

CH2M HILL Plateau Remediation Company

REQUEST FOR PROPOSAL NO: 942019-RRU

Contracted Radiological Control Technicians

September 4, 2019

Dear Prospective Offeror:

Request for Proposal No: 942019-RRU

CH2M HILL Plateau Remediation Company (CHPRC) is interested in receiving proposals for Contracted Radiological Control Technicians in support of the Central Plateau Project, Richland, Washington, under Prime Contract DE-AC06-08RL14788 with the U.S. Department of Energy.

This RFP is a small business set aside, as such, proposals made under this solicitation shall be from small business concerns. 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 \$30 Million.

Please note that this procurement action will utilize the Supply Chain Management Center (SCMC) eSourcing Tool for receiving proposals. The process is further described in the attached Request for Proposal (RFP).

The anticipated schedule for this solicitation activity is as follows:

Notification of Intent to Propose:	September 10, 2019
Questions Due:	September 11, 2019
eSourcing Event:	September 19, 2019
Proposals Due:	September 19, 2019
Anticipated Contract Award:	September 30, 2019

Sincerely,

Rayna R Uptmor,
Contract Specialist
CH2M HILL Plateau Remediation Company
Rayna_R_Uptmor@rl.gov

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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
CRCT	Contracted Radiological Control Technician

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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 fixed unit rate type of contract to provide Contracted Radiological Control Technicians. 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

1.1 Proposal Submittal – eSourcing Event

This solicitation requires all Contractors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool to input pricing. Upon receipt of an offeror's notification of intent to propose CHPRC will provide the offeror (participant) an email notification with a link to the SCMC eSourcing event including access instructions. Each participant will be afforded the opportunity to preview the application and place pricing information prior to the commencement of an event. This preview phase is called the pre-bid period. At the conclusion of the pre-bid period, the eSourcing event will commence and continue until its expiration. Events typically last 15-30 minutes.

This action will be conducted as an electronic bidding process with the ability to decrement pricing. Upon the participant's submittal of their initial price and after commencement of the event, the participant will be assigned a number that corresponds to the rank of their price relative to the pricing submitted by other participants. The lowest priced submittal is ranked number one, the second lowest price is ranked number two, the third lowest price is ranked number three, and so on. A participant may revise and submit lower pricing until the event expires. Pricing cannot be increased and decrementing an initial bid in the eSourcing system is purely at the discretion of each participant.

The tool will not disclose the participant's proposed price to other participants nor will it disclose the lowest proposed price.

This solicitation and resultant award are considered a negotiated procurement which means that, submitting the lowest priced proposal does not guarantee award. CHPRC

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must complete a full evaluation of the submitted proposals prior to making an award determination.

CHPRC reserves the right to conduct negotiations prior to award or to award a contract based upon initial proposals received; without further discussions.

In the unlikely event of a discrepancy among any of the Offeror's documents or information submitted through the eSourcing website, the information received and confirmed by CHPRC shall govern. Offerors are required to submit proposals consistent with the price proposed during the eSourcing event and may not intentionally submit a revised proposal after completion of the event.

NOTE: Following the eSource event, Offerors are required to submit their proposals (see 3.0 Proposal Preparations Instructions below) in electronic form (pdf) electronically within three hours of the completion of the eSource Event (see 3.0 Proposal Preparations Instructions below).

2.0 BASIS OF AWARD

CHPRC may award one or more subcontracts as a result of this solicitation. Award will be made to the Offeror based on 1) meet all requirements of the Solicitation and 2) lowest offer (total value that calculates in green highlighted cell of Attachment 1 – Price Proposal Worksheet). CHPRC reserves the right to accept or reject your proposal based on the initial proposal submitted without additional questions or revisions. CHPRC may also cancel the RFP without awarding a contract.

CHPRC may waive minor informalities and irregularities in offers received. If the Buyer cancels this RFP, the Buyer is under no obligation to pay proposal preparation costs.

2.1 Award Notification

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

2.2 Evaluation of Options

Except when it is determined not to be in CHPRC's best interests, CHPRC will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirements. Evaluation of options will not obligate CHPRC to exercise the option(s).

