

State of Nevada
Department of Corrections

Purchasing & Inmate Services Divisions
Venus Fajota
Chief of Purchasing & Inmate Services
5500 Snyder Avenue, Building 17
Carson City, Nevada 89701



Steve Sisolak
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Deputy Director, Support Services

INFORMAL SOLICITATION

November 21, 2019

Subject: Environmental Engineering Services

The State of Nevada, Department of Corrections (NDOC) is seeking proposals from qualified vendors for environmental engineering services related to state and federal regulations regarding concentrated animal feeding operations and irrigation with Carson City treated effluent that will affect NDOC Prison Industries Ranch, located at the Northern Nevada Correctional Center (NNCC), 1721 Snyder Avenue, Carson City, NV 89702.

These contracts will be administered by the NDOC and are anticipated to commence upon Board of Examiners' (BOE) approval for no less than a 2-year period and not to exceed a 4-year period.

1. MINIMUM REQUIREMENTS

This section defines the **minimum** requirements necessary to provide environmental engineering services for work concentrated on animal feeding, and irrigation.

1.1 PROPOSED SERVICES

- a. Coordinate with Nevada Division of Environmental Protection (NDEP) and Prison Ranch personnel to protect the interest of Silver State Industries.
- b. Provide technical assistance with State and Federal surface water and groundwater discharge regulations applicable to critical operations at the Ranch:
 - Wild Horse Holding Facility
 - Irrigation of over 400-acres with treated wastewater from Carson City
- c. When required, prepare plans and reports certified by a Registered Professional Engineer, Professional Land Surveyor, or Certified Environmental Manager.

1.2 WILD HORSE HOLDING FACILITY

- a. Assist with determination of Concentrated Animal Feeding Operations (CAFO) Permit requirements and applications for permit renewals and/or modifications to NDEP.
- b. Continue to assist the Ranch personnel to implement the 2019 Nitrogen Reduction Plan for mitigation of nitrogen levels in groundwater, as required for permit compliance.

- c. Assist with documents and reports required for Permit compliance such as:
 - Operations and Maintenance Plan
 - Manure Handling Plans
 - Groundwater Data Evaluation, and/or;
 - Progress reports for Nitrogen Reduction Plan
- d. Develop a work plan, if necessary, to address any additional information that may be required for compliance, such as:
 - Topographic surveys
 - Hydrology/hydraulic studies
 - Management of Storm Water Runoff
 - Design of Contamination Facilities, or;
 - Monitoring Well Location/Construction.

1.3 **REVIEW DISCHARGE PERMIT – EFFLUENT REUSE**

- a. Assist with determination or effluent reuse Discharge Permit requirements and applications for permit renewals and/or modification to NDEP.
- b. Assist with documents and reports required for Permit compliance such as:
 - Operation and Maintenance Plan
 - Annual Nutrient Balance, and;
 - Effluent Management Plan
- c. Develop a work plan, if necessary, to address any additional information that may be required for compliance, such as irrigation system capacity, water rights, or monitoring well location/construction.

1.4 **KNOWLEDGE AND EXPERIENCE**

- a. Vendor must have experience within the last 5 years preparing:
 - CAFO NDEP’s permit renewal applications and supporting information
 - NDEP Groundwater Discharge Permit renewal applications and supporting information
 - Effluent Management Plan for agricultural applications
 - Nitrogen Reduction Plan for groundwater
 - NRCS Crop Management Tool based Annual Nutrient Budgets

1.5 **KEY STAFF POSITIONS**

- a. Principal Environmental Specialist
- b. Senior Civil/Geotechnical Engineer I or II
- c. Senior Resource Specialist I or II
- d. Staff Engineer
- e. Engineer Intern I or II
- f. Mapping Specialist I or II

- g. Mapping Technician I or II
- h. Word Processor

2. FACILITY REQUIREMENTS

Services are being conducted in active correctional facilities and should be completed during normal hours of operation (generally between the hours of 7:00 AM and 3:30 PM; however, hours may vary by facility).

