February 23, 2016

Dear Prospective Offeror:

Request for Proposal No: 286762A– Planner/Scheduler (COCS P070)

CH2M HILL Plateau Remediation Company (CHPRC) is interested in receiving proposals for three (3) Planner/Schedulers in support of the Plateau Remediation Project, Richland, Washington, under Prime Contract DE-AC06-08RL14788 with the U.S. Department of Energy.

CHPRC has determined that North American Industry Classification System (NAICS) Code 561320, Temporary Help Services applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is 25.5 Million Dollars.

Information regarding the product or services required and instructions for the preparation and submission of proposals are contained in the attached Request for Proposal (RFP).

Proposals are due by 1:00 PM March 3, 2016.

Sincerely,

Victoria A. Clem

Victoria Clem, Contract Specialist
Procurement

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Acronyms

BTR	Buyer's Technical Representative
DOE	Department of Energy
NAICS	North American Industry Classification System
QA	Quality Assurance
RFP	Request for Proposal
SOW	Statement of Work
CHPRC	CH2M HILL Plateau Remediation Company
CLTR	Contracted Labor Time Reporting

SECTION A – REQUEST FOR PROPOSAL

1.0 INTRODUCTION

CH2M HILL Plateau Remediation Company (CHPRC) acting under its contract with the Department of Energy, requests you to submit a proposal for a labor hour type of contract to provide the services of an experienced Planner/Scheduler. This Section A describes the proposal submittal requirements and proposal instructions. Section B contains Representations and Certifications and other documents, which you are to complete, sign and return with your proposal. Section C is the Draft Contract, which is in an accompanying file. It contains:

- Part I - Statement of Work
- Part II - Financial Terms
- Part III - General Provisions
- Part IV - Special Provisions

2.0 BASIS OF AWARD

CHPRC may award one or more Contracts as a result of this RFP to the responsible Offeror(s) whose offer conforms to the requirements of this solicitation and is determined to be the most advantageous technical and price proposal.

2.1 Acceptance or Rejection of Proposals

CHPRC reserves the right to accept or reject any proposal with or without prior discussion with the Offeror. CHPRC may:

- award a contract on the basis of proposals received without discussions with Offerors (therefore, initial proposals should be submitted with the most favorable technical and price terms);
- select one or more Offerors to negotiate with;
- reject any or all proposals received;
- issue a request for new proposals; or
- cancel the RFP without awarding a contract.

2.2 Responsiveness Determination

CHPRC will determine if the Offeror is responsive to the solicitation requirements and eligible for award. This evaluation may include (but is not limited to) information gathered from other sources, including safety performance, financial stability and past performance for CHPRC or other customers. The determination may be made based on

the initial proposal submitted without additional questions or revision. CHPRC may waive minor informalities and irregularities in offers received.

2.3 Vendor Requirements

1. Must be registered in SAM (www.sam.gov)
2. Must have DUNS number (required for SAM registration)
3. Must be registered as a vendor in the Asset Suite system and/or have submitted an Asset Suite Vendor Registration form. https://www5.hanford.gov/vendreg/
4. Vendor's NAICS code in SAM must match the NAICS code for the solicitation (NAICS codes relate to the product or service the company is selling).

2.4 Irregularities, Proposal Costs

If CHPRC cancels this RFP, CHPRC is under no obligation to pay proposal preparation costs.

3.0 PROPOSAL PREPARATION INSTRUCTIONS

Organize the proposal as described below. Emphasize completeness and clarity.

3.1 Proposal Content

Offeror's proposal must contain information sufficient to demonstrate an understanding of the requirements and offeror's ability to perform successfully as proposed. Offerors who submit proposals which are unclear or incomplete may be judged non-responsive and dropped from further consideration for this award. Simply repeating the statement of work requirements or merely offering to perform the work may result in a lower evaluation or the offer being judged non-responsive to the requirements and dropped from further consideration

Proposals shall be organized in the manner listed in Sections 3.2 and 3.3 below. Each volume of the proposal shall be separate and complete. Omit all cost or pricing details from the technical proposal.

