THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENVIRONMENTAL PROTECTION

ONE WINTER STREET, BOSTON, MA 02108

Request for Quotes (RFQ)
Office of OSD Statewide Contract PRF77
Category F – Environmental Strategy
(PO-22-1080-OSD03-SRC3-25043)

Document Title: PFAS and Residuals Technology and Management Study, Part 1 (REVISED)

Agency Document Number:
BWR- RFQ-2024-NPDES-01

Posted on: December 8, 2023

REVISED RFQ
(changes indicated in red)
Posted: December 22, 2023

TABLE OF CONTENTS

1.0. RFQ INTRODUCTION AND GENERAL DESCRIPTION

1.1 Procurement Scope and Description

The Commonwealth of Massachusetts Department of Environmental Protection (MassDEP or the Department) is soliciting proposals through this Request for Quotes (RFQ, also referred to as the Bid in this document) from qualified environmental consulting firms off of OSD's PRF77 Statewide Contract Category F – Environmental Strategy (PO-22-1080-OSD03-SRC3-25043) for the selection of a qualified consultant to complete a PFAS and Residuals Technology and Management Study.

1.2 Background information

Per- and polyfluoroalkyl substances (PFAS) are a family of chemicals used since the 1950s to manufacture stain-resistant, water-resistant, and non-stick products. PFAS stay in the environment for a long time and do not break down easily. As a result, PFAS are widely detected in soil, water, air, and food.

Sludge is an organic solid, semi-solid, or liquid by-product of the wastewater treatment process. Sludge characteristics vary depending on each facility's waste stream and treatment processes. Sludge end-use and disposal options include incineration, landfilling, and land application. Wastewater treatment plants and residual facilities (for example, wastewater treatment plant sludge treated for land application) have been found to be indirect sources of PFAS in the environment. As a result, MassDEP requires some Massachusetts NPDES facilities to test for PFAS in their wastewater influent, effluent, and sludge. MassDEP also requires all facilities approved to land apply residuals in Massachusetts to test for PFAS in their residuals.

According to a New England Interstate Water Pollution Control Commission (NEIWPCC) in Massachusetts, "[a] total of 180,443 dry U.S. tons of sludge were disposed of or beneficially reused in 2018. The sludge was beneficially reused or incinerated at similar rates, with less landfilled (Figure 1). This data was primarily derived from the Mass Sludge Survey 2018 collected by NEBRA on behalf of MassCEC. This total is an increase of 27,208 dry U.S. tons from the amount reported in the 2004 national survey." 2022 NEIWPCC Study, p.19.n Massachusetts, "[a] total of 180,443 dry U.S. tons of sludge were disposed of or beneficially reused in 2018. The sludge was beneficially reused or incinerated at similar rates, with less landfilled (Figure 1). This data was primarily derived from the Mass Sludge Survey 2018 collected by NEBRA on behalf of MassCEC. This total is an increase of 27,208 dry U.S. tons

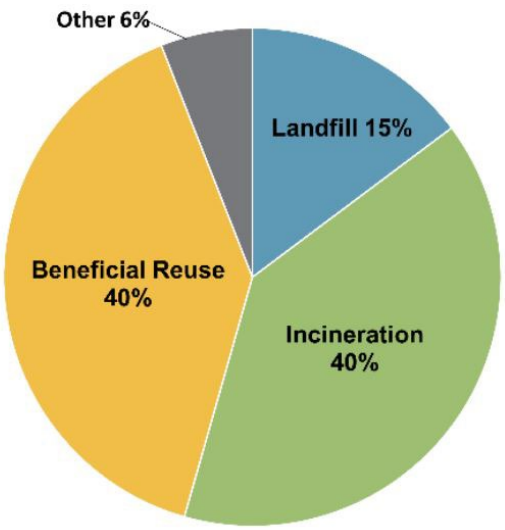

Figure 1: MA Sewage Sludge End-use and Disposal, 2022 NEIWPCC Study

from the amount reported in the 2004 national survey." 2022 NEIWPCC Study, p.19.

The 2022 NEIWPCC Study also provided a regional snapshot of disposal options, stating that "[a] total of 794,206 dry U.S. tons of sewage sludge were disposed of or beneficially reused in 2018 in the Northeast region." 2022 NEIWPCC Study, p. 20. Figure 2 indicates the relative disposal options of the New England region.

