

CH2M HILL Plateau Remediation Company

REQUEST FOR PROPOSAL NO: 294262A
TITLE: Nuclear Safety Engineer

October 25, 2016

Dear Prospective Offeror:

Request for Proposal No: 294262A

CH2M HILL Plateau Remediation Company (CHPRC) is interested in receiving proposals for a Nuclear Safety Engineer under Prime Contract DE-AC06-08RL14788 with the U.S. Department of Energy.

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 4:30 p.m., Pacific Time, on Wednesday, November 2, 2016

Sincerely,

Brandis J. Wood, Contract Specialist
Procurement

CH2M HILL Plateau Remediation Company

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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

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 Staff Augmentation Nuclear Safety Engineer Support. This Section A describes the basis of award, proposal submittal requirements, proposal instructions, and notices to Offerors. Section B contains Representations and Certifications and other documents, which Offerors are to complete, sign and return with their 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 Terms and Attachments
- Part IV – Special Provisions

CHPRC may determine that any proposal not submitted in accordance with this Request for Proposal (RFP) is non-responsive and reject the proposal.

2.0 BASIS OF AWARD

An informal evaluation selection of an Offeror who is determined to be Responsible, Responsive, and the appropriate source to accomplish the objectives of the RFP as outlined in the Statement of Work attached to the RFP, Qualification Summary form and the Evaluation Criteria listed below.

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 CHPRC 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 at any time by CHPRC without additional questions or revision. CHPRC may waive minor informalities and irregularities in offers received.

Offeror's proposal must contain information sufficient to demonstrate an understanding of the position requirements of the Statement of Work/Job Description and Offeror's proposed candidate'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 Required Qualifications/Desired Qualifications 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 at the discretion of the CHPRC Contracts Specialist.

2.3 Proposal Costs

CHPRC is under no obligation to pay proposal preparation costs.

2.4 Award Notification

CHPRC will notify all of the Offerors after CHPRC selects an Offeror for award. There will be no public opening of proposals.

3.0 PROPOSAL PREPARATION INSTRUCTIONS

Organize the proposal as described in the following sections.

1.1 For each candidate that you wish to propose:

1. Volume 1 – Technical Proposal – Must consist of the following:

- **Resume of candidate** - Ensure your company name and the candidate's name are included on the resume
- **Completed Qualification Summary Form** – Fully complete each section of the form for both Required Qualifications and Desired Qualification AND submit the attached Candidate Qualification Summary Form for each candidate (the Candidate Qualification Summary Form must be submitted in a separate document with the proposal). Ensure the candidate you propose meets all of the minimum Required Qualification Criteria.

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- **Signed Acceptance from candidate** - Must clearly represent that the candidate is aware their resume is being submitted for the job title of the RFP; and must include a date of the signed acceptance. If provided in an e-mail, it must be submitted in Adobe Acrobat format or *.pdf file extension that includes the e-mail header.
- **Service Contract Act determination** - the proposal must clearly indicate which occupation code OR exemption applies to the proposed candidate.
- **Education** - the proposal must clearly indicate that the candidate has at a minimum a High School Diploma or GED..

2. Volume 2 – Pricing Proposal

- Submit the completed attached Pricing Template (add additional lines if needed to include all candidates proposed).
- No travel or per diem costs should be included in the labor rate.
- If Other Direct Costs (ODC's) are proposed, submit a separate pricing sheet (**Please note: Reimbursement of ODCs/Travel Expenses will not include markup, overhead, G&A or handling fees.**)
- A fully completed and signed Representations and Certifications (SP-16) form must accompany the proposal. Section 21 NAICS code must match the NAICS code specified in this solicitation and the Offeror's registered small business size standard.
(SP-16 PRC revision 005 dated July 18, 2013)
<http://chprc.hanford.gov/page.cfm/ContractProvisions>

3. Exceptions

Unless otherwise noted by the Offeror in its proposal, Offeror's submission of a proposal signifies the Offeror's 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. Interpretations established by the Offeror to any part of this RFP or the Draft Contract may be considered an exception, and may render the proposal being considered non-responsive and dropped from evaluation and award considerations.

Offeror's are notified that CHPRC considers the Offeror's compliance with the technical requirements and terms and conditions 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.

4. Proposal Validity Period

Proposals in response to this solicitation shall be valid for 120 days unless a different period is proposed by the Offeror and accepted by CHPRC.

2.0 QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

2.1 Required Qualifications

CHPRC has established the Required Qualifications outlined in the Statement of Work and Qualification Summary Form for the subject staff augmentation assignment that **MUST** be fully met in order for an Offeror to be considered responsive. The Offeror must clearly demonstrate via the Resume **AND** their response via the Qualification Summary form submittal detailing why the candidate proposed meets these requirements. The Offeror is **NOT** to simply restate the qualification, otherwise, the proposal for the candidate may be deemed non-responsive.

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, Offeror's whose candidates do **NOT** demonstrate meeting the Required Qualifications, are encouraged not to incur proposal and other expenses involved in competitive submissions.