3.2 Volume I – Technical Proposal

Volume I shall consist of the following for each candidate proposed:

- A resume AND the attached Candidate Qualification Summary Form for each candidate (the Candidate Qualification Summary Form must be submitted with the proposal in Word format). The Candidate Qualification Summary Form must provide a discussion how the candidate meets the requirements of each qualification standard AND technical evaluation criteria.

- Signed acknowledgement (e-mail acknowledgement is acceptable) from each candidate proposed stating that your company has permission to submit them for consideration for this solicitation.

Offeror may propose multiple candidates; please submit a proposal for each candidate via separate e-mails. In the email subject line, identify the RFP # - Your Vendor Name - Candidates Name. **CHPRC has not approved travel and living expenses for this position, please only submit candidates who do not require travel and living.**

The Offeror must provide a current Certificate of Insurance in accordance with SP-05 Onsite Services, Part 8.0.

The preferred method for submittal of this volume is electronic.

3.3 Volume II – Cost/Price and Contractual Proposal

Volume II shall consist of the Offeror's proposed pricing as instructed in the RFP pricing instructions. Offeror shall propose the fully burdened rates for each candidate proposed utilizing Attachment 2 – Pricing Schedule. Rates should be proposed for the base year and any option years. The preferred method for submittal of this volume is electronic.

Standard payment terms are Net 30. Prompt payment discounts will be considered and should be included in the proposal.

3.3.1 Contracted Labor Price Schedule

Offeror's shall provide a fully burdened rate for each candidate for the estimated Period of Performance. A labor pricing sheet template is attached for this RFP as Attachment 2.

A. All labor rates provided will be fully burdened. The Offeror shall propose a straight time fully burdened labor rate defined as an hourly rate inclusive of wage or salary rate, fringe, all applicable overhead(s), taxes including Washington State Business and Occupational (B&O) tax and profit/fee. No travel or per diem costs should be included in the labor rate.*

Note:* Any authorized Other Direct Costs (ODCs) associated with reimbursement of travel expenses will be issued under a separate Time & Material Contract Release in accordance with the Federal Travel Regulations and the Travel Reimbursement clause in the Draft Contract, Part II, Section 10.1. Reimbursement of ODCs will not include markup, overhead, G&A or handling fees.

B. The Overtime Labor Rate is defined as the fully burdened labor rate for any hours worked in excess of 80 hours in an established two-week work schedule. The overtime fully burdened rate is expected to be less than the straight time fully burdened labor rate. No travel or per diem costs should be included in the Overtime labor rate.

3.3.2 Special Provisions - Representations and Certifications (SP-16)

The Offeror shall include a signed Representations and Certifications (SP-16) with the proposal. To obtain the form, see Section B, Attachment 3. The preferred method for submittal of this volume is electronic. (Reference SP-16, Section 19: The NAICS code and small business size standard for this action can be found in RFP Section 6.2.)

3.4 Offeror's Acceptance

The contract, if any, resulting from this RFP will be substantially the same as the draft contract that is contained in the accompanying file. Unless otherwise noted by the Offeror in its proposal, Offeror's submission of a proposal signifies the Offeror's unqualified acceptance of all of the technical requirements and other terms and conditions that are contained and referenced in this RFP and the accompanying draft contract file. Interpretations established by the Offeror to any part of this RFP may be considered an exception, and may render the proposal being considered non-responsive and dropped from evaluation and award considerations.

3.5 Exceptions to Technical Requirements and Other Terms and Conditions

The Offeror shall describe any exceptions to the technical requirements and other terms and conditions of the sample contract on which the Offeror's proposal is based. CHPRC considers the Offeror's compliance with the technical requirements and terms and conditions of the accompanying draft contract to be essential. In case of doubt, Offeror should request clarification from CHPRC. If the Offeror takes any exceptions to the requirements of the RFP, the pricing shall be based on the requirements of the RFP and the exception(s) priced as alternates. If the Offeror's proposal is based only on the proposed exceptions, CHPRC may determine that the proposal is non-responsive.

