

# CH2M HILL Plateau Remediation Company

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**REQUEST FOR PROPOSAL NO: 306508**

**TITLE: PTS Survey and Scanning Services**

Dear Prospective Offeror:

Request for Proposal No: 306508

CH2M HILL Plateau Remediation Company (CHPRC) is interested in receiving proposals for Survey and Scanning Services in support of the Project Technical Services 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 solicitation activity is as follows:

Notification of Intent to Propose Due:	November 8, 2017
Questions Due:	November 9, 2017
Proposals Due:	November 14, 2017
Anticipated Contract Award:	November 21, 2017

Sincerely,

Ginny Jacobsen, 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

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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, Labor Hour, Time and Material (T&M) contract type under a Priced Basic Ordering Agreement to provide Project Technical Services (PTS) Survey and Scanning Services. 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.

Award of this solicitation will be made to the responsive, responsible offeror with the lowest evaluated price.

This acquisition is considered a commercial procurement as defined by the FAR

The basis of award is 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.

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## **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 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

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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 3.2-3.3 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:

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

Volume I shall consist of the Offeror's discussion that addresses the qualification standards and technical evaluation criteria, the Offeror's capabilities, and what the Offeror will do to satisfy the requirements of the solicitation. The Offeror shall provide 1 electronic copy of this volume

In order that the proposal 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 Offeror's proposal shall address the experience, knowledge, and capabilities of its proposed team such that the Offeror's ability to successfully accomplish the requirements of the solicitation is clearly demonstrated. 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.

### **3.3 Volume II – Cost/Price and Contractual Proposal**

Volume II shall consist of the Offeror's proposed pricing as instructed in the RFP pricing instructions.

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

All pricing assumptions shall be clearly stated to allow a reviewer to assess the potential cost risks associated with the proposed design. 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 one electronic copy of this volume.

### **Price Proposal**

CHPRC anticipates an estimated expenditure of 1200 hours for Government Fiscal Year (GFY) 2018 support work. It is expected that this level of effort will remain constant throughout the term of the subcontract including the option periods.

The Offeror shall provide fixed unit rates as designated in the Price Proposal (Compensation Schedule) for the base year, government fiscal years 2019 and 2020.

Pricing of the Option years will be included in the pricing evaluation. The attached price proposal shall be completed in its entirety.

### **Subsurface Investigation/Ground Scan/Survey Rates:**

CHPRC anticipates an estimated expenditure of 1000 hours per year for FY18 support work. Offerors should assume that standard work will be performed 90% of the time and 10% will be Emergent/Off-Shift Work.

### **Regular Work Rate:**

Offeror shall submit a fixed unit hourly rate to perform the subsurface scan and survey scope in the Statement of Work. This hourly rate shall be used as the basis for CHPRC to establish a ceiling price for each task. Fixed unit rates shall be inclusive of all field and administrative labor in performance of this scope, all applicable overhead(s), travel and or per-diem, taxes including Washington State Business and Occupational (B&O) taxes, equipment and materials such as stakes, paints, markers, tools, etc, and profit.

When work is requested by CHPRC, the Subcontractor shall price the work by estimating the level of effort in hours and multiplying it by the fixed-unit rate(s) to arrive at price for the work.

### **Emergent and/or Off Shift Work Rate:**

In the event the Subcontractor is requested to provide services for emergent work within four hours of notification and/or if work is required to be performed outside a normal Hanford work schedule, Offeror may propose to be compensated at a different rate than

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the standard subcontract fixed unit rate. In the event an Offeror requires a different rate, the Offeror shall indicate their proposed "Emergent/Off-Shift Work Rate" in the space provided on the compensation schedule. In the event no rate is proposed, CHPRC will use the standard subcontract rate for proposal evaluation purposes and assume the standard rate will be used for all work performed under the resultant subcontract.

#### **Civil Survey Rate:**

CHPRC anticipates an estimated expenditure of 100 hours per year for support work.

Offeror shall submit a fixed unit hourly rate to perform the subsurface scan and survey scope in the Statement of Work. This hourly rate shall be used as the basis for CHPRC to establish a ceiling price for each task. Fixed unit rates shall be inclusive of all field and administrative labor in performance of this scope, all applicable overhead(s), travel and or per-diem, taxes including Washington State Business and Occupational (B&O) taxes, equipment and materials such as stakes, paints, markers, tools, etc, and profit.

When work is requested by CHPRC, the Subcontractor shall price the work by estimating the level of effort in hours and multiplying it by the fixed-unit rate(s) to arrive at price for the work.

#### **Ad Hoc Work:**

The Offeror shall provide an hourly rate for a survey crew to perform similar types of services in other areas at the Hanford site not currently listed in the Statement of Work. This hourly rate shall be a fixed unit rate and be used as the basis for CHPRC and the Subcontractor to establish a fixed-price effort for ad hoc work. When ad hoc work is requested by CH2M HILL, the Subcontractor shall price ad hoc work by estimating the level of effort in hours and multiplying it by the fixed-unit rate to arrive a firm fixed price for the work.

#### **Pricing for training costs:**

CHPRC will compensate Contractor at an hourly rate for any and all contractor employees or contractor lower-tier employees to attend mandatory training classes. If Hanford Site specific training is required as a prerequisite to the Contractor starting or performing work, CHPRC will schedule and furnish Hanford Site-specific training courses at no additional cost to the Contractor. CHPRC has estimated 72 total hours of training for this work.