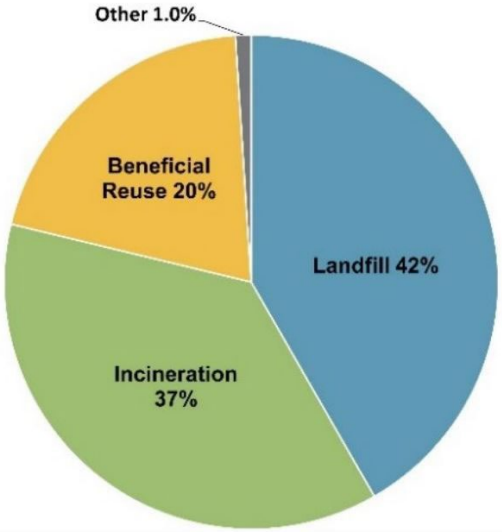

Figure 2: Regional Sewage Sludge End-use and Disposal, 2022 NEIWPCC Study

Additionally, the study's report addressed "Regional Next Steps," concluding that "[u]nfortunately, there are few options for facilities without contingency plans (for sludge disposal). Since 2018, routine maintenance, operational issues, and emerging contaminants continue to stress the system's available capacity. The lack of additional capacity has been shown during occurrences of incinerator maintenance and operational issues. This led to WRRFs (Water Resource Recovery Facilities also known as a Wastewater Treatment Facilities (WWTFs) transporting sludge to distant states and Canada at increased costs, some using one-fourth of their annual disposal budget in one month. Legislation, enacted and proposed, is further reducing options. Maine LD 1911, An Act to Prevent the Further Contamination of the Soils and Waters of the State with So-called Forever Chemicals bans the land application, sale, and distribution of biosolids-based soil amendments, effective August 8, 2022. Over time, the Northeast's options have been decreasing." 2022 NEIWPCC Study, p. 22. Moreover, in-state and regional landfill capacity is very limited.

With reduced options for disposal, treatment plants struggle with permit compliance due to solids carryover which can result in degradation of water quality. Given these challenges, it is imperative that Massachusetts develop a sustainable approach to managing PFAS wastes which end up in sludge, septage, and landfill leachate. Although sludge, septage, and leachate are not direct sources of PFAS, they are final repositories from other commercial, industrial, and residential sources.

The combined Parts 1 and 2 of the PFAS and Residuals Technology and Management Study will be necessary for establishing a sustainable path forward for statewide management of these materials that is not only protective of human health and the environment but also reflective of economic, technical, and logistical realities, as well as infrastructure constraints. Part 1 focuses on the collection of data regarding sludge and septage. The combined Parts 1 and 2 studies will:

- Perform a detailed evaluation of existing sludge disposal practices for all Publicly Owned Treatment Works (POTWs) within Massachusetts.
- Examine the current capacity and long-term use of in-state and out-of-state landfills where sludge, and the ash from the incineration of sludge, are currently disposed. The cost of additional leachate treatment, if required, will be assessed at a high level.
- Examine the current capacity, reliability, and long-term use of incinerators where sludge is currently disposed.
- Compile data on the volume and cost associated with sludge generated from POTWs and recommend adjustments to waste reporting to fill data gaps.
- Perform a technology evaluation for POTW-based treatment methodologies of PFAS including concentration (volume reduction), encapsulation, and destruction technologies for PFAS found in leachate, sludge, and septage, as well as sludge volume reduction technologies.
- Evaluate PFAS reduction methodologies available to POTWs and MassDEP under their respective authority allowed by statute, regulation, or policy.
- Determine alternatives and recommendations for short-term and long-term sludge management in Massachusetts for utilities at a range of sizes.
- This information will be compiled in a final report that will aid POTWs and MassDEP in advancing sludge capital projects, as needed.

1.3 Applicable Procurement Law

This Bid is issued under the following law(s):

- MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

1.4 Number of awards

The target number of consultant awards is one (1). As this is a target number, MassDEP reserves the right to award additional contracts, if it is in the best interest of the Commonwealth to do so.

1.5 Eligible Bidders and Entities

Eligible Bidders for this RFQ are confined to pre-qualified firms deemed eligible to provide environmental consulting services through OSD's PRF77 Statewide Contract. Any contract resulting from the Bid will be open for use to the Issuing Entity only, which is MassDEP. Subcontractors may be allowed following MassDEP approval of a list of proposed subcontractors. Consistent with the Commonwealth's Terms & Conditions, MassDEP reserves the right to request copies of all subcontractor contracts and/or agreements.

1.6 Acquisition Method(s)

The acquisition method(s) to acquire goods and/or services from this Solicitation are Fee for Service.

1.7 Contract Duration

The expected duration of this contract is from the execution date through June 30, 2024. There are no anticipated renewal options for this contract.

1.8 Estimated Value of the Contract

The estimated value of the services resulting from this Bid cannot exceed $250,000. The project is funded through the Capital Investment Plan (FY24-28) and work must be completed and justified by June 30, 2024.

2.0. ESTIMATED PROCUREMENT CALENDAR

EVENT	DATE
REQUEST FOR QUOTES (Posted on COMMBUYS)	December 8, 2023
Deadline for Submission of Questions	December 15, 2023
Official Answers for Bid Q&A published (Estimated)	December 22, 2023
RFQ Amendment Deadline (Note: The RFQ will not be revised or amended after this deadline).	December 22, 2023
Deadline for Quotes/Bid Responses	January 12, 2024
Notification of Apparent Successful Bidder(s) (Estimated)(posted on COMMBUYS)	January 19, 2024
Estimated Contract Start Date	January 26, 2024

2.1 Written questions via the Bid Q&A

The "Bid Q&A" provides the opportunity for Bidders to ask written questions and receive written answers regarding this Bid. All Bidders' questions must be submitted through COMMBUYS. Questions may be asked only prior to the Deadline for Submission of Questions stated in the Estimated Procurement Calendar. The Department reserves the right not to respond to questions submitted after this date. It is the Bidder's responsibility to verify the Department's receipt of questions submitted.

