Project number of samples per year by analysis type.

Watershed & Year	# of Sites	Demand & Nutrients	Metals	MS4 Parameters	Water Organics	Sediment Metals	Sediment Organics
Lower Des Plaines Y1*	28	232	232	8	116	29	29
Lower DuPage Y1	41	228	131	6		7	7
Lower Des Plaines Y2*	33	222	206	8	112	30	30
East Branch Y2	36	176	102	5	12	18	18
Lower Des Plaines Tribs Y3	56	266	180	8	139	30	30
West Branch Y3	44	218	110	6	16	23	23
Hickory Creek Y4	50	212	154	8	109	23	23
Salt Creek Y4	51	284	142	8	17	26	26
Four year estimated total		1,838	1,257	57	521	186	186

The project includes furnishing all labor, materials, tools, equipment, all sample containers, and facilities required for sample analysis and report preparation in accordance with the schedule and procedures described herein. The laboratory will provide testing services for all waters and sediment for the parameters as determined by TCF.

The work is to be performed by a laboratory that is properly certified by NELAC/IL ELAP or equivalent to perform the work required. In addition to the specific State and USEPA requirements, all work shall comply with all applicable government regulations, project specific quality standards and accepted good practice for the type of work being performed.

1. **Project Coordination** - The laboratory shall designate a primary point of contact and two (2) alternative contacts within the organization including emergency telephone numbers and email addresses
2. **Sample Materials as Needed**
  - a. The laboratory must supply sample bottles and materials for collection and handling of samplings, including sample bottle kits and properly-sized ice chests.
  - b. Deliver custom sample bottle kits to TCF, as requested. Deliveries shall be made no later than 24 hours prior to the scheduled sampling.
3. **Sampling Pick-Up/Shipping** – The laboratory will acknowledge receipt of samples by completing the chain-of-custody form for each set of samples and return a copy of the completed chain-of-custody with the corresponding sampling results.
4. **Analysis of Samples**
  - a. Analysis shall be performed only within the procedures approved for the laboratory under certification by NELAC/IL ELAP or equivalent organization, and with appropriate quality assurances/quality control practices.
  - b. Methods shall be described in accordance with 40 CFR Part 136.
  - c. The laboratory must ensure that analysis performed shall have verifiable method detection limits (MDLs), Reporting Limits (RLs), Practical Quantitation Limits (PQLs) and other limits consistent with USEPA and/or IEPA’s accepted standards.
  - d. The laboratory shall provide TCF with a list if all sub-contracting labs used for testing.

- e. Standard turnaround time for analysis will be two (2) weeks from sampling receipt.
- 5. **Resampling/Analysis** – If there is need for re-sampling due to an error that is the fault of the contracted laboratory (i.e. requested analysis is not completed by the laboratory, sample is dropped, holding times are expired before analysis is complete, etc.), the analysis of the re-sample will be done at no charge to TCF.
- 6. **Reporting**
  - a. The laboratory shall prepare analysis reports to include the following information:
    - i. Sample identification and sample type
    - ii. Sample preservation and container type
    - iii. Analytical methodology used
    - iv. Analytical results and corresponding method of detection limits
    - v. Name of individual collecting or submitting the sample
    - vi. Date and time of sample collection
    - vii. Laboratory performing the analysis for the sample
    - viii. Quality control indices (metrics, RPD, spike, IPR, OPR, etc)
  - b. The laboratory shall submit the analysis reports with the corresponding invoices for services.
  - c. The laboratory must be able to provide reports in both electronic deliverable format such that it can be integrated into our database and other electronic formats as requested by TCF (CD, email, etc.)
- 7. **Chain-of-Custody** – The laboratory shall complete the copy of the current Chain-of-Custody form initiated by the sample collector.

## **B. Sample collection**

In addition to laboratory sample analysis (Task A), TCF is soliciting bids for surface water quality sample collection (Task B). For this task, the laboratory will be responsible for the field collection of water quality samples. The majority of the samples will be collected from bridges. However, a few smaller sites will require wading into shallow water. Typical sampling methodology includes the collection of grab samples from center of flow and filling of required sample bottles (provided by the laboratory). In-situ readings for dissolved oxygen and temperature shall be taken at every site, depending on available equipment conductivity and pH can also be taken in-situ or at the lab. Samples shall be kept on ice until received at lab.

