



REQUEST FOR PROPOSALS

Title	2013 Marine Fire Symposium
RFP Number	8050.12.01
Project Manager	Alan Sorum
Submittal Deadline	November 9, 2012
Award Announcement	December 14, 2012

Submit Proposals to:

**Alan Sorum PWSRCAC Maritime Operations Project Manager
Prince William Sound Regional Citizens' Advisory Council
Post Office Box 3089
Valdez, Alaska 99686**

or

via email at the following address:
alan.sorum@pwsrcac.org

To verify receipt of proposal, proposer must contact **Alan Sorum** 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.

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- 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 conduct a training seminar focused on marine fire fighting for land-based firefighters.

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 19 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).

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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

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) is planning a Marine Firefighting Symposium focused on training land-based firefighters to occur in the fall of 2013. Symposium training is geared to shipboard firefighting and the regional response required in the event of a major oil tanker fire in the Exxon Valdez Oil Spill (EVOS) region. In the light of the salvage marine firefighting requirements set forth in the Oil Pollution Act of 1990, PWSRCAC sees the importance of providing training opportunities that allow local, state and federal entities to work together with industry on operations and command functions related to a tanker or shipboard fire response. It is anticipated that 50 firefighters will be trained.

GOALS and DELIVERABLES

PWSRCAC is seeking a consultant or organization whose staff is knowledgeable about marine firefighting training for land-based firefighters and identifying the facilities necessary to host the 2013 Marine Firefighting Symposium.

DESCRIPTION of REQUESTED WORK

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

1. Consultant will plan with PWSRCAC staff for conducting the 2013 Marine Firefighting Symposium to develop its curriculum, coordinate with required trainers, develop practical exercises and work with industry participants to ensure appropriate participation at the event. The event will be held on or about the month of October 2013.

2. The instructor cadre provided by the Consultant will be determined by the consultant with consideration given to curriculum needs and class size. Historically a class of 50 firefighters has required the services of five instructors.
3. Consultant will liaison with the local, state and federal agencies needed to coordinate, conduct and evaluate the symposium.
4. Consultant will manage and oversee operations before, during and after the symposium. Consultant will need to troubleshoot and address unforeseen issues as they arise.
5. Consultant will develop evaluation tools for the symposium and provide an evaluation based on these tools to PWSRCAC concerning the effectiveness of training provided at the event.
6. Consultant will participate in workgroup meetings with PWSRCAC staff as needed to ensure the success of the symposium.
7. Curriculum for the symposium will consider inclusion of the following topics. The final curriculum proposed for use at the symposium will be approved by the Council. Where applicable, all training will follow the NFPA 1005 standard for shipboard firefighting for land-based firefighters.
 - a. Shipboard Firefighting
 - b. Initial Engine Company Actions
 - c. Regional Response Concepts
 - d. Small Vessel Firefighting
 - e. Marina Firefighting and Pre-Fire Planning
 - f. Boundary Cooling
 - g. Reading Ships Fire Plans
 - h. Politics of a Shipboard Fire
 - i. Federal Regulations Regarding Salvage and Marine Firefighting
8. Consultant will provide or identify appropriate meeting spaces and training facilities needed to conduct the Symposium.
9. Consultant will provide or help arrange for participant lodging and meals during the event.

Evaluation Criteria

Proposals will be evaluated on the consultant's ability to successfully meet to the required scope of work for the project list above and in these areas of concern:

1. Instructor qualifications and understanding of NFPA Standard 1005, *Standard for Professional Qualifications for Marine Firefighting for Land-Based Fire Fighters*.

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2. Classroom, live fire and hands-on training that could lead to certification recognized by the State of Alaska under NFPA 1005.
3. Quality of training materials provided to firefighters for return to their communities.
4. Opportunities and cost of participant housing and meals during Symposium.
5. Ability to attract oil industry partners to participate in the Symposium and provide vessels, preferably an oil tanker or other large vessel, as a training platform.
6. Ability to attract recognized marine firefighting and salvage contractors to participate in the Symposium and provide equipment for firefighter training.

Schedule and Completion Date

Proposal Due Date: November 9, 2012.
Award Announcement: December 14, 2012.
Final Report Completion: November 4, 2013.

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;

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- 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 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. 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/docs/d0022500.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