3.6 Proposal Validity Period

A proposal shall remain firm for 90 days after the proposal due date.

4.0 QUALIFICATION STANDARDS AND EVALUATION CRITERIA

CHPRC will first evaluate each Offeror's proposal to determine whether the information provided meets the qualification standards. The Offeror's proposal must meet the qualification standards to be considered for further evaluation. Those proposals considered as meeting the qualification standards will be evaluated against the evaluation criteria. The evaluation criteria are composed of the following technical/business and cost/price factors: Technical Adequacy/Work Experience and Past Performance and Education. Technical Adequacy/Work Experience; Past Performance; and Education factors are more important than cost or price. Price will be a significant evaluation factor.

CHPRC will use the evaluation criteria to determine the Offerors understanding of the work, the Offeror's qualifications to perform the work, and the acceptability of the Offeror's proposed technical and management approach.

The Offeror shall address each of the qualification standards and evaluation criteria and state how the Offeror specifically meets each one.

4.1 Qualification Standards

CHPRC has established the following qualification standards that must be fully met in order for an Offeror to be considered for award. It is CHPRC's policy to offer the opportunity to compete for its procurements as is reasonably and economically feasible. However, in view of the distinctive characteristics of CHPRC's programs, those potential Offerors who do not already possess the capability to meet the qualifications standards are encouraged not to incur proposal and other expenses involved in competitive submissions.

Required Qualification Standards

1. BA/BS, or an equivalent combination of education and experience.

2. Plus a minimum of 5 years related experience in work planning.

3. Experience with interpreting engineering drawings.

4. Upon selection, candidate must meet the medical requirements of the position (see Attachment 3 – Draft Contract).

Candidates who do not meet ALL of these Required Qualifications will be determined as "does not meet" and will not be further evaluated.

4.2 Evaluation Criteria

Included on the Candidate Qualification Summary Form, the following evaluation criteria, which are listed in order of significance, are the technical criteria that will be used along with cost or price in determining which Offeror will be selected (if at all) for an award. Technical Adequacy/Work Experience has the highest level of significance followed by Past Performance.

CHPRC will use the evaluation criteria to determine the Offerors understanding of the work, the Offeror's qualifications to perform the work, and the acceptability of the Offeror's proposal.

A. Technical Adequacy/Work Experience

Criterion Description: This criterion refers to the proposed candidate's Technical Adequacy and Work Experience in providing Planner/Scheduler services, as reflected in the job duties and requirements of the SOW.

1. Previous experience with radiological work, work control processes, and conducting job hazard analysis walk downs.
2. Prior experience in operations and maintenance.
3. Have excellent written and verbal communication skills.
4. Ability to understand the process of developing work packages in support of D&D activities.

B. Past Performance

Criterion Description: This criterion refers to the proposed candidate's Past Performance in the required areas of work or similar types of work.

Required Submittals: For Requirements A and B above, the Offeror shall submit a resume and a completed Candidate Qualification Summary Form for each candidate that addresses all relevant Technical and Past Performance criteria.

For each candidate, the Offeror shall furnish a minimum of three references for previous and current employers. References shall include the following current and up-to-date information for each specific reference. Note: Information gained elsewhere by CHPRC can also be used as part of the evaluation.

1. Employer Name and Address
2. Point of Contact and phone number
3. Period of Performance
4. Brief description of Work Scope

4.3 Cost/Price Criterion

CHPRC will analyze the Offeror's pricing and rank the price among the prices of other Offerors. CHPRC will evaluate offers for award purposes by adding the total prices for all options to the total price for the base period. Based on the estimated usage, each labor category will be evaluated using the estimated hours as shown in Attachment 2. It is important to note that CHPRC will not make an award at a significantly higher overall price in order to achieve slightly superior technical or management features. As proposals become more equal in their technical merit, the evaluated price becomes more important.