Surface water quality samples will be collected between June and September. The number of sampling sites per watershed per year is included in Table 2. The frequency of sample collection varies per site and ranges from 2 number of samples per site to 12 samplers per site. An example schedule for each watershed that shows the frequency of sampling per site is provided on the DRSCW RFP page as described in Section III.

The project includes all labor, materials, tools, transportation, equipment and facilities required for sample collection and delivery to the laboratory in accordance with the schedule and procedures described herein.

The work shall comply with all applicable governmental regulations, project specific quality standards and accepted good practices for the type of work being performed.

1. **Project Coordination** - The laboratory shall designate a primary point of contact and two (2) alternative contacts within the organization including emergency telephone numbers and email addresses. These contacts can be the same as those provided under Task A.
2. **Sample Materials as Needed** - The laboratory must supply disinfected sample coolers or blue-ice containers and preservatives for sample collection and transport, including blue-ice or wet ice for sample preservation.
3. **Sampling Pick-Up/Shipping** – The laboratory shall provide courier services for pick-up and delivery of samples to the laboratory facility.
4. **Resampling** – If there is need for re-sampling due to an error that is the fault of the contracted sampler (i.e. sample is dropped, holding times are expired before analysis is complete, etc), the analysis of the re-sample will be done at no charge to TCF.
5. **Chain-of-Custody** – The sampler shall complete the copy of the current Chain-of-Custody form.

**Sediment samples will be collected by a third party and are not included under this Task. Surface water quality samples for Lower Des Plaines Year 1 and Year 2 will be collected by boat by a third party and are not included under this Task.**

#### **VI. Proposal Evaluation and Award**

RFP responses will be evaluated and ranked according to the criteria below by an evaluation committee composed of TCF staff and members of the three watershed management organizations. The evaluation committee will open and review the proposals in confidence.

<b>Criteria</b>	<b>Points</b>
Cover Letter	0 points
Firm Qualifications	30 points
Staff Experience and Qualifications	20 points
Staff Availability and Capability to Meet Deadlines	10 points
Cost Proposal	40 points

TCF will evaluate each proposal according to the above criteria. Additional information may be requested to aid TCF its evaluation. A failure to promptly respond to TCF inquires for proposal clarification or additional information may result in a determination of non-responsibility.

TCF reserves the right to reject any or all proposals and waive any informality or minor defects in proposals received. Notwithstanding any other provisions of this RFO, TCF reserves the right to award the contract to the laboratory that best meet the requirements of the RFP and not necessarily, the lowest bidder, Further, TCF reserves the right to reject any or all proposals prior to execution of the contract for any or no reason and without penalty to them.

The laboratory identified as offering the best-evaluated proposal must sign a contract Agreement drawn by TCF pursuant to this RFP. If the Laboratory is unwilling to execute the TCF’s Agreement within fifteen (15) business days of delivery of the contract, TCF may elect to negotiate a contract with the second or third highest ranked firm until a contract Agreement is executed and approved or TCF, in its sole discretion, may decide to terminate the selection process. TCF shall not be bound, or in any way

obligated, until both parties have executed an Agreement. No party may incur any chargeable costs prior to the execution of the final Agreement.

## **VII. Submittal Requirements and Format**

The emphasis of the proposal should be on responding to the requirements set forth herein. In addition, laboratories need to demonstrate their capabilities, background, expertise, etc. in order for TCF to effectively evaluate the proposals and award to the company that provides the best value to TCF based on the selection criteria. The Proposal should include, a minimum, the following information:

1. **Cover Letter** – Provide an introductory letter signed by an authorized representative of the firm; please address this letter to Jennifer Hammer.
2. **Firm Qualifications** – Provide an overview of firm qualifications related to the laboratory analyses and report preparation for surface water and field sample collection for surface water to include but not be limited to specific disciplines represented that are applicable to the proposed work, number of employees, office locations, etc. Provide copies of the IL ELAP laboratory certification, with a list of approved analyses, methods, and matrices. Provide evidence that laboratory meets current National Environmental Laboratory Accreditation Program (NELAP) requirements. Provide a copy of the current Quality Assurance Performance Plan (QAPP). Provide a list of three (3) major clients and general project description of comparable scope of work and magnitude and the associated regulatory agencies. Include references' contact person, email, and telephone number, and services and analysis typically performed.
3. **Staff Experience and Qualifications** – List laboratory staff member (including primary point of contact and two (2) alternative contacts) and sub-contracted firms, including detailed resumes. Provide brief bullets on education, training and experience for laboratory personnel. Provide copies of any licenses or certifications held by staff members.
4. **Staff Availability and Capability to Meet Deadlines** – Provide current and projected workload for the laboratory staff that indicated the availability of staff to complete the project work in a timely manner. Provide hours of operation, hours for acceptance of sample delivery.
5. **Cost Proposal** – Quote rates, fees, or charges for analysis, based on the list provided (Task A-Cost Proposal). The costs for laboratory analyses should include all labor, materials, tools, equipment, all sample containers, and facilities required for sample analysis. The cost for report preparation and coordination with TCF should be included in costs for analysis. The cost for sample collection should include all labor, materials, tools, transpiration, equipment and facilities required for sample collection and delivery to the laboratory. Provide any other information available to show pricing methods or costs for work.

The firm submitting the Proposal is responsible for all expenses incurred in the preparation of their Proposal and TCF shall not be liable for any costs in preparation thereof. All Proposals received by TCF will become TCF's property for use as deemed appropriate.

## VIII. Term and Conditions

1. **Term of Contract** –The contract shall be in effect for a period of one (1) calendar year. The services outlined will commence immediately after the award of the contract and extend until the end of that calendar year.
2. **Contract Renewal** – TCF reserves the right to extend the contract for up to three (3) additional one-year terms, subject to the mutual agreement between TCF and the contract laboratory. Contract renewals will be covered under the same contractual terms and conditions and at the same price or price basis.
  - a. **Price Adjustments** – Pricing will remain firm for the duration of the contract including any renewals. Price increased may be considered at the time of renewal, as a result of
    - i. Supply price increase by vendor
    - ii. Increases in Government or regulatory agency taxes, charges, or fees specific to the laboratory's trade; or
    - iii. Increased in the previous 12 month Consumer Price Index (all items, not seasonally adjusted for all urban consumers) for Chicago.

Any request for a price increase will be substantiated with documentation from the manufacturer or government agency and will be submitted in writing. TCF will be the sole judge of acceptable price increased and TCF may cancel the contract if a requested price increase is not acceptable.

3. **Nonexclusive** – Notwithstanding the continuing contract(s) resulting from this RFP, TCF reserves the right to follow its normal purchasing procedures at any time to procure the services identified herein from other laboratories.
4. **Minimum Requirements of Contract Laboratories**
  - a. **State Laboratory Certification:** The laboratory shall be certified by the Illinois Environmental Laboratory Accreditation Program (IL ELAP) and/or the Illinois Department of Public Health (IDPH) (as appropriate) for all analytes included in this RFP, utilizing the test methods required by the Illinois Environmental Protection Agency (IEPA), United States Environmental Protection Agency (US EPA) or other regulatory agencies as noted in the IEPA permits for water, wastewater, and stormwater. A copy of the certifications for the specified analyses shall be included in the proposal.
  - b. **National Laboratory Certification:** The laboratory shall meet all current National Environmental Laboratory Accreditation Program (NELAP) requirements for all parameters tested. A copy of the certifications for the specified analyses shall be included in the proposal.
  - c. **Laboratory Quality Assurance Performance Plan (QAPP):** The laboratory must have an established QAPP. The laboratory should submit a copy of their QAPP with their proposal as well as any changes to the QAPP if and when they occur during the contract period.
  - d. **Quality System Audits:** Documentation of the last external audit shall be made available to TCF upon request during the proposal proceeding.
  - e. **Analytical Method QC Procedures:** All analytical methods employed at the Laboratory must be approved by Federal or State regulatory agency or an industry-recognized methods review board.



- f. **Laboratory Experience:** The laboratory shall have adequate experience commensurate with the projected volume of samples to be analyzed. A list of three (3) major clients and general project description of comparable scope of work and magnitude and the associated regulatory agencies shall be provided as part of this proposal.

