

CH2M HILL Plateau Remediation Company

REQUEST FOR PROPOSAL NO: 317493

January 22, 2019

Dear Prospective Offeror:

Request for Proposal No: 317493 - TRANSFER MECHANISM MODIFICATIONS

CH2M HILL Plateau Remediation Company (CHPRC) is interested in receiving proposals for *Transfer Mechanism Modifications* in support of the 324 Building Disposition Project, Richland, Washington, 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).

The anticipated schedule for this RFP activity is as follows:

Notification of Intent to Propose Due:	February 4, 2019
Questions Due:	February 4, 2019
eSource Event:	February 11, 2019
Anticipated Contract Award:	March 5, 2019

CHPRC looks forward to your response

Sincerely,



Ricky Franzen, Contract Specialist
Procurement

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Acronyms

AVS	Acquisition Verification Services
BTR	Buyer's Technical Representative
DOE	Department of Energy
NAICS	North American Industry Classification System
NLT	No Later Than
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 **firm fixed price** type of contract to provide Transfer Mechanism Modifications. 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.

1.1 Small Business Set Aside - Solicitation

Proposals for this acquisition are solicited from Small Business Concerns, including; Small Disadvantaged, Small Women-Owned, Service Disabled Veteran and HUBZone small businesses. Any resulting Contract shall be awarded to a Small Business. Proposals received from concerns that are not Small Businesses or Small Businesses that intend to subcontract a significant portion of the work to other than a Small Business shall not be considered for award.

Business classifications must comply with Small Business Administration guidelines (www.sba.gov).

2.0 BASIS OF AWARD

CHPRC intends to award a contract as a result of this RFP to the responsive, responsible offeror whose offer conforms to the requirements of this solicitation and is determined to be the lowest evaluated price.

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.

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 QUALIFICATION STANDARDS

It is CHPRC's policy to offer the opportunity to compete for its procurements as broadly as is consistent with the nature of each procurement. However, in view of the distinctive characteristics of CHPRC's programs, those potential offerors that do not possess the minimum qualifications and resources necessary to perform the proposed work should not be encouraged to incur proposal and other expenses involved in the competitive submissions. Therefore, CHPRC has established the following Qualification Standards that must be fully met in order for an offeror to be considered for award.

3.1 Quality Assurance Program

The Offeror shall have a documented and implemented quality assurance program which, at a minimum, is consistent with the applicable criteria of ASME NQA-1 2008 Edition, including 2009-1a, Requirements 1-18, (Section 100 for all requirements only).

3.2 Small Business Concern

Per Section 1.1, the Offeror must be a small business concern. This qualification is met by the Offeror providing representations and certifications that certify its small business size status.

3.3 Local Area Performance

The Offeror shall have, maintain, and perform a majority (greater than 50%) of the manufacturing/fabrication work within the local vicinity of the Hanford site. Local vicinity is defined as Benton, Franklin and Yakima counties in the State of Washington. This qualification standard is met by providing a detailed description of the Offeror's facility(ies), capabilities including available resources, and the its location relative to Hanford. It is expected that the Offeror will have a private office location suitable for on-going business meetings. It is not acceptable for the office to be located in a home residence.

4.0 ESOURCE REQUIREMENT:

Supply Chain Management Center (SCMC) eSource Tool

This Solicitation requires all Offerors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool. The SCMC eSourcing Tool is designed to efficiently collect proposal information in a central location. The eSource Event will allow Offerors to view their ranking and afford Offerors the opportunity to amend their proposal pricing within the established eSource Event time frame.

ESource Event Process

1. Offerors who intend to participate in the eSource event must notify the Contract Specialist via email, by 3:00 p.m. on February 4, 2019.
2. CHPRC will provide eSource access instructions to those Offeror's who notify the Contract Specialist of their intent-to-propose.
3. **The eSource event starts at 1:00pm PST.** Prior to the eSource event, Offerors 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.
4. At the conclusion of the pre-bid period, the eSourcing event will commence and the Contractor should review their submitted price to ensure it is compliant with requirements.
5. The eSourcing Tool will designate a ranking of the Offeror's price when compared against the lowest price received. **During this time, the Offeror may revise (decrement) their pricing downward.**
6. If the Offeror's price is revised to the lowest received price within the last two minutes of an event, the event will automatically extend for two minutes to allow other Offerors to consider further adjustments to their pricing.

