**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | 202404089 – Hazardous Materials Commodity Flow Study |
| **RFP ISSUED BY:** | Department of Defense Veteran Emergency Management, Maine Emergency Management Agency |
| **SUBMITTED QUESTIONS DUE DATE:** | June 6, 2024 |
| **QUESTION & ANSWER SUMMARY ISSUED:** | June 12, 2024 |
| **PROPOSAL DUE DATE:** | June 21, 2024, no later than 11:59 p.m., local time |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| Part I.D, Contract Terms, Pg. 6 | Please confirm that price escalations are permitted for the renewal period. |
| **Answer** | |
| The Department has little room for an escalation in price. Pricing may be negotiated should the Department opt to renew the contract, but there is no guarantee proposed pricing escalations will be accepted by the Department. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Part IV Section IV.1, General Instructions, Pg. 13 | Part IV Proposal Submission Requirements states, *“Bidder’s proposal must follow the outline used below, including the numbering, section, and sub-section headings.”* Please confirm that Section IV. – Cost Proposal does not need to replicate subsection 1, “General Instructions.” |
| **Answer** | |
| Bidders must complete Appendix D to provide their proposed cost, using instructions as defined in Part IV, Section IV of the RFP. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| PART IV Section II.6, Certificate of Insurance, Pg. 13 | Please clarify the limits and types of insurance desired. |
| **Answer** | |
| Liability Insurance with proposed work. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Part IV, Section IV. Pg. 13 | If needed, should travel be included in the flat rate? |
| **Answer** | |
| Yes. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Part IV, Section IV, Cost Proposal, Pg. 13 | What is the budget for the scope of services outlined in the RFP? |
| **Answer** | |
| The maximum budget is $100,000.00. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| Part II., A., pg. 9 | The outline indicates “All data and reports collected prior to this study will be provided to the contractor if necessary.” Can you please elaborate on what data will be provided to the contractor, or provide examples? |
| **Answer** | |
| Data files for mapping and collection data the Department acquires through the Tier 2 process. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| Part I, pg 5 | Is this project funded by a grant, or by the State legislature or another means? What is the budget? |
| **Answer** | |
| Grant, State and Private Funds (combining funds). $100,000.00. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| Part II A, pg 7 | Will MEMA provide access to all state databases with hazmat data (e.g., Tier 2 reporting, etc.) to support this analysis? |
| **Answer** | |
| The Department will not be able to allow access to the databases, however the Department will provide the information from our database for Bidders use to support analysis. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| Part II A, pg 7 | Will MEMA assist with access to all federal databases with hazmat data (e.g., Toxic Release Inventory [TRI], EPA Risk Management Program [RMP], OSHA Process Safety Management [PSM], etc.) to support this analysis? |
| **Answer** | |
| Yes. | |

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| **10** | **RFP Section & Page Number** | **Question** |
| Part II A, pg 7 | Is the focus on major routes of transport, or “all” routes of transport? In other words, is there a minimum amount of hazmat transport below which we can ignore? |
| **Answer** | |
| Major routes. The group will decide which chemicals will be used to analyze. At that time, thresholds will be discussed | |

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| **11** | **RFP Section & Page Number** | **Question** |
| Part II A, pg 7 | Is the focus limited to the transportation routes for bulk hazmat and containers below a specific size (e.g., 55-gallon container) and/or weight (e.g., 50 pound) can be ignored? |
| **Answer** | |
| Anything below 55 will likely be ignored, yes. This will be discussed when the chemicals have been decided upon. | |

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| **12** | **RFP Section & Page Number** | **Question** |
| Part II A, pg 7 | Is it correct to assume that the transportation of hazmat via pipelines will be included in the project? |
| **Answer** | |
| Yes. | |

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| **13** | **RFP Section & Page Number** | **Question** |
| Part II A, pg 7 | Are there types of hazmat transports we can ignore (e.g., deliveries to end users [residences, businesses, etc.], retail vendors [gas stations, retail propane points of sale, hardware/construction supply stores, retail distribution warehouses, etc.])? |
| **Answer** | |
| Residences can be ignored, and depending on the chemical chosen, will be the deciding factor on whether or not it will be ignored. | |

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| **14** | **RFP Section & Page Number** | **Question** |
| Part II A, pg 7 | Do the “hazardous substances transported into, out of, and within the State boundaries” include hazardous waste?  If so, are hazardous wastes limited to those from Large Quantity Generators, Large and Small Quantity Generators, or all hazardous waste generators? |
| **Answer** | |
| Hazardous waste may be ignored at this time, depending on the chemicals that get chosen. | |