**Cost Proposal – Task A: Laboratory Services and Report Preparation**

Method	Analysis	Matrix	Method Reporting Limit	Cost Per Analysis
<b>Demand Parameters</b>				
SM5210B	5 Day BOD	Surface Water		
EPA 325.2	Chloride	Surface Water		
SM2510B	Conductivity	Surface Water		
SM4500-0(B-G)	Dissolved Oxygen	Surface Water		
SM4500-H <sup>+</sup> B	pH	Surface Water		
EPA/Standard Methods	Temperature	Surface Water		
EPA 160.1	Total Dissolved Solids	Surface Water		
EPA 160.2	Total Suspended Solids	Surface Water		
<b>Total Cost of Demand Parameters Per Sample</b>				
<b>Nutrients</b>				
SM4500 NH <sub>3</sub> (B-H)	Ammonia	Surface Water		
SM4500-NO <sub>3</sub> <sup>-</sup> D	Nitrogen/Nitrate	Surface Water		
SM4500-NO <sub>2</sub> <sup>-</sup> B	Nitrogen/Nitrite	Surface Water		
SM4500-N <sub>ORG</sub> (B-D)	Nitrogen – Total Kjeldahl	Surface Water		
SM4500-P (E-H)	Phosphorus, Total	Surface Water		
<b>Total Cost of Nutrients Per Sample</b>				
<b>Metals</b>				
EPA 200.8	Cadmium	Surface Water		
EPA 200.8	Calcium	Surface Water		
EPA 200.8	Copper	Surface Water		
EPA 200.8	Iron	Surface Water		
EPA 200.8	Lead	Surface Water		
EPA 200.8	Magnesium	Surface Water		
EPA 245.1	Mercury	Surface Water		
EPA 200.8	Zinc	Surface Water		
SM2340 B	Hardness	Surface Water		
<b>Total Cost of Metals (surface water) Per Sample</b>				
<b>Water - Organics</b>				
EPA 608	PCBs	Surface Water		
EPA 608	Pesticides	Surface Water		
EPA 625	Semivolatile Organics	Surface Water		
EPA 624	Volatile Organics	Surface Water		
<b>Total Cost of Organics (surface water) Per Sample</b>				
<b>MS4 Required Parameters</b>				
EPA 1664	Oil and Grease	Surface Water		
SM 9222	Fecal Coliform	Surface Water		
EPA 445/446	Chlorophyll a	Surface Water		

RFP: Surface Water & Sediment Collection and Analysis in the Lower DesPlaines River, DuPage River, and Salt Creek Watersheds

Method	Analysis	Matrix	Method Reporting Limit	Cost Per Analysis
<b>Sediment Metals</b>				
EPA 6010B	Arsenic	Sediment		
EPA 6010B	Barium	Sediment		
EPA 6010B	Cadmium	Sediment		
EPA 6010B	Chromium	Sediment		
EPA 6010B	Copper	Sediment		
EPA 6010B	Iron	Sediment		
EPA 6010B	Lead	Sediment		
EPA 6010B	Manganese	Sediment		
EPA 7471A	Mercury	Sediment		
EPA 6010B	Nickel	Sediment		
EPA 6010B	Potassium	Sediment		
EPA 6010B	Silver	Sediment		
EPA 6010B	Zinc	Sediment		
<b>Total Cost of Metals (sediment) Per Sample</b>				
<b>Sediment Organics</b>				
EPA 8081	Organochlorine Pesticides	Sediment		
EPA 8082	PCBS	Sediment		
Standard Methods	Percent Moisture	Sediment		
EPA 8270	Semivolatile Organics	Sediment		
EPA 8260	Volatile Organic Compounds	Sediment		
<b>Total Cost of Organics (sediment) Per Sample</b>				

The costs for laboratory analyses should include all labor, materials, tools, equipment, all sample containers, and facilities required for sample analysis. The cost for report preparation and coordination with TCF should be included in costs for analysis.

**Cost Proposal – Task B: Sample Collection**

<b>Watershed</b>	<b>Year</b>	<b># of Sites</b>	<b>Cost for Sample Collection</b>
Lower DuPage	Y1	41	
East Branch DuPage	Y2	36	
Lower Des Plaines Tribs	Y3	56	
West Branch DuPage	Y3	44	
Hickory Creek	Y4	50	
Salt Creek	Y4	51	

Cost for sample collection should be presented as a lump sum per watershed. The cost for sample collection should include all labor, materials, tools, transpiration, equipment and facilities required for sample collection and delivery to the laboratory.