

# CH2M HILL Plateau Remediation Company

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## REQUEST FOR PROPOSAL NO: 304474 Technical Support Services for W-135 Project

October 26, 2017

Dear Prospective Offeror:

Request for Proposal No: 304474

CH2M HILL Plateau Remediation Company (CHPRC) is interested in receiving proposals for technical support services for the W-135 Project, Richland, Washington, under Prime Contract DE-AC06-08RL14788 with the U.S. Department of Energy.

Information regarding the product or services required and submission of proposals are contained in the attached Request for Proposal (RFP). This RFP requires all Offerors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool. The SCMC eSourcing Tool is being implemented at CHPRC and is designed to efficiently collect pricing information in a central location.

This RFP and resultant award is considered a negotiated procurement. CHPRC must complete a full technical evaluation prior to making an award determination. CHPRC reserves the right to conduct negotiations prior to award or to award a Subcontract based upon Offeror's initial submittal and 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 documents/information received and confirmed by CHPRC shall govern.

**The eSourcing Event will begin at 10:00 a.m. Monday, November 13, 2017 and end at 10:30 a.m.**

This RFP and resultant award is considered a negotiated procurement. CHPRC must complete a full technical evaluation prior to making an award determination. CHPRC reserves the right to conduct negotiations prior to award or to award a Subcontract based upon initial Offeror's submittal and without further discussions. **NOTE: The successful Offeror whose proposal results in an award will not be eligible to perform the construction portion of this work in the future.**

The anticipated schedule for this RFP activity is as follows:

Notification of Intent to Propose Due:	November 2, 2017
Questions Due:	November 2, 2017
Proposals Due:	November 13, 2017

CHPRC has determined that North American Industry Classification System (NAICS) Code 541330-Engineering Services applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$15 Million.

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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).

Sincerely,

Rayna R Uptmor, Contract Specialist  
Procurement

# CH2M HILL Plateau Remediation Company

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**Technical Support Services for W-135 Project**

## **Acronyms**

BTR	Buyer's Technical Representative
CESP	Capsule Extended Storage Project
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

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## REQUEST FOR PROPOSAL NO: 304474 Technical Support Services for W-135 Project

### 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 Time and Materials (T&M) type of contract to provide Technical Support Services for W-135 Project. 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

CHPRC intends to award one contract as a result of this RFP to the responsible offeror whose offer conforms to the requirements of this solicitation and is determined to be the most advantageous technical and price proposal.

The basis of award is Best Value to CHPRC. 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. Refer to Section 4.0 for a description of the evaluation criteria.

#### 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.

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### 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 PROPOSAL PREPARATION INSTRUCTIONS

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 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.

### 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 3.2-3.4 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.

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The following documents make up a complete proposal package:

### **3.2 Volume I – Technical Proposal**

The evaluation criteria identified in Section 4 will be used to determine the Offeror's understanding of the work to be performed, the Offeror's qualifications to perform this work, and the acceptability of the proposed technical and management approach.

In order for the proposal to be evaluated strictly on the merit of the technical and management material submitted, no contractual cost or pricing information shall be included in this volume of the proposal.

The proposal shall describe the proposed technical and management approach in sufficient detail to ensure that the requirements of the Statement of Work (SOW) are met. Simply repeating the SOW requirements or merely offering to perform the work may result in a lower evaluation or the offer being determined technically unacceptable.

#### **3.2.1 Company Experience**

The Offeror shall discuss the Offeror's, and any proposed subcontractors', prior record, in performing services or delivering products similar in size, content, and complexity to those required in this Request for Proposal. Specific emphasis shall be placed on previous projects where the Offeror was a managed-task subcontractor developing engineering-related products such as functional design criteria or design reports for Hazard Category 2 nuclear facilities, providing engineering support or other technical support for spent nuclear fuel dry-storage and/or operating Hazard Category 2 nuclear facilities, or performing engineering services in a highly regulated technical environments.

The Offeror should specifically address the role any of the proposed key personnel played in the successful execution of the projects described in this section.

#### **3.2.2 Personnel Qualifications**

The Offeror shall identify the key personnel proposed to manage and perform the technical segments/aspects of the work. The Offeror shall provide a complete organizational chart of its proposed team with key personnel and their functional assignments identified. In addition, the Offeror shall provide a discussion of the established lines of authority, responsibility, and communication.

#### **3.2.3 Resumes**

Résumés shall be provided for all key personnel. The résumés must clearly describe the individual's education (level, major, and year degree received), the experience (general and relevant work experience), and professional credentials (including professional publications and memberships). The Offeror shall focus its efforts on providing information of personnel who may be performing work under any resultant contract. The



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Offeror shall include proposed team members' qualifications and knowledge of the codes, standards, and procedures as stated in the Statement of Work part 4.3 and 4.4. A minimum of five (5) and no more than 12 résumés shall be provided.