Please note that any questions submitted using any other medium (including those that are sent by mail, fax, or voicemail, etc.) will not be answered. To reduce the number of redundant or duplicate questions, Bidders are asked to review all questions previously submitted to determine whether the Bidder's question has already been posted.

Bidders are responsible for entering content suitable for public viewing, since all of the questions are accessible to the public. Bidders must not include any information that could be considered personal, security sensitive, inflammatory, incorrect, collusory, or otherwise objectionable, including information about the Bidder's company or other companies. The Strategic Sourcing Team or SST (formerly referred to as Procurement Management Team or PMT) reserves the right to edit or delete any submitted questions that raise any of these issues and/or that are not in the best interest of the Commonwealth and/or this Bid.

All answers are final when posted. Any subsequent revisions to previously provided answers will be dated.

It is the responsibility of the prospective Bidder and awarded Contractor to maintain a current email address of the Bidder's contact person and prospective contract manager, if awarded a contract, and to monitor that email inbox for communications from the Department, including requests for clarification. The Department and the Commonwealth assume no responsibility if a prospective Bidder's/awarded Contractor's designated email address is not current, or if technical problems, including those with the prospective Bidder's/awarded Contractor's computer, network or internet service provider (ISP) cause email communications sent to/from the prospective Bidder/awarded contractor and the Department to be lost or rejected by any means including email or spam filtering.

2.2 Locating Bid Q&A

The Bid Q&A will be available on COMMBUYS.

2.3 Amendment Deadline

MassDEP reserves the right to make amendments to the Bid after initial publication through the date posted in the Estimated Procurement Calendar. It is each Bidder's responsibility to check for any amendments, addenda or modifications to this Bid, and any Bid Q&A records related to this Bid. The Commonwealth and the Department accept no responsibility for, and will provide no accommodation to, Bidders who submit a Quote based on an out-of-date Bid.

3.0 SPECIFICATIONS

Overview: MassDEP is seeking to hire a consultant to complete a PFAS and Residuals Technology and Management Study.

3.1 Scope of Work and Deliverables

MassDEP expects to advertise subsequent RFQ(s) that will use the results of this contract, "PFAS and Residuals Technology and Management Study, Part 1". All deliverables from Part 1 will be Commonwealth property. Subsequent Part(s) are expected to include items such as PFAS impacts of sludge disposal, non-residential PFAS contributions to wastewater, and technologies for PFAS management.

During the course of this contract, the consultant will be required to perform the below tasks, and submit the following deliverables, for review and approval by MassDEP. Note that below, MassDEP uses the terms "sludge" and "biosolids" to refer to the following. "Sludge" for this study refers to any solid, semi-solid, or liquid waste generated from a Publicly Owned Treatment Works (list attached at the end of this document). "Biosolids" is sludge that has been treated to ensure that it can be safely applied to land as a fertilizer or soil amendment (these are called beneficial reuses).

If certain tasks become onerous or irrelevant, task items may be amended through mutual agreement. The selected consultant shall hold one (1)-hour meeting with MassDEP, on a

monthly basis, through the length of the contract. The selected consultant shall also check in with the MassDEP project manager on a biweekly basis at a minimum. MassDEP expects the selected consultant to work with a representative from Massachusetts Water Environment Association (MAWEA), a representative from New England Water Pollution Control Commission (NEIWPCC), and a representative from North East Biosolids & Residuals Association (NEBRA) to complete Item 3.1 (MassDEP will provide contact name and contact information).

The consultant shall provide copies of the below Technical Memorandum (TM) by May 31, 2024, or within an agreed-upon timeframe to ensure MassDEP has adequate time to review and provide comments, and obtain revisions in response to the comments if necessary before the June 30, 2024, deadline.

For regional POTWs that collect sludge from other POTWs, the consultant must collect both the sludge processing volume of that treatment facility as well as the volume of sludge brought in from other POTWs. This information will reduce double counting of data.

TASK 1: CURRENT AND NEAR-TERM (5 YEARS) SLUDGE DISPOSAL MANAGEMENT

There are three sub-tasks to Task 1 based on the three (3) main current disposal options: landfill, land application, and incineration. Each sub-task is broken into the following four (4) parts:

1. Compile information described in subtask 1A-C below information about **Massachusetts POTWs**. Review Massachusetts POTWs, targeting those with the greatest amount of average daily effluent flow. A list of Massachusetts POTWs is included in Attachment A.
2. Compile information about **disposal providers within Massachusetts** that are utilized (or projected to be utilized) by Massachusetts POTWs. Review disposal options identified by the Massachusetts POTWs assessed, targeting the largest amount of sludge disposal capacity possible.
3. Compile information about **disposal providers outside of Massachusetts** that are utilized (or projected to be utilized) by Massachusetts POTWs. Review disposal options identified by the Massachusetts POTWs assessed, targeting the largest amount of sludge disposal capacity possible.
4. Compile information about other **potential future disposal providers** not currently utilized by Massachusetts POTWs for the given disposal option. Review a reasonable and diverse number of facilities, targeting the most promising options.

