

NEW MEXICO DEPARTMENT OF TRANSPORTATION

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL SERVICES

RFP 09-03

**SOIL, GROUNDWATER AND GENERAL ANALYTICAL
SERVICES**

SERVICES - STATEWIDE

**Project Number: SP-9999-3(200)
Control Number: U900010**

**Submit Proposals no later than September 23, 2008
@ 2:00 pm local prevailing time**

New Mexico Department of Transportation

Request For Proposal

Work Description: Analytical Laboratory Services

NMDOT District: Statewide

NMDOT CONTACT: Ms. Audrey Moore (505-827-1715)

1. INTRODUCTION

This Request for Proposal (RFP) is issued by the New Mexico Department of Transportation, Environmental Geology Bureau (NMDOT), to solicit competitive sealed proposals for the award of a contract to a certified analytical testing laboratory (Contractor) for soil, groundwater and general analytical laboratory services.

The scope of services are to be provided to the NMDOT on an as needed basis. All analyses are to be performed in accordance with the United States Environmental Protection Agency (EPA) approved methods, unless a comparable method has been specifically requested by the NMDOT Coordinator assigned to the project, and is legally defensible.

2. GENERAL INFORMATION

2.1 LABORATORY RESPONSIBILITY, ACCURACY OF WORK, INDEMNIFICATION AND PROFESSIONAL LIABILITY

2.1.1 Laboratory Responsibility.

The Contractor has total responsibility for the accuracy, completeness and correctness of the data recorded in the Analytical Reports and shall check all material accordingly.

In the event that the services of a sub-contractor are used in order to meet the obligations of the awarded contract, the sub-contractor must be specifically pre-approved by the NMDOT and must adhere to the same standards and requirements imposed by the contract as those applied to the Contractor.

The selected Contractor, and all pre-approved sub-contractors, must adhere to EPA standards and procedures for all analyses unless instructed to do otherwise by the project Coordinator.

The Contractor (and sub-contractors) shall have an existing health and safety program which shall comply with OSHA (Reference 29 CFR 1910) and EPA recommended standards (per CERCLA and/or RCRA) and shall include, but not be limited to, the following:

- Firm's health and safety policies and responsibilities.
- Key personnel, employees and their health and safety responsibilities.
- Personal protective equipment capabilities, including respiratory protection program.
- Standard work practices.
- Medical monitoring program for all personnel.
- Exposure monitoring program for all personnel.
- Health and safety program documentation and record keeping.
- Training program for personnel.

2.1.2 Accuracy of Work.

A cursory review of the Analytical Report will be performed by the Project Coordinator to determine if the report is presented in the proper format, that the essential elements are included, and that, in general, it would be acceptable to the appropriate regulatory authorities.

In order for the Analytical Report to be considered "in the proper format", the report shall include, but not be limited to, the following elements:

- Project Name & Number and Control Number,
- Project Coordinator/Manager,
- Name of sampler,
- Sample identification,
- Date/time collected,
- Date received,
- Date extracted,
- Date analyzed,
- Sample matrix,
- Test method requested,
- The analytes detectable given the test method,
- The minimum detection limit of a particular analyte for the given sample (particularly in the event that dilution is necessary),
- The concentrations detected, reported in the appropriate units given the sample matrix (i.e. mg/Kg for solids and µg/L for liquids),
- Surrogate recovery information,

- Batch report QA/QC data,
- A “Notes” section and legend if data requires clarification,
- The Analytical Report must be accompanied by the completed Chain of Custody documentation,
- The Analytical Report must be accompanied by a completed Sample Condition Questionnaire.

Acceptance of the work by the NMDOT and/or contract termination does not constitute NMDOT approval and will not relieve the testing laboratory of the responsibility for subsequent corrections of any errors and omissions and the clarification of any ambiguities.

2.1.3 Indemnification - Professional Liability (Errors and Omissions).

Indemnification - Professional Liability (Errors and Omissions)

The Consultant shall defend, indemnify, and hold harmless or insure the NMDOT, including its officers, employees, and agents against liability, damages, losses or expenses, including attorney’s fees, to the extent that the liability, damages, losses or expenses are caused by, or arise out of, the acts or omissions of the Consultant, or its officers, employees, or agents. The Consultant shall comply with all applicable federal, state, local, and Tribal laws, rules, regulations, and ordinances.