### 3.2.4 Project Management Approach

The Offeror shall discuss and demonstrate how its approach and ability to plan, organize, manage and integrate resources and activities will ensure successful accomplishment of tasks assigned under the contract. Include in this discussion the management objectives and techniques that demonstrate how the management and technical requirements will be met. It should also demonstrate the Offeror has sufficient resources to accomplish task activities and has the capabilities to efficiently and effectively allocate and direct these resources. The Offeror shall include a discussion on the controls that will be used to ensure timely and quality performance from subcontractors.

At a minimum, Offerors shall designate or provide evidence of the following as applicable:

- A single point of contact (e.g., project manager or project engineer) responsible for interface with the CHPRC BTR and for delivery of required services and related deliverables, including management for quality, schedule and cost.
- The capability to track costs associated with each task and to invoice in accordance with BTR instructions. (Refer initial paragraphs of SOW Section 3 [Description of Work – Specific] for context.)
- Sufficient corporate capability to respond to CHPRC BTR requests and initiate new tasks in a timely manner (e.g., within 2-4 weeks).

### 3.2.5 Past Performance

The Offeror shall provide Past Performance information with references for at least three subcontracts that are on-going or have been completed within the last three years.

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.

- Client Name and Address
- Client Technical Point of Contact and phone number
- Contract Number
- Brief Description of Work Scope
- Contract Type
- Period of Performance
- Original Contract Value
- Final Contract Value

If the latter two amounts are different, provide a brief explanation for the difference.

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### 3.2.6 Local Office

The Offeror shall provide a detailed description of their local office engineering capabilities including available resources both in labor and equipment and the office's location relative to Hanford. Offerors shall confirm that their local office has the ability to establish an HLAN connection with the capability to retrieve documents from the Hanford Document Management Control System.

### 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, Representations and Certifications, and other documentation as required.

1. The Offeror shall insert fully burdened labor rates as indicated in the Pricing Schedule below. The Pricing Schedule contains CHPRC's estimated labor categories/classification and hours for this contract. A fully burdened labor rate is defined as an hourly rate inclusive of wage or salary rate, fringe, all applicable overhead(s), taxes and profit and must be applicable to both direct and/or any lower-tier subcontractors.

The Offeror must propose one labor rate for each of the specified labor sub-categories/classification listed on the Price Schedule(s). In the event that the Offeror does not submit a labor rate, CHPRC may consider the Offeror non-responsive to the requirements of the Request for Proposal. All pricing assumptions shall be clearly stated to allow a reviewer to assess the potential cost risks associated with the Offeror's proposal.

Note, that CHPRC will not accept any application of indirect rates to Other Direct Costs (ODCs). ODCs shall be reimbursed to the contractor at direct cost only without any contractor markups. Offerors shall take this into consideration as part of their pricing proposal.

Standard payment terms are Net 15. Prompt payment discounts will be considered and should be included in the proposal.

2. Include a signed Representations and Certifications (SP-16) with the proposal. To obtain the form, click on the link to SP-16 in Section B. The Offeror must submit a copy of this volume.
3. The Offeror shall provide documentation to substantiate that it has an adequate timekeeping system. Specifically, the documentation must establish that the Offeror's timekeeping is sufficient to track hours by individual, by project, and/or cost objective.

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Labor Proposal Pricing Template (double click to activate). Please note that any rate proposed for any labor category will be applicable to both direct and/or any lower-tier subcontractors.



RFP 304474 Pricing  
Schedule.xls

### 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. Offerors are notified that 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

Information such as experience, proposed work plans, past performance, key personnel, available resources and equipment and any other information available may be used by CHPRC in evaluating the offeror's capabilities, responsibility and responsiveness to the solicitation.

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 qualification standards to be considered for further evaluation. Those proposals

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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: (List the factors and state their relative importance.) Sample text: Technical and past performance factors are more important than cost or price. Price will be a significant evaluation factor.

CHPRC will use the evaluation criteria to determine the Offeror's 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 the qualification standard 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.

#### A. Standard No. 1 – Prior Design Experience

The Offeror must have prior experience with the development of design documentation (e.g. functional design criteria, design reports) for projects related to Hazard Category 2 nuclear facilities. This standard is met with evidence that the Offeror has prepared and issued design documents for a project associated with a Hazard Category 2 nuclear facility.

#### B. Standard No. 2 – Local Area

The Offeror shall have and maintain an office within the local vicinity of the Hanford site. Local vicinity is defined as Benton, Franklin and Yakima counties in the State of Washington. The local office shall have access to the Hanford Local Area Network (HLAN) and be capable of retrieving existing documents from Hanford's Document Management Control System (DMCS).

**Those determined by CHPRC to meet the above shall be evaluated against the following criteria outlined in the Evaluation Standards section.**

### 4.2 Technical/Business Evaluation Criteria

The following evaluation criteria, which are listed in order of significance, are the technical and business criteria that will be used along with cost or price in determining

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which Offeror will be selected (if at all) for an award. Technical Comprehension/Approach has the highest level of significance.