Each disposal method includes current and projected (5 year) sludge disposal capacity. MassDEP acknowledges that policy and disposal practices may change to transition to sludge disposal with lower PFAS impacts. The goal is to establish an understanding of the baseline disposal capacity, which will be valuable in this transition.

The following sources should be considered while conducting the assessment. The consultant should describe its approach for collecting information, including surveying the POTWs, to fill in any gaps in the available information. (For example, cost data is not available in the sources below.)

- "The Mass Sludge Survey 2018, Wastewater Solids Generation and Management in Massachusetts" report, available here and data available here.
- "Northeast Regional Sludge End-Use And Disposal Estimate" by NEIWPCC, available here.
- Solid Waste Master Planning documents including "Massachusetts Materials Management Capacity Study," available here.
- "PFAS in Biosolids: A Review of State Efforts & Opportunities for Action" by ECOS, available here.
- EPA, ECOS and NASDA issued Joint Principles for Preventing and Managing PFAS in Biosolids memo, available here.
- Evaluation of 2023 Biosolids Annual Reports available in ECHO here.
- Evaluation of Current Alternatives and Estimated Cost Curves for PFAS Removal and Destruction from Municipal Wastewater, Biosolids, Landfill Leachate, and Compost Contact Water, available here.
- Michigan Department of Environment, Great Lakes, and Energy (EGLE) PFAS-related activities related to biosolids for land application, Industrial Pretreatment Program (IPP), and drinking water and surface water quality standards. Information can be obtained from the Michigan EGLE website here.
- MassDEP will provide a list of current Approvals of Suitability (AOSs) and the associated most recent annual report. AOSs are approved to land apply sludge in Massachusetts. The list includes facilities from outside of Massachusetts that land apply in the Commonwealth. These approvals are regulated according to 310 CMR 32.00.
- Facilities, and other sources (literature review), and select stakeholders (MassDEP to help identify parties). Contact stakeholders to build on information they have gathered.

Task 1 Requirements:

A. **For Landfilling Disposal** (sludge only, ash, and municipal solid waste landfills) gather the following information:

1. For Massachusetts POTWs that dispose of sludge in landfills:
    a. Compile average percent solids disposed per facility.
    b. Compile both the current volume and the projected (5 years) volume in dry U.S. tons of solids per year of sludge disposed of via either municipal solid waste landfills and sludge only landfills for both in-state and out-of-state. Also determine average percent solids disposed per facility.
    c. Compile current and projected (5 years) cost per year per facility Identify POTWs concerns for landfill disposal regarding PFAS
2. For landfill facilities utilized by Massachusetts POTWs and located in Massachusetts, (sludge only, ash, and municipal solid waste landfills):
    a. Identify both the current and projected (5 years) capacity for landfill disposal of sludge in dry U.S. tons of solids per year.

3. For landfill facilities utilized by Massachusetts POTWs and located outside of Massachusetts, (sludge only, ash, and municipal solid waste landfills):
    a. Identify both the current and projected (5 years) capacity for landfill disposal of sludge in dry U.S. tons of solids per year.
4. Use Best Professional Judgment to identify additional future landfills (including locations not currently used by Massachusetts POTWs and located outside of New England) that may be utilized by Massachusetts POTWs. For these landfills:
    a. Identify the projected (5 years) capacity for landfill disposal of sludge in dry U.S. tons of solids per year.
    b. Estimate costs for Massachusetts POTWs for disposal.

B. For land application as a disposal method, gather the following information:

1. For Massachusetts POTWs that beneficially reuse sludge via land application:
    a. Compile average percent solids beneficially reused per facility.
    b. Compile both the current volume and the projected (5 years) volume in dry U.S. tons of solids per year of sludge beneficially reused via land application. Also, inventory of POTW's that expect to continue to send sludge out of state for land application over the next 5 years (depending on regulations).
    c. Compile current and projected (5 years) cost per year and/or revenue to the POTWs per facility. Projected costs might be due to facility upgrade due to regulation changes.
    d. Identify POTWs concerns for land application beneficially reuse regarding PFAS
2. For all facilities that hold Approvals of Suitability (AOSs) and process sludge from Massachusetts POTWs and are located in Massachusetts:
    a. Identify the current and projected (5 year) capacity of land application options in dry U.S. tons of solids per year.
3. For all Facilities utilized by Massachusetts POTWs that process sludge for land application and are located outside of Massachusetts:
    a. Identify the current and projected (5 year) capacity of land application options in dry U.S. tons of solids per year.
4. Use Best Professional Judgment to identify additional future land application options (including locations not currently used by Massachusetts POTWs and located outside of New England) that may be utilized by Massachusetts POTWs. For these options:
    a. Identify the projected (5 years) capacity for beneficially reuse of Massachusetts sludge in dry U.S. tons of solids per year.
    b. Estimate costs for Massachusetts POTWs for beneficially reuse.

