

STATE OF MARYLAND

Department of the Environment  
1800 Washington Blvd.  
Baltimore, Maryland 21230



Request for Quote (RFQ)  
on

**Environmental Technical Assistance  
Sustainability Site Assessments**

RFQ Project Number: P2 2021 -1

Closing Date: September 28, 2021 at 1:00 pm EST

***NOTE: MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND  
TO THIS SOLICITATION.***

Warning: A prospective vendor who has received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide that office with the prospective vendor's name and mailing address so that amendments to this RFQ or other communications can be sent to the prospective bidder. Failure to contact the Issuing Office may result in non-receipt of important information.

KEY INFORMATION SUMMARY SHEET

STATE OF MARYLAND

REQUEST FOR QUOTE

**Environmental Technical Assistance Sustainability Site Assessments**

RFQ Project Number: P2 2021 - 1

RFQ Issue Date: September 1, 2021

Issuing Office: Office of the Secretary  
Maryland Department of the Environment  
1800 Washington Blvd.  
Baltimore, MD 21230

Issuing Office Point of Contact: Laura Armstrong

Procurement Officer: Jane Noble@maryland.gov  
Operational Services Administration  
(410) 537-3079  
Jane.noble@maryland.gov

Contract Monitor: Laura Armstrong  
Director, Sustainability Program  
Office of the Secretary  
(410) 537-4119  
laura.armstrong@maryland.gov

Submit Bid(s) : Via (eMMA) <https://emma.maryland.gov>.  
(See Bid and Payment section for further instruction)

Closing Date and Time: Tuesday, September 28 2021 at 1:00 PM EDT

**NOTE**

To receive award, the winning bidder must be registered in eMaryland Marketplace Advantage (eMMA) <https://emma.maryland.gov>.

## **INTRODUCTION**

The Maryland Department of the Environment (MDE) has received grant funding from the U.S. Environmental Protection Agency to conduct a Small Procurement for the support a "Greening Your Business" program to promote the identification and implementation of practical pollution prevention practices. Pollution Prevention, or P2, is defined as any practice that reduces, eliminates, or prevents pollution at its source. It includes the conservation of resources including energy, water and raw materials.

MDE will market the program to Maryland businesses and will conduct an introductory workshop for participants on the key elements of an environmental management system. These key elements (e.g. establishing an environmental policy, green teams, and annual goals) will be promoted as a means of managing implementation of new P2 practices and projects and ensuring continual improvement in environmental performance.

The contractor's role in the project will be to identify voluntary pollution prevention practices and projects that the participants can use to set objectives and targets as part of their environmental management program.

The purpose of this solicitation is to retain a qualified consultant to work directly with six participating business to perform onsite sustainability assessments and produce a summary report as described in the Scope of Work that identifies opportunities and solutions for reducing environmental impacts and saving money.

## **BIDDER QUALIFICATIONS**

- Demonstrated previous experience in environmental assessments of a range of commercial/industrial facilities.
- Demonstrated previous experience through project summaries/ cases studies of completed projects that include on-site opportunity assessments and clear guidance on suggested prevention measures.
- A minimum of three references where the Contractor has performed similar work.
- A preference for staff credentials and experience in engineering and the implementation of pollution prevention measures.

Bidding contractors should provide a description of experience in the form of summaries/case studies, types of facilities served, and professional qualifications of staff as indicated on the Bid Form.

## **SCOPE OF WORK**

The Contractor shall provide qualified staff to identify, prioritize, and advise on implementation of measures that optimize resources, reduce environmental impacts and save money.

## **General Requirements**

### **Task I: Perform Opportunity Assessments of Facilities**

- A. Perform an onsite assessment of six businesses to identify pollution prevention opportunities including the reduction of waste generation and energy and water usage. Conduct a pre-visit phone call with the facility point of contact to understand their priority concerns and gather available baseline utility data. Depending on the size of the facility, these would be several hour to half-day visits.