Evaluation of options will not obligate CHPRC to exercise the option(s). CHPRC may reject an offer as nonresponsive if it is materially unbalanced as to prices for the base

period and option years. An offer is unbalanced when it is based on prices significantly less for some work and prices which are significantly overstated for other work.

Pricing Instructions:

- Complete the pricing sheet attached to Section B of this RFP.
- Propose fully burdened rates.

5.0 PROPOSAL SUBMITTAL DIRECTIONS

5.1 Deadline

Proposals are due by 1:00 p.m. on **March 3, 2016**. CHPRC reserves the right to reject any proposal received after the deadline.

5.2 Submittal Address

The preferred method of proposal submission is via e-mail.

The Contract Specialist's telephone number is 509-376-6933, the fax number is 509-376-7384, and the e-mail address is Vickie_A_Clem@rl.gov. The Offeror may contact the Contract Specialist to verify that the Contract Specialist received the proposal.

5.3 Withdrawal

Proposals may be withdrawn by written notice received by the Contract Specialist at any time prior to award.

5.3 Questions and Comments Regarding the RFP

The Offeror shall submit any comments or questions regarding the RFP to the Contract Specialist in writing no later than 1:00 pm **February 29, 2016**. The Offeror may transmit questions and comments via fax or e-mail. CHPRC will answer all questions in writing and provide a copy of all questions and answers to all Offerors. If the RFP requires an amendment to resolve issues regarding the RFP, CHPRC will issue an amendment to those Offerors who have not declined to participate in time for them to consider the amendment(s) before finalizing and submitting their proposals.

5.4 RFP Amendments

If this RFP is amended, unless otherwise stated, all terms and conditions that are not modified will remain unchanged. The Offeror shall acknowledge receipt of all amendments by stating in the proposal that the Offeror has received the amendment(s) and has considered it/them in formulating the proposal.

6.0 NOTICES TO OFFERORS

6.1 Precedence of Requirements

In the event of a conflict among the provisions, the RFP instructions, the RFP correspondence, other documents and the resulting contract, the terms of the contract shall govern.

6.2 North American Industry Classification System (NAICS) Code and Size Standard

CHPRC has determined that North American Industry Classification System (NAICS) Code **561320, Temporary Help Services** applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is **$25.5 Million.**

6.3 Identification of Proprietary Data

If the Offeror submits any data as part of their Proposal, which is considered by the Offeror to be "proprietary data", the document transmitting the data or which contains the data, shall be boldly marked indicating that the data included are considered to be proprietary.

6.4 Insurance

If selected for award of any resultant contract, Offeror will be required to submit a copy of their insurance certificate in accordance with the requirements of Special Provisions – On Site Services (SP-5), Section 8.0 (Reference: Attachment 4, Draft Contract, Section IV.2.2).

6.5 Financial Capability Determination Information

CHPRC reserves the right, prior to award, to require the Offeror to submit information that CHPRC will use to make a determination whether the Offeror has the financial capability to perform the contemplated contract. Such information may include, but not be limited to: annual reports; lines of credit with financial institutions and suppliers; SEC Form 10K, and any other information that may be required by CHPRC.

SECTION B – RFP ATTACHMENTS

1.0 ATTACHMENT 1 - QUALIFICATION SUMMARY FORM

2.0 ATTACHMENT 2 – PRICING SCHEDULE

3.0 ATTACHMENT 3 – DRAFT CONTRACT

4.0 ATTACHMENT 4 – SPECIAL PROVISIONS - REPRESENTATIONS AND CERTIFICATIONS

(SP-16 PRC Revision 05, July 18, 2013)
http://chprc.hanford.gov/page.cfm/ContractProvisions