C. For Incineration as a disposal method, gather the following information:

1. For Massachusetts POTWs that incinerate sludge:
    a. Compile average percent solids disposed per facility.

    b. Compile both the current volume and the projected (5 years) volume in dry U.S. tons of solids per year (prior to incineration) of sludge disposed of via incineration.

c. Compile current and projected (5 years) cost per year per facility
d. Identify POTW concerns for incineration regarding PFAS

2. For all Incineration Facilities utilized by Massachusetts POTWs and located in Massachusetts:
    a. Identify the current and projected (5 year) capacity of incineration facilities in dry U.S. tons of solids per year.
    b. Compile current and projected (5 years) volume in dry U.S. tons of ash generated from the incinerators and compile a list of locations where ash is disposed.
3. For all Incineration Facilities utilized by Massachusetts POTWs and located outside of Massachusetts:
    a. Identify the current and projected (5 year) capacity of incineration facilities in dry U.S. tons of solids per year.
    b. Compile current and projected (5 years) volume in dry U.S. tons of ash generated from the incinerators and compile a list of locations where ash is disposed.
4. Use Best Professional Judgment to identify additional future incineration options (including locations not currently used by Massachusetts POTWs and located outside of New England) that may be utilized by Massachusetts POTWs. For these options:
    a. Identify the projected (5 years) capacity for incineration of sludge in dry U.S. tons of solids per year.
    b. Estimate costs for Massachusetts POTWs for disposal.

Task 1 Deliverables:

Task 1 Deliverables include an inventory of all data collected in Task 1 Requirements. Activities under this task must include:

A. Hold one online meeting presenting findings of Task 1 Requirements. Meeting participants would include MassDEP and invited stakeholders.

B. Submit a draft TM by May 31, 2024 that contains the following:

1. A summary of:
    a. The work conducted in Task 1 Requirements; and
    b. The information collected, compiled, and evaluated with consistent units.
2. The consultant's evaluation of that information including, at a minimum:
    a. An update of "Massachusetts Materials Management Capacity Study" to reflect current and projected sludge disposal at landfills and include sludge only landfills to both identify the location and near- and long-term capacity for sludge disposal;
    b. The identified capacity gaps and needs;
    c. Mass Balance analysis of sludge produced in-state and locations where disposed, present and future;
    d. Greenhouse gas emissions and energy costs analysis of disposal methods, including current and future sludge transport;

e. Energy recovery of disposal methods, including current and future transporting sludge, current and sludge transport and treatment; and
f. Cost for disposal of MA sludge, current and projected 5 year future.

3. Considerations related to comments raised at the online meeting with stakeholders.

C. Submit a final TM that responds to MassDEP comments by June 30, 2024.

TASK 2: SEPTAGE MANAGEMENT

The Contractor will perform the assessments in Task 2 based on information from a reasonable number of Massachusetts POTWs that target the greatest amount of average daily effluent flow. A list of Massachusetts POTWs is included in Attachment A.

This task will evaluate the concept of septage storage/consolidation and bulk transportation to POTWs and other locations.

The consultant must gather septage information from POTWs, septage haulers, other facilities, other sources (literature review), and select stakeholders (MassDEP to help identify parties). Consult with MassDEP to define the scope for Septage analysis.
`

Task 2 Requirements:

A. For Massachusetts POTWs that receive Septage:
   1. Summarize projected increases/decreases in septage acceptance.
   2. Summarize projected increases in POTW septage disposal capacity due to construction of new POTWs. This may include anticipated new POTWs due to recent amendments to 310 CMR 150.00, “Natural Resource Nitrogen Sensitive Area” including plans for regional POTWs on Cape Cod.
   3. Identify POTW concerns from septage regarding PFAS.

B. Non POTW facilities where Massachusetts Septage is disposed in Massachusetts:
   a. Identify the current and projected (5 year) capacity of the septage disposal facilities in dry U.S. tons of solids per year.
   b. Compile disposal locations and capacity at these locations.
   c. Compile current and projected cost per year for septage disposal.

C. Non POTW facilities where Massachusetts Septage is disposed outside of Massachusetts, targeting the largest amount of septage disposal capacity possible:
   a. Identify the current and projected (5 year) capacity of the septage disposal facilities in dry U.S. tons of solids per year.
   b. Compile disposal locations and capacity at these locations.
   c. Compile current and projected cost per year for septage disposal.

D. Use BPJ to identify additional future disposal options where Massachusetts Septage may be disposed (including locations not currently used for disposal of Massachusetts septage and located outside of New England). For these options:
    a. Identify the projected (5 years) capacity for incineration of sludge in dry U.S. tons of solids per year.
    b. Estimate costs for disposal.