- 2.1 Access is limited and requires an escort. Once the awarded vendor enters the facility, it will be difficult and time consuming to leave to get additional equipment or supplies. The awarded vendor must bring all equipment in during initial entry into the facility.
- 2.2 The awarded vendor should anticipate reasonable time delays due to prison operations, such as security checks (entering and exiting the facility grounds) for all contractors, subcontractors, etc. A security breach may stop or slow progress.
- 2.3 The awarded vendor must ensure that no equipment, chemicals, etc. is left where an inmate may have access to it.
- 2.4 The awarded vendor must ensure that, while at the facility, inmates do not have access to telecommunication devices in accordance with NRS 209.417 and NRS 212.165.

3. SERVICE INVOICES AND BILLING

- 3.1 Positions for PCI key project personnel are referenced in *Section 1.5*, but other Fee Schedule staff positions may also be used as needed to accomplish the tasks outlined in this Scope of Work, so long as approved contract amount is not exceeded.
- 3.2 Services will be willing on a time and materials basis.
- 3.3 Invoices for payment must be sent to:
Nevada Department of Corrections (NDOC)
Attention: Accounting
P.O. Box 7011
Carson City, NV 8970

4. HEALTH AND SAFETY STANDARDS

- 4.1 The awarded vendor shall comply with all applicable federal, state, and local requirements for protecting the safety of their employees, NDOC staff, building occupants, and the environment.
- 4.2 All vehicles entering and leaving the institution are subject to a thorough inspection. Individuals will also be subject to a search at any time.

- 4.3 Vehicles that are left unattended while inside the facility shall be locked.
- 4.4 In accordance with NRS 209.417 and NRS 212.165, while at the facility, inmates shall not have access to telecommunication devices. As such, no cell phones, PDA's, cameras, or electronic devices of any kind will be permitted within the institution.
- 4.5 Violation of, or conflict with any code or standard requirement; must be brought to the attention of Nevada Department of Corrections.
- 4.6 All applicable standards of the Occupational Safety and Health Administration (OSHA) shall be followed when working in accordance with this RFP.
- 4.7 No processes or materials shall be employed in such a manner that they will introduce hazards into occupied spaces.

5. MANDATORY SITE VISIT / BACKGROUND CLEARANCE REQUIREMENTS

Interested vendors must attend the mandatory site visit at the NDOC Prison Industries Ranch located at Northern Nevada Correctional Center.

THURSDAY, DECEMBER 5th at 9:00 AM

PI Ranch – 1721 East Snyder Ave, Carson City, NV 89702

- 5.1 Proposals will not be accepted from vendors who do not participate in the site visit.
- 5.2 Prior to the site visit, each company attending **must** pre-register by submitting:
 - One (1) completed Facility Tour Registration form, Pre-Bid Registration (*Attachment DI*) per company;
 - One (1) signed acknowledgement of NDOC Security Regulations (*Attachment DD*) for each employee who will be attending the site visit;
 - One (1) signed acknowledgement of PREA Contractor and Volunteer Questionnaire (*Attachment EE*) for each employee who will be attending the site visit;
 - One (1) signed acknowledgement of PREA Zero Tolerance Policy (*Attachment FF*) for each employee who will be attending the site visit, and;
 - One (1) Contractor Background Check Application (Consent for Release of Criminal History Records) (*Attachment GG*) for each employee who will be attending the site visit.
- 5.3 **Pre-registration forms must be received no later than Monday, December 2nd at 11:00 AM.**
- 5.4 **Awarded Vendor Employee Background Clearance Requirements**

- a. Upon contract award, and at least ten (10) days prior to beginning work, the awarded vendor shall submit a completed Contractor Background Check Application (Consent for Release of Criminal History Form)(DOC560) for each employee who will be working on this project (unless previously cleared for the Site Visit)
- b. No personnel entering the correctional facilities may be ex-felons.

5.5 **For forms and/or submittal instructions, contact:**

Nevada Department of Corrections
ATTN: Vendors
P.O. Box 7011, Carson City, NV 89702
Email: Vendors@doc.nv.gov

6. COST

- 6.1 Cost Proposal (*Attachment CC*) must be returned with proposals.

7. LICENSING REQUIREMENTS

- 7.1 The awarded vendor must identify and provide verification of mandatory City, State and Federal licensing requirements at the time of bid submittal.
- 7.2 The awarded vendor must comply with all Federal, State and Local rules and regulations.
- 7.3 Proposals must include verification of a current Nevada State Business License (SBL).
- 7.4 Additional, vendor must also possess all of the following licensing/certifications:
- Nevada Professional Engineer
 - Nevada Licensed Land Surveyor
 - Nevada Certified Environmental Manager, and;
 - Geotechnical Testing Services.