3.0 QUALIFICATION STANDARDS

CHPRC will first evaluate each Offeror's proposal to determine whether the information provided meets any qualification standards. The Offeror's proposal must meet the

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qualification standards to be considered for further evaluation. Those proposals considered as meeting the qualification standards will be evaluated against the evaluation criteria.

A. Standard No. 1

The Offeror shall have at least five (5) years of experience in providing Health Physics Technical support staff in commercial nuclear or government business sectors.

B. Standard No. 2

Proposals made under this acquisition are solicited from Small Business Concerns, including; Small Disadvantaged, Small Women-Owned, Service Disabled Veteran and HUBZone small businesses. Any resulting Subcontract shall be performed solely by Small Businesses. Proposals received from concerns that are not Small Businesses shall not be considered for award.

C. Standard No. 3

The Offeror shall have access to the necessary resources to provide a full complement (up to at least 15) of IHT's on short notice (within two weeks).

4.0 PROPOSAL PREPARATION INSTRUCTIONS

Organize the proposal as described in the following sections below. Emphasize completeness and clarity.

Proposal must clearly and convincingly demonstrate that the offeror has a thorough understanding of and will be able to perform the proposed contract successfully. For technical work, describe the proposed technical approach including assumptions and supporting detail. Unsupported, unclear, or inconsistent statements about offeror's proposed performance and compliance with all contract requirements may be determined as non-responsive.

Do not submit generic brochures or other marketing materials, which do not specifically relate to the proposal.

4.1 Volume I – Technical Proposal

The Offeror shall provide a technical proposal for performance under a Master Contract.

CHPRC will evaluate Offeror's technical capabilities/qualifications for the requirements specified in the Statement of Work. Offeror's proposal must contain the following information:

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- An acknowledgement that the Statement of Work is fully understood and that Offeror has resources qualified to perform the work. In addition, an explanation on how the Offeror will meet the requirements.
- Past Performance and Work Experience: The Offeror shall discuss the Offeror's prior record of providing support services for projects similar in size and complexity to those at the Hanford site. The Offeror shall discuss the current size of the workforce coordinated from the Offeror's offices and provide the Offeror's "Site Coordinator" job description and resume.
- Staffing Approach: The Offeror shall provide a detailed discussion about its ability to plan and organize resources to ensure quality support is provided when needed. The discussion shall include how the Offeror plans to coordinate and provide personnel to ensure successful performance. The Offeror shall furnish the following information:
 1. Provide the number of IHTs currently on the Offeror's roles
 2. Provide the current availability of IHTs
- Resumes: The Offeror shall provide a minimum of ten (10) resumes of individuals who will be proposed to perform work under the resultant subcontract. The resumes must clearly describe the individual's education (level, major, and year degree received) and the experience (general and relevant work experience), and any professional credentials (including professional publications and memberships).

4.2 Volume II – Price Proposal Worksheet and Contractual Proposal

Volume II shall consist of 1) a completed Price Proposal Worksheet (Attachment 1), 2) a completed Representations and Certifications (Attachment 3), and 3) documentation of a Timekeeping System to substantiate that it has an adequate timekeeping system to sufficient to track hours by individual, by project, and/or cost objective.

In providing information required in the **Price Proposal Worksheet**, Offerors shall use the following assumptions:

- The price proposal worksheet contains CHPRC's *estimate* of the number of CRCTs (local and non-local) and the Regular hours to be worked and the number of Overtime hours to be worked. Please note this is an estimate and is not a guaranteed amount.
- CRCTs are considered local if they reside in Adams, Benton, Franklin, Grant, Walla Walla, or Yakima counties of Washington State
- CRCTs working under this contract shall be CHPRC employees working under the CHPRC/Hanford Atomic Metal Trades Council (HAMTC) Labor Agreement,

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including any additional language negotiated between CHPRC and HAMTC specifically for this situation. Offeror shall continue its employer relationship with these individuals thus a co-employment status will exist between CHPRC and Offeror regarding these employees for their work at Hanford.