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7. This is a closed bid process. The tool will not disclose the Offeror's proposed price to other Offerors nor will it disclose the lowest proposed price. A ranking is all that is provided.
8. Events typically last 15-30 minutes. The eSourcing Tool will be utilized for posting of Offeror's proposals and the Buyer will analyze the Offeror's pricing and rank the price among the prices of other Offerors
9. **This is a closed bid process, the tool will not disclose the Offeror's proposed price to other Offeror's nor will it disclose the lowest proposed price.**
10. Submitting the lowest priced proposal does not guarantee award. CHPRC must complete a full evaluation of the submitted proposals prior to making an award determination.
11. Following the eSource Event, the Contractors are required to submit their proposals (see *5.0 Proposal Preparations Instructions* below) in electronic form (pdf) within two hours of the completion of the eSource Event.
12. **Submitted price proposals MUST match the proposal in the eSource event.** Offerors who fail to correctly utilize the eSource process may be disqualified from further participation.

Any Offeror who has not participated in a previous SCMC eSourcing event is encouraged to participate in a mock event. This mock event will afford the Offeror time to familiarize themselves with the SCMC eSourcing Tool prior to the date of the actual SCMC eSourcing event. Offerors are to indicate their desire to participate in the mock event when submitting their notification of intent to propose.

This Solicitation and resultant award is considered a negotiated procurement. CHPRC will complete a full technical evaluation prior to making an award determination. CHPRC may elect to conduct negotiations prior to award or to award a contract based upon Offeror's submittals and without further discussions.

In the unlikely event of a discrepancy among any of the Offeror's documents or information submitted through the eSource website, the documents/information received and confirmed by CHPRC shall govern.

5.0 PROPOSAL PREPARATION INSTRUCTIONS

Proposals shall be submitted in accordance with the instructions contained in this RFP. Organize the proposal as described in the following sections. 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

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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.

5.1 Non-Disclosure Agreement ([Attachment 5](#))

Please note that a non-disclosure agreement (NDA) **MUST** be signed and returned to the contract specialist before access to the project design media will be provided. One NDA per company is acceptable, however **each individual who will be reviewing the solicitation design media is required to legibly print and sign their name.**

5.2 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 below. Each volume of the proposal shall be separate and complete. Omit all cost or pricing details from the technical proposal. Where estimated labor hours will provide clarity, propose them as hours only with no indication of price in the technical proposal.

The following documents make up a complete proposal package:

5.2.1. Volume I – Technical Proposal

The Offeror shall submit one electronic copy of this volume. The Offeror's technical approach shall demonstrate a complete understanding of the system description and specifications as included in this Solicitation. The technical proposal shall include the following elements and be organized in the manner listed below.

At a minimum, the Offeror's technical proposal must include the following information:

- A description of how each of specification requirements will be satisfied.
- Identification of any technical risks associated with performance of this contract, the impact, and the plan to avoid or minimize the risk(s).
- A detailed description of their local manufacturing capabilities including available resources and the office's location relative to Hanford.

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- Identify Offeror's project team including key subcontractors proposed to manage and perform the technical segments/aspects of the work. The Offeror shall provide a discussion of the established lines of authority, responsibility, and communication.
- The Offeror shall submit one uncontrolled copy of their quality assurance program. The offeror shall address how the offerors quality assurance program meets the requirements included the RFP. If the Offeror's manual has been previously approved by CHPRC, the manual shall be updated to make it current and resubmitted to CHPRC with the proposal. If the manual has not changed since its previous approval by CHPRC, a statement to this effect shall be submitted with the proposal
- A preliminary project schedule. The schedule shall identify the critical path elements and the dates required to meet CHPRC's key delivery date. Offerors shall identify any qualifying conditions for meeting the schedule. CHPRC's key delivery date is as follows:
 - Delivery of Re-Designed Transfer Mechanism to AVS: June 05, 2019

5.2.2. Volume II - Business and Price Proposal

Offeror shall provide one electronic copy of this volume. Business and Price Proposals shall consist of the Offeror's proposed pricing as instructed below. All pricing assumptions shall be clearly stated to allow a reviewer to assess the potential cost risks associated with the proposed design. Submit the following information:

- 1) Price Proposal, ([See Attachment 2](#)). – The Offeror must complete the price sheet as formatted.
 - 2) Representations and Certifications – Section B, The Offeror shall ***complete*** sections 21 and 22 including the [NAICS code](#) and size standard identified in section 7.3 of this RFP and return [Attachment 4, Representations and Certifications](#) documentation.
 - 3) Limitation on Payments to Influence Certain Federal Transactions Certification is applicable to this solicitation ([Attachment 6](#)).
- **All three above documents MUST be returned with Volume II Business and Price Proposal.**
 - The Walsh-Healy Public Contracts Act applies to this solicitation.