### **A. Technical Comprehension/Approach**

This factor refers to the Offeror's understanding of the work including unique characteristics and the soundness of the proposed approach to that work. Evaluation emphasis will be placed on the Offeror's demonstrated knowledge of requirements for development of functional requirements and alternative evaluations for projects associated with Hazard Category 2 nuclear facilities.

### **B. Project Team/Qualifications**

This factor refers to the organization of the proposed project team. Evaluation emphasis will be placed on the competency, related experience, availability, and pertinent education of the management and technical personnel. Emphasis will also be placed on the Offeror's experience in the following:

- Experience with development of design documents for projects related to Hazard Category 2 nuclear facilities.
- Experience with the design or operation of spent nuclear fuel dry storage systems.
- Familiarity with operation of Hazard Category 2 nuclear facilities.

### **C. Management Approach**

This factor refers to the Offeror's approach for managing the project and related contract administration, including assigning the proper resources, identifying key inputs/outputs, planning and scheduling of activities, and managing to the Work Breakdown Structure to achieve the work scope as detailed in the SOW. Included in this evaluation is the Offeror's planned approach for managing any subcontractors.

### **D. Past Experience & Performance**

This factor refers to the Offeror's past performance in providing managed task services to Department of Energy, their prime contractors, or commercial nuclear sites.

## **4.3 Cost/Price Criterion**

CHPRC will analyze the Offeror's pricing and rank the price among the prices of other Offerors. 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.

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## REQUEST FOR PROPOSAL NO: 304474 Technical Support Services for W-135 Project

### 5.0 PROPOSAL SUBMITTAL DIRECTIONS

#### 5.1 eSourcing Event

This Request for Proposal requires all Offerors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool. The SCMC eSourcing Tool is designed to efficiently collect information in a central location. It also provides the Offeror a short timeframe to revise pricing information prior to final acceptance by CHPRC.

Upon receipt of Offeror's notification of intent to propose (see Section 5.1), CHPRC will provide the Offeror an email notification with a link to the SCMC eSourcing event including access instructions. 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. At the conclusion of the pre-bid period, the eSourcing event will commence and the Offeror should review their submitted price to ensure it is compliant with requirements. Events typically last for 15 to 30 minutes. 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. 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. 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.

This Request for Proposal and resultant award(s) is considered a negotiated procurement. Submitting the lowest priced proposal does not guarantee award. CHPRC must complete a full technical evaluation prior to making an award determination.

CHPRC reserves the right to conduct negotiations prior to award or to award a contract(s) based upon initial offers and 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.

Within two hours of the completion of the event, the Offeror shall submit their electronic proposal in-full via e-mail (see Section 5.4 for email address). Identify the name of the Contract Specialist and the Request for Proposal number to which Offeror is responding on the e-mail transmittal document.

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### 5.2 Notification of Intent to Propose

CHPRC requests that a prospective Offeror notify CHPRC in writing by 4:00 p.m. on November 2, 2017, 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 or fax.

### 5.3 Deadline

Proposals are due by 4:00 p.m. on November 13, 2017. CHPRC reserves the right to reject any proposal received after the deadline.

### 5.4 Submittal Address

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

The Contract Specialist's telephone number is 509-376-0113 and the e-mail address is [Rayna\\_R\\_Uptmor@rl.gov](mailto:Rayna_R_Uptmor@rl.gov). The Offeror may contact the Contract Specialist to verify that the Contract Specialist received the proposal.

### 5.5 Withdrawal

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

### 5.6 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 **November 2, 2017**. 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 declared their intent to propose, in time for them to consider the amendment(s) before finalizing and submitting their proposals.

### 5.7 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.



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### 6.0 NOTICES TO OFFERORS

#### 6.1 Anticipated Award Date

The anticipated award date for this RFP is December 11, 2017.

#### 6.2 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.

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

CHPRC has determined that North American Industry Classification System (NAICS) Code 541330, Engineering Services, applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$15 million.

#### 6.4 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.

#### 6.5 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).

#### 6.6 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.



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### 6.7 Small Business Set Aside

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.

Small Women-Owned and Service Disabled-Veteran Owned Business may self-certify their business size

The following Small Business Concerns must be certified by the Small Business Administration (SBA):

**Small Disadvantaged Business Qualifications:** A small business must be at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals. African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, and Native Americans are presumed to qualify. Other individuals can qualify if they show by a “preponderance of the evidence” that they are disadvantaged. All individuals must have a net worth of less than \$750,000, excluding the equity of the business and primary residence. Successful applicants must also meet applicable size standards for small businesses in their industry.

**HUBZone Small Business Qualifications:** A firm can be found to be a qualified HUBZone concern, if:

- It is small,
- It is located in a “historically underutilized business zone” (HUBZone)
- It is owned and controlled by one or more U.S. Citizens, and
- At least 35% of its employees reside in a HUBZone.

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## **SECTION B – RFP ATTACHMENTS**

**1.0 ATTACHMENT 1 – STATEMENT OF WORK**

**2.0 ATTACHMENT 2 – PRICING MATRIX**

**3.0 ATTACHMENT 3 – DRAFT CONTRACT**

**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 5 dated July 18, 2013)

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