

**STATEMENT OF WORK
PA FISH AND BOAT COMMISSION DIVING SERVICES
INVITATION TO QUALIFY (ITQ) CONTRACT**

OVERVIEW: The purpose of the PA Fish and Boat Commission (PFBC) Diving Services ITQ is to qualify responsible and responsive Contractors to perform underwater diving services for the maintenance, repair, and underwater inspection of hydraulic structures for dams and fish hatcheries operated by the PFBC.

All diving operations shall be performed in accordance with the latest revisions of the Association of Diving Contractors Consensus Standards for Commercial Diving Operations and the OSHA Commercial Diving Regulations (1910 OSHA Subpart T) in conjunction with the United States Navy Diving Manual.

There are twenty-five (25) county dams throughout the Commonwealth. Below is a listing of the dams and their location:

County	County Dam
Berks	Kaercher Creek
Butler	Glade Run
Cambria	Duman
Carbon	Mauch Chunk
Centre	Colyer
Cumberland	Opossum
	Boiling Springs
Crawford	Tamarack "A" and "B"
Fayette	Virgin Run
Fulton	Meadow Grounds
Indiana	Hemlock
Jefferson	Cloe
	Kyle
Lackawanna	Ford's
Lancaster	Speedwell Forge
Lehigh	Leaser
Luzerne	Harris

County	County Dam
Lycoming	Rose Valley
Northampton	Minsi
Snyder	C.F. Walker
Somerset	Somerset
	High Point
Sullivan	Hunter's
Tioga	Beechwood
	Nessmuk
Venango	Kahle
Washington	Canonsburg
	Dutch Fork
Wayne	Belmont
	Lower Woods
	Miller's
	White Oak
Westmoreland	Douglas
	Donegal

Each field inspection shall be observed by Commission engineering staff and supplemented by a written inspection report (pdf) and narrated (underwater and/or confined space) video. The electronic version shall be compatible with the Commission's computer system.

The provisions of 25 PA Code §§ 105.52 and 105.53 (relating to inspections; and inspections by owners and inspection reports) detail the conditions and requirements of inspections and their corresponding reports that are to be prepared for our submission the Department of Environmental Protection (DEP), Bureau of Waterway Engineering, Division of Dam Safety.

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ISSUING OFFICE: This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of General Services (DGS), Bureau of Procurement. All inquiries should be referred to:

Patricia Kachik, Purchasing Agent
PA Fish and Boat Commission
595 East Rolling Ridge Dr.
Bellefonte, PA 16823
Telephone: (814) 359-5137
Email: pkachik@pa.gov

TERM OF CONTRACT: Any contract issued to qualified Contractors, as a result of this ITQ, shall commence on the Contract Effective Date and shall end on August 31, 2024. There are no renewals available.

QUALIFICATIONS: Contractors interested in becoming an ITQ Contractor must meet the following requirements. Failure to meet the below requirements will result in the application being rejected. Each Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

- A. Contractors must provide documentation showing two (2) years of experience in the appropriate commodity code selected under Service Categories; and
- B. All divers must be certified professional divers that have been trained in the inspection, maintenance and repair of hydraulic structures. Contractor should provide diver’s certification.

SERVICE CATEGORIES: Contractors will need to choose the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each category.

COMMODITY CODE	DESCRIPTION OF CATEGORY
81150000-ITQ-272	<p>Typical inspection services work will consist of the inspection of control tower structures and intake structures and their appurtenances including sluice gates, trash racks, valves, ladders, pipe conduits, etc.</p> <p>Typical and repair work will consist of but not be limited to debris removal from sluice gates, pipe conduits and trash racks; sediment removal at intake structures; stop log removal (and installation); sluice gate and valve adjustment and repair; installation and repair of trash racks; application of underwater coatings; concrete repairs; and injection grouting and crack repair.</p> <p>The consultant diving team shall be trained and experienced in the inspection and evaluation of hydraulic structures. The dive team shall have an effective blend of diving and engineering expertise and be knowledgeable in the inspection of the structural and nonstructural components of a dam.</p>

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GENERAL INFORMATION/REQUIREMENTS:

A. Type of Contract. Upon determination that the Contractor meets the ITQ requirements, the Commonwealth will issue a contract to the Contractor. Upon receipt of a Purchase Order (PO) issued under this Contract, the Contractor agrees to furnish the requested services to the Commonwealth agency issuing the PO.

B. Order of Precedence. If any conflicts or discrepancies should arise in the terms and conditions of this Contract, or the interpretation thereof, the order of precedence shall be:

- i. This Contract;
- ii. The data resident on the ITQ web site and incorporated herein by reference at the date of execution of the Contract or issuance of an RFQ off of this Contract, whichever is later, including but not limited to the promises and certifications the Contractor made in qualifying for the Contract;

If any conflicts or discrepancies should arise in the interpretation of a PO, the order of precedence shall be:

- i. The consulting service category definitions, descriptions, qualification requirements, and contract terms and conditions set forth in the RFQ;
- ii. This Contract;
- iii. The PO and any attachment thereto, including: (1) the Contractor's Proposal, as accepted by the Commonwealth; (2) the RFQ.

C. Bid Protest Procedure (April 2016) The Bid Protest Procedure is on the DGS website. [Click here](#)

D. Post-Submission Descriptive Literature. The Commonwealth may, during its evaluation of the bids, require any Contractor to submit cuts, illustrations, drawings, prints, test data sheets, specification sheets and brochures which detail construction features, design, components, materials used, applicable dimensions and any other pertinent information which the Issuing Office may require in order to evaluate the product(s) offered. The required information must be submitted within two (2) business days after notification from the Issuing Office. Failure to submit the required information prior to the expiration of the second business day after notification shall result in the rejection of the bid as non-responsive.

E. Tie Bids/Quotes. All tie bids/quotes will be broken by the Issuing Office.

F. Prompt Payment Discounts. Prompt payment discounts will not be considered in making an award. If prompt payment discounts are offered by any Contractor, however, the Issuing Office will take advantage of such offer.

REQUEST FOR QUOTES (RFQ) PROCEDURES: Commonwealth agencies will issue an RFQ to qualified Contractors, through the Commonwealth's Custom Portal, powered by the JAGGAER system. Contractors will respond to the RFQ in the system. The requesting agencies may require the qualified Contractors to furnish, upon request, additional documentation in the RFQ. The qualified Contractors selected for the RFQ process will

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receive a Purchase Order (PO) and will supply the service to meet the specific requirements as indicated in the RFQ.

Agencies will make a best value selection based upon the criteria set forth in the RFQ. Best Value refers to the process of selecting the quote which provides the greatest value to the agency based on evaluating and comparing all pertinent criteria, including cost, so that the Contractor whose overall proposal best suits the agency's needs is selected for each individual project.