2.2 Evaluation Criteria

Technical Adequacy/Relevant Work Experience: Offeror's must adequately substantiate that candidates have relevant experience for the scope presented. Work experience must be in a similar field performing tasks similar and in similar conditions to those presented in the Statement of Work. Simply repeating the Required Qualifications/Desired Qualifications 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 at the discretion of the CHPRC Contracts Specialist.

Past Performance: Candidates will be evaluated on their performance under existing and prior projects and/or employers. Information regarding past and present performance may be obtained by CHPRC from independent data as well as data provided by Offeror.

Education: Candidates will be evaluated on their relevant education, or equivalent combination of education and experience, stated in the Required Qualifications and the COCS Labor Category Level.

2.3 Cost/Price Criterion

CHPRC will analyze the Offeror's pricing and rank the price among the prices of other Offerors. Based on the estimated usage, each labor category will be evaluated using the estimated hours as shown in the Pricing Template. 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.

4.0 PROPOSAL SUBMITTAL DIRECTIONS

4.1 Deadline

Proposals are due by **4:30 p.m., Pacific Time, on Wednesday, November 2, 2016.** CHPRC reserves the right to reject any proposal received after the deadline.

4.2 Submittal Information

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

The Contract Specialist's telephone number is 509-376-6791, the fax number is 509-376-7384, and the e-mail address [Brandis J. Wood@rl.gov](mailto:Brandis_J_Wood@rl.gov). The Offeror may contact the Contract Specialist to verify that the Contract Specialist received the proposal.

4.3 Late Proposals

Offerors are responsible for submitting proposals and any modifications or revisions to the CHPRC Contracts Specialist issuing the RFP by the designated time and date when proposals are due. Any proposal, modification, or revision received by the CHPRC Contract Specialist designated in the RFP e-mail after the exact time specific for receipt of offers in the e-mail solicitation is considered "late" and will not be considered unless it is received BEFORE the award is made AND the CHPRC Contract Specialist determines that accepting the late offer would not unduly delay the acquisition.

4.4 Amendments

If the RFP is amended, all provisions which are not modified remain unchanged. Offerors must acknowledge receipt of any amendment to the solicitation by stating in the proposal that the amendment (date and number) was received and considered in formulating the proposal or by letter or e-mail. This acknowledgement must be received by the hour/date specified for the receipt of proposals.

4.5 Questions and Comments Regarding the RFP

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The Offeror shall submit any comments or questions regarding the RFP to the Contract Specialist in writing no later than 48 hours before proposals are due. The Offeror may transmit questions and comments via 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.

5.0 NOTICES TO OFFERORS

5.1 Withdrawal

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

5.2 Work Location

The Work Location identified in the attached Statement of Work (SOW) is subject to change at the direction of the CLR Supervisor. If changes to the Work Location take place during the performance of the Contract Release, no additional compensation shall be afforded the successful Contractor/Candidate by CHPRC.

5.3 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 for all businesses in regard to this acquisition is \$27.5 Million.

5.4 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. To the extent that the restrictive marking prevents CHPRC from distributing the documents for evaluation or use, the marking may render the proposal non-responsive.

5.5 Certified Cost or Pricing Data

The Offeror is not required to provide certified cost or pricing data. However, CHPRC may require the Offeror to provide certified and/or non-certified cost or pricing data prior to award if CHPRC cannot determine that the acquisition is exempt from the requirements of PL 87-653 (10 USC Sec. 2306a).

5.6 Financial Capability Determination Information

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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 successfully perform the contemplated contract in accordance with the contract terms. 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.

5.7 Subcontracting

Contractor may not subcontract any significant portion of this contract without first obtaining concurrence of CHPRC to the proposed subcontract scope and subcontractor(s).

Contractor is responsible to incorporate and flow down all appropriate provisions and requirements of this contract to all lower-tier contractors and subcontractors.

Contractor shall furnish CHPRC a list of all proposed lower-tier subcontractors who will be performing work on the Hanford site and those proposed subcontractors who will be performing a significant portion of the off-site work. The list must be furnished prior to award and updated with changes during contract performance. Use the Subcontracting form and instructions located on this web page:

<http://chprc.hanford.gov/page.cfm/SubmittalsFormsDocs>

CHPRC reserves the right to:

- reject any proposed subcontract or subcontractor as incomplete or unsuitable
- require submittal of the proposed subcontract before contract award or prior to performance of any work on site
- require the replacement, at contractor's expense, of any subcontractor who fails to adhere to all of the applicable provisions and requirements of this contract.

SECTION B – RFP ATTACHMENTS

1.0 ATTACHMENT 1 – DRAFT CONTRACT

2.0 ATTACHMENT 2 – PRICING TEMPLATE

3.0 ATTACHMENT 3 – CANDIDATE QUALIFICATION SUMMARY FORM

4.0 ATTACHMENT 4 – SPECIAL PROVISIONS - REPRESENTATIONS AND CERTIFICATIONS

A fully completed and signed Representations and Certifications (SP-16) form must accompany the proposal. Section 21 NAICS code must match the NAICS code specified in this solicitation and the offeror's registered small business size standard.

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(SP-16 PRC revision 005 dated July 18, 2013)

<http://chprc.hanford.gov/page.cfm/ContractProvisions>