- The CRCTs shall receive from CHPRC, a wage rate of \$41.438 per hour. A one-time HAMTC initiation fee of \$25.00 and weekly agency fees/union dues of \$20.71, and statutory deductions, will be withheld from this wage rate by CHPRC. The wage rate will be determined by the CHPRC/HAMTC Labor Agreement in effect.
- CHPRC will track and record hours charged by CRCTs and will provide a monthly report to the Subcontractor.
- The payment of all indirect costs, per diem, administrative expenses, payroll taxes, Federal Unemployment Tax (FUTA), State Unemployment Tax (SUTA), Workman's Compensation, paid sick leave and paid Family and Medical Leave (FMLA), vacation benefits, welfare and pension benefits, and profit will be reimbursed for each CRCT through a fixed unit rate paid on a per hour basis to the Offeror. Welfare and pension benefits and any other fringe benefits are subject to 40-hour weekly increments; such benefits do not accrue for any authorized overtime.
- CRCTs will be paid for all Facility Closure Days which occur during their temporary employment at the Hanford Site. Facility Closure Days are as follows:

New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Holidays
Christmas Eve & Christmas Day

- Travel costs for CRCTs re-location to the Hanford site should not be included in the pricing sheet.

Other Direct Costs (ODCs) shall not include markup, overhead, G&A or handling fees.

4.3 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

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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.

4.4 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.

4.5 Proposal Validity Period

A proposal shall remain firm for 60 days after the proposal due date.

5.0 PROPOSAL SUBMITTAL DIRECTIONS

5.1 Notification of Intent to Propose

CHPRC requests that a prospective Offeror notify CHPRC in writing by 12:00 p.m. on September 10, 2019, indicating that the Offeror intends to submit a proposal in response to this RFP. The Offeror should transmit the notification to the Contract Specialist via e-mail. Failure to submit an Intent to Propose notification at the designated location by the specified date and time may result in rejection of the Offeror's proposal.

5.2 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 12:00 p.m. on September 11, 2019. 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

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5.3 SMC eSource

The eSource event will take place at 1:00 p.m. PST on September 19, 2019. A “Mock Event” will be scheduled prior to this date to familiarize anyone that has not participated in a previous event if needed.

5.4 Deadline

Proposals are due by 4:00 p.m. PST p.m. on September 19, 2019. CHPRC reserves the right to reject any proposal received after the deadline.

5.5 Submittal Address

It is CHPRC’s preference that the Offeror submit their proposal by email to the Contract Specialist at Rayna_R_Uptmor@rl.gov.

The Contract Specialist’s telephone number is (509) 376-0113, the fax number is (509) 373-9107, and the e-mail address is Rayna_R_Uptmor@rl.gov.

5.6 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 \$30 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

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data, shall be boldly marked indicating that the data included are considered to be proprietary.

6.4 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).

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.

6.6 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.

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6.7 Identification of Service Animals

If the Offeror or a planned lower-tier subcontractor requires the use of a service support animal to perform its work under the contract, the Offeror shall disclose and provide information in its proposal that includes a description of the work or task the services support animal has been trained to perform. Service support animals “in training” are not considered service support animals and will not be allowed on the Hanford Site or in Site associated facilities. Other animals, to include pets and “comfort animals” are not permitted access onto the Hanford Site or in Site associated facilities. Service support animals may be excluded from the workplace if the work site cannot support reasonable accommodations.

6.8 Small Business Set Aside

Proposals made under this solicitation shall be from small business concerns, including; Disadvantaged, Women Owned, Veteran Owned, Service Disabled Veteran Owned and HUBZone small businesses. Proposals received from concerns that are not small businesses shall not be considered for this solicitation. Disadvantaged, Women Owned, Veteran Owned and Service Disabled Veteran Owned may self-certify to these categories as defined by the Small Business Administration (www.sba.gov). HUBZone businesses must be certified by the Small Business Administration.

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SECTION B – RFP ATTACHMENTS

1.0 ATTACHMENT 1 – PRICE PROPOSAL WORKSHEET



942019-RRU Price
Proposal Worksheet

2.0 ATTACHMENT 2 - STATEMENT OF WORK CONTRACTED RADIOLOGICAL CONTROL TECHNICIANS



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ent of Work.doc

3.0 ATTACHMENT 3 – 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.

(SP-16 PRC Revision 07, July 20, 2019)

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