8 TERMS AND CONDITIONS

- 8.1 NDOC reserves the right to reject any or all proposals received prior to contract award.
- 8.2 NDOC shall not be obligated to accept the lowest priced proposal, but any award made will be in the best interests of the State of Nevada after all factors have been evaluated.
- 8.3 In an effort to comply with Governor Sisolak's Executive Order, State Purchasing is requesting ALL vendors doing business with the State to be registered in *NevadaEPro*. Registration can be completed at www.nevadaepro.com. Vendors and/or State Agencies who have questions or difficulties registering can contact State Purchasing at 775-684-0170 or email them at nevadaepro@admin.nv.gov.

9. BIDS

- 9.1 **Bids must be received at the address referenced below no later than 2:00 P.M. Pacific Time on Tuesday, December 17th.** Responses should address, at a minimum, the following:
- A current State Business License;
 - A copy of your Certificate of Insurance;
 - A copy of an applicable city or county business license;
 - Contact person, and telephone number for service inquiries;
 - Company ownership and length of time in business; and
 - Cost.
- 9.2 Attached to this request you will find the State's standard Contract for Services of Independent Contractor form for your review. Please give special consideration to **Attachment BB**, as this identifies the insurance limits contracted vendors will be expected to maintain for the life of the contract.
- 9.3 Questions regarding this solicitation should be sent to, in writing, no later than Monday, December 9th at 5:00PM. E-mail questions to Alicia Roman, NDOC Contracts Manager, at aroman@doc.nv.gov. Responses will be provided in writing on or about Friday December 13th, to all vendors who submit questions.
- 9.4 Please provide your written proposal no later than Tuesday, December 17th at 2:00 PM, PST. Your proposal must be addressed to Alicia Roman at aroman@doc.nv.gov.

SAMPLE NEVADA DEPARTMENT OF CORRECTIONS CONTRACT FORM

The following State Contract Form is provided as a courtesy to vendors interested in responding to this solicitation. Please review the terms and conditions in this form, as this is the standard contract used by the State for all services of independent contractors. It is not necessary for vendors to complete the Contract Form with their response.

If exceptions and/or assumptions require a change to the Contract Form, vendors *must* provide the specific language that is being proposed.

Please pay particular attention to the insurance requirements, as specified in Paragraph 16 of the embedded contract and *Attachment BB, Insurance Schedule*.



Standard Form
Contract.docx

ATTACHMENT AA
SAMPLE OF NEGOTIATED TERMS

The following State Contract Form is provided as a courtesy to vendors interested in responding to this solicitation. Please review the terms and conditions in this form, as this is the standard contract used by the State for all services of independent contractors. It is not necessary for vendors to complete the Contract Form with their response.

If exceptions and/or assumptions require a change to the Negotiated Contract Terms and Scope of Work, vendors *must* provide the specific language that is being proposed.



Attachment AA
Negotiated Terms.doc

ATTACHMENT BB
INSURANCE SCHEDULE



Contract
Attachment - Stand

**ATTACHMENT CC
COST PROPOSAL**

Attachment CC must be returned with proposals.

1. Vendors must provide an annual cost for permitting services.
2. The annual cost should be inclusive of all expenses, including mileage, equipment, travel and any personnel related expenses needed to perform the required services.
3. A total, annual cost must be submitted for each fiscal year of the contract:

FY20 (Approval (anticipated to be January 2020 – June 30, 2020))
FY21 (July 1, 2020 – June 30, 2021)
FY22 (July 1, 2021 – June 30, 2022)
FY23 (July 1, 2022 – June 30, 2023)
FY24 (July 1, 2023 – December 31, 2023)

Facility	FY20	FY21	FY22	FY23	FY24
PI Ranch – Northern Nevada Correctional Center (NNCC)	\$	\$	\$	\$	\$

ATTACHMENT D1



NDOC Pre-Bid
Registration.docx

ATTACHMENT DD



Attachment DD -
DOC 047 NDOC Sect

ATTACHMENT EE



Attachment EE-
DOC 1952 PREA Con

ATTACHMENT FF



Attachment FF-
DOC 1953 PREA Zerc

ATTACHMENT GG



Attachment GG-
DOC 560 NDOC Con