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| **15** | **RFP Section & Page Number** | **Question** |
| Part II, B 3a, pg 7 | 29 CFR 1910.1200 Appendix A defines hazardous substances as including any substance that may cause adverse health effects in at least one of the 10 OSHA chemical groups based on Health Effects, so is there minimum severity of or potential for these health effects? |
| **Answer** | |
| Depending on chemical that is chosen. | |

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| **16** | **RFP Section & Page Number** | **Question** |
| Part II B 4a, pg 8 | If an industry wishes to remain anonymous, is it acceptable to use them as a data source? |
| **Answer** | |
| No. Due to FOIA-Freedom of Information Act, anonymity is not an option. | |

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| **17** | **RFP Section & Page Number** | **Question** |
| Part II, B 5, pg 8 | Will the Agency work with the bidder to define what qualifies a hot spot? Can you give an example of might be an “emerging” hot spot? |
| **Answer** | |
| Yes, the Department will work with the Bidder. | |

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| **18** | **RFP Section & Page Number** | **Question** |
| Part II B 5a, pg 8 | Will the Agency work with the bidder to define what qualifies as a “risk area” and a “problem area”? |
| **Answer** | |
| Yes. | |

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| **19** | **RFP Section & Page Number** | **Question** |
| Part II B 5b, pg 8 | Should the Agency’s identification of “Commercial agricultural areas Commercial fisheries to include shellfish, aquaculture, and water-based storage sites” be taken to mean that harm to the environment (e.g., critical habitats, lakes, wetlands, vernal pools, etc.) are not a consideration for this study? |
| **Answer** | |
| Those will be considered in the study. | |

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| **20** | **RFP Section & Page Number** | **Question** |
| Part II B 5c, pg 8 | Is there are minimum threshold for these receptors such as a school of 30 students, or a public gathering spot used twice a year, or a water intake used intermittently? |
| **Answer** | |
| The Department will to work with the Bidder to define. | |

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| **21** | **RFP Section & Page Number** | **Question** |
| Part II B 5d, pg 8 | Will the Agency work with the bidder to define what qualifies an “’emerging’ potential hot spot”? |
| **Answer** | |
| Yes. | |

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| **22** | **RFP Section & Page Number** | **Question** |
| Part II B 5d, pg 8 | Would the Agency clarify what is meant by “or where a problem in the event of a spill or release”? There appears to be word or words missing. |
| **Answer** | |
| Should say “in the event of a spill or release occurs”. | |

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| **23** | **RFP Section & Page Number** | **Question** |
| Part II, B 6b, pg 8 | Will a single composite map “illustrating the hazardous substances transportation system“ be sufficient for each County? |
| **Answer** | |
| Yes. | |

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| **24** | **RFP Section & Page Number** | **Question** |
| Part II B 7, pg 9 | Will the final report be a publicly available document, or restricted in distribution due to its sensitivity and the potential for misuse? |
| **Answer** | |
| Somewhat restricted. | |

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| **25** | **RFP Section & Page Number** | **Question** |
| Part II, B 7a i, pg 9 | When the Agency states “the final report to include individual maps per chemical” does the Agency mean an individual map for each of the 10 OSHA chemical groups based on Health Effects (Appendix A) or 16 OSHA chemical groups based on Physical Criteria (Appendix B) or something else? |
| **Answer** | |
| It will be for each of the chemicals the Department chooses with the awarded Bidder. | |

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| **26** | **RFP Section & Page Number** | **Question** |
| Part II, B 7a i, pg 9 | If the hazardous substances are based on the 10 OSHA chemical groups based on Health Effects (Appendix A), is there minimum severity of or potential for these health effects? |
| **Answer** | |
| Depends on the chemicals chosen by the group. The Department will work with the Bidder on this. | |

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| **27** | **RFP Section & Page Number** | **Question** |
| Part II, B 7a iii, pg 9 | Would an ESRI Hub Site, Dashboard, or other dynamic Web Application be an acceptable addition to KMZ or PDF deliverables, for client or public use? |
| **Answer** | |
| This will need to be worked out with the Bidder. It will depend on the Department’s capabilities to accept them. | |

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| **28** | **RFP Section & Page Number** | **Question** |
| Part II, B 7a iv, pg 9 | Will the Agency have a set data schema or database format for the final deliverable, or will the bidder be responsible for creating that? |
| **Answer** | |
| The Department will work with the Bidder on that, as the Department’s systems may be different than the Bidder’s and should be able to be shared with others without issues. | |

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| **29** | **RFP Section & Page Number** | **Question** |
| N/A | Given the number of questions and the time needed to develop responses and process them, would the state consider extending the due date by 1-2 weeks? |
| **Answer** | |
| No. | |