Task 2 Deliverables

Task 2 Deliverables includes an inventory of all data collected in Task 2 Requirements. Task 2 deliverables may be combined with Task 1 deliverables. All septage related data should be collected on a dry weight basis. Activities under this task shall include:

A. Hold one online meeting presenting findings of Task 2 Requirements. Meeting participants would include MassDEP and invited stakeholders.
B. Submit a draft TM by May 31, 2024 that must include the following:
    1. A summary of:
        a. The work conducted in Task 2; and
        b. The information collected/compiled and evaluated with consistent units.
    2. The identified capacity gaps and needs;
    3. Whether the needs differ depending on the region of Massachusetts; and
    4. Alternative septage disposal options, including regional disposal facility needs.
    5. Considerations related to comments raised at the online meeting with stakeholders.

C. Submit a final TM that responds to MassDEP comments by June 30, 2024.

3.2. Bidder Qualifications

As part of the proposal submitted in response to this RFQ (see Section 3.3 below), Bidders must submit documentation that indicates their qualifications and ability to perform this project. Specifically, Bidders must address, in narrative form (three (3) page maximum length) the following Qualification requirements. When supporting documents are lengthy or oversized, include the information on multiple uploads to the COMMBUYS system, and include a table of supporting materials with a summary description of the electronic submittals.:

- A significant understanding of Massachusetts sludge management and the following regulations: Surface Water Discharge Permit Program (314 CMR 3.00), Groundwater Discharge Permit Program (314 CMR 5.00), Surface Water Quality Standards (314 CMR 4.00), Land Application of Sludge and Septage (310 CMR 32.00), and Solid Waste Management (310 CMR 19.00).
- Relevant past experience with sludge disposal capacity management and PFAS mitigation;

- Relevant technical expertise in the requirements and performance of Massachusetts POTWs;
- Experience with legislative and policy matters
- Ability to perform the required work and meetings in the timeframe allotted; and
- Excellent writing skills and technical writing experience.

3.3 Bidders' RFQ Response; Proposal Content and Format

Bidders shall submit a response to this RFQ in a Proposal format, in accordance with the requirements of this section. In addition to providing a narrative response to the qualification requirements of Section 3.2 above, the Bidder's Proposal sections for bullet items 1-4, shall be limited to fifteen (15) pages total in length (single-spaced, 8-1/2" by 11" sheet with 0.5" margins) and shall include the following sections:

1. Proposals must include a **concise problem statement** and brief **narrative,** to explain the objective(s) of the project and describe the activities.
2. Proposals must also include a **scope of services** with tasks/activities, discrete deliverables, and a **milestone schedule that addresses the task/deliverables set forth in section 3.1 above**.
3. Proposals must include the Bidder's **proposed project team, including the proposed project manager** and key project staff.
4. Proposals must include a **table of estimated effort** in hours, rates, and **line-item budget** for the various phases of the project.
5. Proposals should include the following information (as applicable) as Attachments, which demonstrates the qualifications and/or project/technical approach and capabilities of the Bidder: organization chart or resumes of key personnel. When supporting documents that are lengthy or oversized, include the information on multiple uploads to the COMMBUYS system, and include a table of supporting materials with a summary description of the electronic submittals. Attachments do not count towards the page limit.
6. Proposal should include three (3) consultant references as Attachments, including email and telephone numbers. MassDEP reserves the right to contact any reference provided by any Bidder, and also, in its discretion, to contact any other entities that may have had prior project experience with the Bidder. Attachments do not count towards the page limit.

3.4 Compensation Structure/Pricing

3.4.1 Cost Tables

Compensation will be based solely on the Cost Tables (Budget) supplied by the Bidder in the proposal and as negotiated and accepted by MassDEP prior to contract award. Cost Tables must contain all goods and services to be provided through this Contract. Compensation will

be based on these Cost Tables. The Cost Tables must include a listing of project employees, wage rates, supplies, printing costs, postage and mileage.

3.5 Small Business Purchasing Program (SBPP)

Program Background. The Massachusetts Small Business Purchasing Program (SBPP) was established pursuant to Executive Order 523 to increase state contracting opportunities with small businesses having their principal place of business within the Commonwealth of Massachusetts. Pursuant to the SBPP, it is the intention of the issuing department to award this Small Procurement to one or more SBPP participating business(es) as described below.

SBPP Award Preference. While all businesses, no matter the size or principal place of business, may submit responses to this solicitation, should an SBPP participant respond and meet the best value criteria as described in this solicitation, the SBPP participant shall be awarded the contract. The Strategic Sourcing Services Team (SST) will not evaluate submissions from non-SBPP participants unless no SBPP Bidder meets the SSST's best value evaluation criteria.