5.3 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 unqualified acceptance of all of the technical requirements and other terms and conditions that are contained and referenced in this

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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.

5.4 Contract Drawings and Specifications

CHPRC will provide to Contractor, without charge, contract drawings and/or specifications in electronic or paper media as determined by the CHPRC. Contractor shall reproduce and print contract drawings and specifications as needed for the purposes of performing the contract. Drawings and specifications remain the property of DOE and CHPRC.

Information furnished by the CHPRC in specifications, drawings or otherwise is not guaranteed by CHPRC and is furnished only for the convenience of the Contractor. Contractor shall carefully check, compare, and examine the drawings and/or specifications for the Work and fully acquaint itself with all other conditions relevant to the Work. Once a proposal is accepted and a contract issued, Contractor assumes the risk of such conditions and will, regardless of such conditions, the expense, difficulty of performing the Work, or negligence, if any, of CHPRC, fully complete the Work for the stated contract price without further recourse to CHPRC.

Omissions from the drawings or specifications or the misdescription of details of work that are necessary to carry out the intent of the drawings and/or specifications, or that are customarily performed, shall not relieve the Contractor from performing such omitted or misdescribed details of the work nor entitle Contractor to any compensation for not performing a diligent review prior to submitting a proposal.

5.5 Proposal Validity Period

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

6.0 PROPOSAL SUBMITTAL DIRECTIONS

6.1 Notification of Intent to Propose

CHPRC requests that a prospective Offeror notify CHPRC in writing by **3:00 p.m. PDT on February 4, 2019** indicating that the Offeror intends to submit a proposal in response to this RFP. The Offeror may transmit the notification to the Contract Specialist via e-mail.

6.2 Deadline

Volumes I and II (Technical and Price Proposals) are due by **within 2 hours of the conclusion of the eSource event**. CHPRC reserves the right to reject any proposal received after the deadline.

6.3 Submittal Address

The preferred method of sending the proposal is via email to the Contract Specialist. The Contract Specialist's telephone number is (509) 373-7141 and the e-mail address is Ricky_L_Franzen@rl.gov.

The Offeror may contact the Contract Specialist to verify that the Contract Specialist received the proposal.

6.4 Withdrawal

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

6.5 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 **February 4, 2019**. 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.

6.6 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.

7.0 NOTICES TO OFFERORS

7.1 Anticipated Award Date

The anticipated award date for this RFP is **March 5, 2019**.

7.2 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.

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

CHPRC has determined that North American Industry Classification System (NAICS) Code **332999 All Other Miscellaneous Fabricated Metal Product Manufacturing** applies to this

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acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is 750 employees.

7.4 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.

7.5 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).

7.6 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 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.

7.7 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

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- 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.

7.8 Ship to Address

All shipping containers and paperwork are to be marked with the following legend:

U.S. Department of Energy
c/o CH2M HILL Plateau Remediation Company, Inc.
2355 Stevens Dr.
Richland, WA, 99352

SECTION B – RFP ATTACHMENTS

1.0 ATTACHMENT 1 – STATEMENT OF WORK



SOW 300-296 324
Xfer Mech Rev 0.pdf

2.0 ATTACHMENT 2 – PRICING SHEET



CHPRC Solicitation
317493- Volume II C

3.0 ATTACHMENT 3 – MODEL 4-PART CONTRACT



CHPRC Solicitation
317493- DRAFT 4-Par

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.

(SP-16 PRC revision 006 dated June 04, 2018)

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

5.0 ATTACHMENT 5 – NON-DISCLOSURE AGREEMENT



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Non-Disclosure Agr

**6.0 ATTACHMENT 6 – INFLUENCE CERTAIN FEDERAL TRANSACTIONS
CERTIFICATION FORM**

<https://chprc.hanford.gov/files.cfm/L001R000.pdf>