2.2 CONTRACT FEE

The Consultant will complete the “Contractor’s Method and Fee Schedule”, presented as Appendix A, and return it with the proposal. *Commitments* to discounts based on quantity and late turn-around-time should also be included.

Payments made for these services will be for the actual quantities tested/reported.

3. DESCRIPTION OF WORK RESPONSIBILITIES

All work performed under this contract will be performed in accordance with applicable EPA standards and procedures unless a comparable method has been specifically requested by the NMDOT Coordinator assigned to the project, and is legally defensible.

3.1 DELIVERABLE

The Contractor shall provide the following to the NMDOT:

1. Sample containers (jars, vials, bottles, etc.) and labels,
2. Sample preservatives,
3. Coolers with appropriate ice packs (blue ice),
4. Chain-of-custody forms,

5. Custody seals,
6. Analytical Reports must be delivered to the project Coordinator, in an agreed upon format, within a maximum of ten (10) working days unless an alternative time frame is specifically authorized,
7. Sample analysis must be completed within the maximum holding times specified by EPA, unless an expedited analysis is specifically authorized by the Coordinator,
8. A QA/QC report shall be included with each Analytical Report.

3.2 NMDOT SHALL PROVIDE

The NMDOT shall provide the following to the Contractor:

1. Prepared samples for analysis.
2. A chain-of-custody form documenting all pertinent data.
3. The name and telephone number of the project Coordinator, to whom questions and the Analytical Report are directed.
4. As much advance notice of incoming samples as possible.

4. CONTRACTOR PROPOSAL/OFFER

Acceptable Proposals/Offers must include the following items:

1. A general policy statement demonstrating a commitment to worker health and safety,
2. The description of the Contractor's standard disposal practice for contaminated material,
3. Analytical reporting and record keeping procedures,
4. A brief description of the on-going safety training program(s),
5. A detailed description of contractors' standard QA/QC policy/program,
6. Certifications held for specified work, both individually and by the firm,
7. The name of the person with primary responsibility for the resultant contract, including address and telephone number,
8. Lists of sub-contractors who will assist in fulfilling the obligations of the resultant contract, including the name of the person in responsible charge, their address and telephone number,
9. Completion of the "price" columns in Appendix A of this document, for comparative use by NMDOT,
10. Commitments to discounts based on quantity and late turn-around-time,
11. Names, addresses and telephone numbers of references that have been provided a service of comparable scope.

5. GENERAL COMMENT

Although every effort has been made to fully describe the scope of services, it is anticipated that changes may be required during the course of the project to accommodate input from the public, other agencies and from within the NMDOT. These changes to the scope of work may be negotiated and authorized by amendment once they are identified.

APPENDIX A

CONTRACTOR'S METHOD AND FEE SCHEDULE

EPA TEST METHOD	ANALYTE	PRICE (aqueous)	PRICE (soil)	
8021B	Halogenated and Aromatic Volatiles			
8021B	BTEX, MtBE, EDB and EDC			
8015B	Gasoline and Diesel Range Hydrocarbons			
418.1	Total Petroleum Hydrocarbons			
8310	Polynuclear Aromatic Hydrocarbons			
8081/8082	Organochlorine Pesticides and Polychlorinated Biphenyls			
604/8041	Phenols (by GC)			
624/8260	Volatile Organics (by GC/MS)			
8270	Semi-Volatile Organics (by GC/MS)			
MMO/MUG	Total Coliforms			
SM 9222D	Fecal Coliforms			
PLM	Asbestos			
SM4500-H+B	pH			
SM2400C	Total Dissolved Solids			
300.0	Chloride			
300.0/353	Nitrate/Nitrite			
6010/7470/1311	TCLP (RCRA 8 metals)			
7471/7470	Mercury (cold vapor)			
200.7/6010/6020	Arsenic Barium Cadmium Chromium Copper Iron Manganese Potassium Sodium Zinc			
200/7000/6010	Lead			

The table above reflects the analyses most frequently requested by the Environmental Geology Bureau. Additional test methods may be required.