SBPP Participation Eligibility. To be eligible to participate in this procurement as an SBPP participant, an entity must meet the following criteria, and be marked as an SBPP registered business in COMMBUYS:

1. Have its principal place of business in the Commonwealth of Massachusetts;
2. Been in business for at least one year;
3. Employ a combined total of 50 or fewer full-time equivalent employees in all locations, or employees work less than a combined total of 26,000 hours per quarter; and
4. Have gross revenues, as reported on appropriate tax forms, of $15 million or less, based on a three-year average.

Non-profit firms also must be registered as a non-profit or charitable organization with the MA Attorney General's Office and be up to date with all filings required by that office and be tax exempt under Section 501(c) of the Internal Revenue Code.

SBPP Compliance Requirements. It is the responsibility of the Bidder to ensure that their SBPP status is current at the time of submitting a response and throughout the life of any resulting contract. Misrepresentation of SBPP status will result in disqualification from consideration, and may result in debarment, contract termination, and other actions. To learn more about the SBPP, including how to apply, visit the SBPP Webpage.

Program Resources and Assistance. Bidders and Contractors seeking assistance regarding SBPP may visit the SBPP webpage, http://www.mass.gov/sbpp, or contact the SBPP Help Desk at sbpp@mass.gov.

4.0. EVALUATION CRITERIA

Bidder scores will be used to rank Bidders and will determine which Bidders will proceed to subsequent stages of the evaluation and/or enter into negotiations with MassDEP to receive a Contract award.

4.1. Mandatory requirements

Section 3 Mandatory Specifications must be met in order for a Bid to be evaluated and may be used to disqualify Bidders. The Department reserves the right, in its discretion, to determine if non-compliance with a Mandatory Specification is insignificant or can be easily corrected.

4.2. Evaluation Components

A selection committee will review proposals from responding consultants. Consultant selection will be based upon the following criteria, at a minimum:

1. Quality and responsiveness of the proposal including; completeness, organization, and conciseness.
2. Bidder's overall qualification and experience.
3. Understanding of the requested services.
4. Description of the key elements and deliverables for each task.
5. Consultant's experience on prior projects of a similar nature and expertise in the field of data gathering and analysis of sludge and/or wastewater.
6. Technical approach including the logic of the plan, clarity of the proposal, discrete project deliverables and results identified, and realistic Milestone schedule that adheres to the June 30, 2024, project completion deadline.
7. Cost effectiveness of the proposal.
   Prior success of consultant's projects.

5.0. HOW TO SUBMIT A QUOTE

All Bidders may begin creating and compiling Quote materials as soon as the Bid with all attachments is in the Sent document status. Bidders are instructed not to submit Quotes before the Bid Amendment Deadline has been reached (see Estimated Procurement Calendar).

5.1 Quote Submission Method

Online Quote Submission via COMMBUYS is required.

All Bidders must submit Quotes online using tools available only to Sellers registered in COMMBUYS. COMMBUYS provides Seller registration functionality at no charge. To register, go to www.COMMBUYS.com and click on the "Register" link on the front page. All Bidders who are awarded a contract resulting from this Bid, if any, will be required to maintain an active account during the duration of the Contract, by reviewing their registration information regularly and maintaining its accuracy.

5.2. COMMBUYS Quote Submission Training and Instructions

The following resources are provided to assist Bidders in submitting Quotes:

- **Instructions for Vendors Responding to Bids Electronically through COMMBUYS, which is part of this document; can be found on the main page of the COMMBUYS website.**

5.3 COMMBUYS Support

Technical assistance is available during the procurement process. Every effort is made to respond to inquiries within one business day.

Website: Go to www.mass.gov/osd/commbuys and select the COMMBUYS Resource Center link offered under Key Resources.

Email: Send inquiries to the COMMBUYS Helpdesk at COMMBUYS@state.ma.us

Telephone: Call the COMMBUYS Help Desk at 1-888-MA-STATE (1-888-627-8283). The Help Desk is staffed from 8:00 AM to 5:00 PM Monday through Friday Eastern Standard or Daylight time, as applicable, except on federal and state holidays.

Bidders are advised that COMMBUYS will be unavailable during regularly scheduled maintenance hours of which all users will be notified.

5.4. Bid Opening Date/Time

All Bids must be received by the Operational Services Division before the specified date, month, year and time displayed as the Bid Opening Date/Time in the Header Information section of the Bid in COMMBUYS. Times are Eastern Standard/Daylight Savings (US), as applicable. All Bidders are advised to allow adequate time for submission by considering potential online submission impediments like Internet traffic, Internet connection speed, file size, and file volume. OSD is not responsible for delays encountered by Bidders or their agents, or for a Bidder's local hardware failures, such as computers or related networks, associated with bid compilation or submission. Bids submitted via COMMBUYS are time stamped by the COMMBUYS system clock which is considered the official time of record.