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### **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 60 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 considered as meeting the qualification standards will be evaluated against the evaluation criteria. The evaluation criteria are composed of the following technical/business and cost/price factors: Technical and past performance factors are more important than cost or price. Price will be a significant evaluation factor.

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

#### **4.1 Qualification Standards**

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

##### **A. Standard No. 1**

The Offeror or teaming subcontractor must have demonstrated experience in performing subsurface investigations and surveying experience in and around radiological or other hazardous environments.

##### **B. Standard No. 2**

The Offeror shall have a licensed Professional Land Surveyor on staff in a local office and licensed in Washington State available to review deliverables for accuracy and clarity. Offeror shall provide evidence that a licensed Professional Land Surveyor is available on staff in a local office and licensed in Washington State. Include a copy of applicable license.

##### **C. Standard No. 3**

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. Offeror shall provide description of local office and its location relative to Hanford.

##### **D. Standard No. 4**

The Offeror shall have access to the necessary resources, including equipment, to provide full support within a two (2) day notice.

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

### **A. Technical Approach**

**This criterion refers to the Offeror's technical approach for accomplishing the work. The Offeror shall discuss the following:**

#### **Technical Comprehension**

The Offeror must discuss the proposed technical approach in sufficient detail to allow assessment of the Offeror's understanding of the requirements and objectives of the scope. Offeror shall explain how they plan to execute subsurface investigations and surveys and include a sample work plan. In addition, Offeror's must explain how your firm will be able to support emergent work requests.

#### **Company/Personnel Experience**

The Offeror shall discuss its prior record in performing services similar in size, content, and complexity as those work activities described in the Statement of Work that demonstrates the experience described above. The Offeror should specifically address the Project Team and the roles the proposed key personnel played in the successful execution of those projects. This section is to include resumes of all proposed Key Personnel.

#### **Staffing Resources**

The Offeror shall provide discussion on the relative availability and the amount of time required for the Offeror to mobilize qualified resources. CHPRC is particularly interested in the level of each Offeror's available staff and the anticipated turn-around time required for support personnel to be available for work assignments.

#### **Sample Documents**

The Offeror shall identify the format that deliverables will be submitted in. Demonstrate experience with approved practice and marking utilities in accordance with American Public Works Association coding. As part of the demonstration Offeror shall provide samples of the following:

- 1) results of a recent ground scan performed
- 2) a survey recently completed

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## **Equipment**

Offeror shall submit a description of the type of equipment they will be using to perform work in the Statement of Work. The description must also provide an explanation of how the equipment will meet the accuracy required in support of the scope. The Offeror shall provide a listing all of the Offeror's equipment to be utilized to accomplish the work. As part of this submittal, the Offeror shall identify any special handling, maintenance or operational requirements (off-loading, storage, electrical power, etc) that must be provided by CHPRC. The Offeror shall also provide a replacement cost for the proposed equipment.

The Offeror shall confirm, in this section, that all proposed equipment meets the requirements as set forth in this Solicitation including, but not limited to, adherence to Suspect/Counterfeit Items and electrical safety requirements.

## **Personnel Training**

Offeror shall discuss its training program which allows continual development and enhancement of skills for staff performing work. Offeror shall provide its training plan and discuss its proposed method for maintaining trained personnel in accordance with the CHPRC training profile needed for unescorted entrance at the Hanford Site. The following is a list of training that will be required for unescorted access to the Hanford Site (in addition to HGET).

- Radiological Worker II
- 40 hr HAZ Waste training
- Portable Ladder Safety
- Fall Hazard Recognition and Prevention
- Hearing Conservation

Offerors who have personnel who have current Radiological Worker II and 40 HAZ Waste training may be ranked higher. Provide training records to document completion.

## **B. Past Performance**

This criterion refers to the Offeror's past performance of subsurface investigations (ground scanning) and general civil/land surveying services. The Offeror shall furnish three (3) references for previous (dating back to 3 years) and current projects. 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.

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- 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 \$<<insert value>>
- Final Contract Value \$<<insert value>>

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

#### **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.

Submit the following information:

##### **Pricing Instructions**

Complete the pricing sheet attached to Section B of this RFP.

#### **4.4 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 options(s).

CHPRC may reject an offer as nonresponsive if it is materially unbalanced when it is based on prices significantly less for some work and prices which are significantly overstated for other work.

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## **5.0 PROPOSAL SUBMITTAL DIRECTIONS**

### **5.1 Notification of Intent to Propose**

CHPRC requests that a prospective Offeror notify CHPRC in writing by 1:00 p.m. on November 8, 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.

### **5.2 Deadline**

Proposals are due by 10:00 a.m. on November 14, 2017. CHPRC reserves the right to reject any proposal received after the deadline.

### **5.3 Submittal Address**

Identify the email containing the proposal as "Proposal in Response to RFP 306508".

Electronic submission by email to [Ginny\\_T.Jacobsen@rl.gov](mailto:Ginny_T.Jacobsen@rl.gov) is the submittal method.

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

### **5.4 Withdrawal**

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

### **5.5 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 November 9, 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 not declined to participate in time for them to consider the amendment(s) before finalizing and submitting their proposals.

### **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.

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## **6.0 NOTICES TO OFFERORS**

### **6.1 Anticipated Award Date**

The anticipated award date for this RFP is November 21, 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 541370 Surveying and Mapping Services (except Geophysical Services) applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$15M.

### **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 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.

## **6.8 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 Businesses. 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,

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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 an “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 – DRAFT CONTRACT**

**2.0 ATTACHMENT 2 – PRICE SHEET**

**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 005 dated July 18, 2013)

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