### **Task II: Provide Reports of Assessments**

- A. Provide written reports of the opportunities identified, which may include energy efficiency, water conservation, hazardous and non-hazardous waste reduction, recycling, composting, and environmentally preferable procurement. Provide a chart, where information is available, showing history of energy and water usage.
- B. Suggest a prioritization of these opportunities based on return-on-investment, payback period, environmental impact, feasibility, and owner/management priorities. Outline next steps for implementation.

Total work hours should be a minimum total of 18 person-hours per facility.

## **CONTACTS**

Contract Monitor: Laura Armstrong  
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1800 Washington Blvd.  
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[laura.armstrong@maryland.gov](mailto:laura.armstrong@maryland.gov)

Procurement Officer: Jane Noble  
Maryland Department of the Environment  
Operational Services Administration 1800  
Washington Blvd.  
Baltimore, MD 21230  
(410) 537-3079  
[jane.noble@maryland.gov](mailto:jane.noble@maryland.gov)

## **BID AND PAYMENT**

The bid and requested information for consideration shall be received by 1:00 pm EST on September 28, 2021. It should be submitted online via (eMMA) <https://emma.maryland.gov>.

Bids will not be opened publicly.

Upon satisfactory completion of the Scope of Work, including without limitation MDE's review and acceptance of the Deliverables, MDE agrees to reimburse the Contractor. The Contractor may invoice MDE for 50% of the total contract price after three of the facility reports are complete and the remaining 50% after the full project is complete.

### **RETENTION OF RECORDS**

The Contractor shall retain and maintain all records and documents relating to this contract for three years after final payment by the State hereunder or any applicable statute of limitations, whichever is longer. The contractor shall make such records and documents available for inspection and audit by authorized representatives of the Department, including the Procurement Officer or designees, at all reasonable times.

### **CONTRACT TERM and TIMELINE**

For each facility, the work referenced under the General Requirements must take place within the following time periods unless an extension is granted by MDE.

**Task I:** The work described in this section should be completed within 8 weeks of the identification of the participating business.

**Task II:** The reports should be submitted to MDE within 2 weeks of the site visit of each of the facilities.

### **NON-HIRING OF EMPLOYEES:**

No official or employee of the State of Maryland, as defined under State Government Article, §15-102, Annotated Code of Maryland, whose duties as such official or employee include matters relating to or affecting the subject matter of this contract, shall during the pendency and term of this contract and while serving as an official or employee of the State, become or be an employee of the Contractor or any entity that is a subcontractor on this contract.

### **CLOSING DATE**

Bids shall be submitted no later than 1:00 pm EST on Tuesday, September 28, 2021. Any bids received after the due date and time shall not be accepted.

**BID FORM – must be submitted – Do not amend this form**

**Note: This RFQ is being conducted at less than half the threshold amount of the Maryland State Small Procurement Regulations (See COMAR Chapter 21.05.07).**

**Task I**

Perform sustainability opportunity assessments of six facilities ..... \$ \_\_\_\_\_

**Task II**

Provide written reports for each facility identifying opportunities for energy efficiency, water conservation, waste reduction, reduction of toxic materials, and environmentally preferable procurement.

Suggested prioritization of projects. .... \$ \_\_\_\_\_

**Total Bid Price**..... \$ \_\_\_\_\_

**Prices provided for Task I and Task II includes all costs incurred both direct and indirect in performing the services requested. Total Bid Price is the combined totals of the two prices provided for Tasks I and II.**

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Contact Telephone Number \_\_\_\_\_

Contact Email Address \_\_\_\_\_

FEDERAL ID# \_\_\_\_\_

eMMA ID# \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Please provide this form and the following information:

- 1.) Description of the Contractor’s qualifications including the following:
  - Description of the company/organization’s experience in performing pollution prevention opportunity assessments (waste minimization, energy and water efficiency, process optimization) at commercial/industrial facilities in the form of summaries or case studies.
  - Qualifications of the individuals that will be assigned to perform the work (education, professional credentials, and experience).
- 2.) Three references with contact information where the Contractor has performed similar work.