ATTACHMENT A - LIST OF POTWS TO INCLUDE IN TASK 1 AND 2 INVENTORY

Facility Name	Groundwater Discharge Permit (GWDP) or National Pollution Discharge Elimination System (NPDES) Permitted Facilities
Acton Wastewater Collection	GWDP
Adams WWTP	NPDES
Amesbury WWTP	NPDES
Amherst WWTP	NPDES
Ashfield	GWDP
Athol WWTP	NPDES
Attleboro WWTP	NPDES
Ayer WWTP	NPDES
Barnstable WWTP WPCD - DPW	GWDP
Barre WWTP	NPDES
Belchertown WWTP	NPDES
Billerica WWTP	NPDES
Bridgewater WWTP	NPDES
Brockton WWTP	NPDES
Shelburne Falls WWTP	NPDES
Charlemont WWTP	NPDES
Charles River PCD	NPDES
Charlton WWTP	NPDES
Chatham WPCF	GWDP
Chicopee WWTP	NPDES
Cohasset WWTP	NPDES
Concord WWTF	NPDES
Dartmouth WWTF	NPDES
Devens WWTP	GWDP
Douglas WWTP	NPDES
Easthampton WWTP	NPDES
Edgartown WWTP	GWDP
Erving Center WWTP (#2)	NPDES
Erving POTW #1	NPDES
Erving POTW #3	NPDES
Fairhaven WPCF	NPDES

Fall River Regional WWF	NPDES
Falmouth WWTP	GWDP
Fitchburg East WWTP	NPDES
Gardner WPCF	NPDES
Gloucester WPCF	NPDES
Grafton WWTP	NPDES
Great Barrington WWTP	NPDES
Greater Lawrence - Sanitary District	NPDES
Greenfield WPCF	NPDES
Hadley WWTP	NPDES
Hardwick-Gilbertville WPCF	NPDES
Hardwick-Wheelwright WPCF	NPDES
Hatfield WWTP	NPDES
Haverhill WWTP	NPDES
Holyoke WWTP	NPDES
Hoosac WQD	NPDES
Hopedale WWTF	NPDES
Hudson WWTF	NPDES
Hull WWTP	NPDES
Huntington WWTP	NPDES
Ipswich WWTP	NPDES
Kingston Sewer Commission	GWDP
Lee WWTP	NPDES
Leicester WWTP	NPDES
Lenox Center WWTP	NPDES
Leominster WPCF	NPDES
Lowell Regional WW Utility	NPDES
Lynn Regional WF	NPDES
Manchester By the Sea WWTP	NPDES
Mansfield WWTP (MFN)	NPDES
Marion WWTP - Marion DPW	NPDES
Marlborough East WWTP	NPDES
Marlborough West WWTP	NPDES
Marshfield WWTF	NPDES
Maynard WWTP	NPDES
Medfield WWTP	NPDES

MCI Bridgewater	NPDES
MCI Concord	NPDES
MCI Norfolk	NPDES
Merrimac WWTP	NPDES
Middleborough WWTP	NPDES
Milford WWTP	NPDES
Monroe WWTP	NPDES
Montague WPCF	NPDES
MWRA Clinton WWTP	NPDES
MWRA Deer Island WWTP	NPDES
Nantucket Wastewater System	GWDP
New Bedford WWTP	NPDES
Newburyport WWTP	NPDES
North Attleborough WPCF	NPDES
North Brookfield WWTP	NPDES
Northampton WWTF	NPDES
Northbridge WWTF	NPDES
Northfield WPCF	NPDES
Oak Bluffs WWTP	GWDP
Old Deerfield - Historic WWTP	NPDES
Orange WWTP	NPDES
Otis Dept. Public Works	GWDP
Oxford-Rochdale SD WPCP	NPDES
Palmer WWTF	NPDES
Pepperell WWTF	NPDES
Pittsfield WWTP	NPDES
Plymouth WWTF	NPDES
Provincetown Public Works	GWDP
Rockland WWTP	NPDES
Rockport WWTP	NPDES
Royalston WPCF	NPDES
Russell Village WWTF	NPDES
Salisbury WWTF	NPDES
Scituate WWTF	NPDES
Somerset WWTF	NPDES
South Deerfield	NPDES

South Essex Sewerage District	NPDES
South Hadley WWTP	NPDES
Southbridge WWTP	NPDES
Spencer WWTP	NPDES
Springfield WWTP - Bondi's Island	NPDES
Stockbridge WWTP	NPDES
Sturbridge WPCF	NPDES
Sunderland WWTP	NPDES
Taunton WWTP	NPDES
Templeton WWTP	NPDES
Tisbury Public Works	GWDP
Upper Blackstone WPAD (Worcester area)	NPDES
Upton WWTP	NPDES
Uxbridge WWTF	NPDES
Ware WWTP	NPDES
Wareham WPCF	NPDES
Warren WWTP	NPDES
Wayland Wastewater Treatment Facility	NPDES
Webster WWTF	NPDES
West Stockbridge	NPDES
Westborough WWTF	NPDES
Westfield WPCP	NPDES
Winchendon WPCF	NPDES
WORONOCO VILLAGE WWTF	NPDES
Total	**127**
NPDES Count	**114**
GW Count	**13**