

CH2M HILL Plateau Remediation Company

REQUEST FOR PROPOSAL NO: 330183

September 5, 2019

Dear Prospective Offeror:

Request for Proposal No: 330183 – PURCHASE DOUBLE WIDE OFFICE TRAILER

CH2M HILL Plateau Remediation Company (CHPRC) is interested in receiving proposals for the purchase of one (1) double-wide office trailer in support of 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 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:	September 9, 2019 by 2pm via email:Karin_m_garcia@rl.gov
Questions Due:	September 11, 2019 by 3pm PST
Step One – Technical Proposals Due:	September 16, 2019 by noon PST
Anticipated Contract Award:	September 19, 2019

CHPRC looks forward to your response

Sincerely,

Karin Garcia, Contract Specialist
Procurement

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 **firm fixed price** type of contract to provide these trailers.

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

Award shall be made in accordance with the process defined in Section 3.0, Two-Step Process, and the Qualification Standards outlines in Section 3.0, to the Offeror submitting the lowest technically-acceptable price among the offers that meet all requirements of the Solicitation.

This solicitation provides the basis for CHPRC's evaluation and is keyed to the selection process. Offerors are also advised that CHPRC reserves the right to award a subcontract based upon initial offers and without further discussions with offerors.

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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 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.

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3.1 Quality Assurance

All electrical control panels and electrical equipment (a general term including material, fittings, devices, appliances, luminaries [fixtures], apparatus, and the like used as a part of, or in connection with, an electrical installation) delivered or brought onto the site in performance of this contract must be labeled by an organization currently recognized by OSHA as a nationally recognized testing laboratory (NRTL).

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.

4.0 PROPOSAL PREPARATION INSTRUCTIONS

Proposals shall be submitted in accordance with the instructions contained in this RFP.

CHPRC intends to use a Two Step Bidding Process as outlined herein. The total number of sections to be submitted for each step is indicated in the Proposal Format below.

4.1 Step One

- 1) Step One consists of the request for submission, evaluation and (if necessary) discussion of technical proposals. **No pricing is involved.** CHPRC's objective is to determine the acceptability of the product offered. Technical proposals should be prepared simply and economically, and provide a straightforward, concise delineation of the information required to be furnished. Emphasis should be on completeness and clarity. Elaborate brochures or other presentations are neither required nor desired.
 - a) CHPRC will evaluate technical proposals for adherence to the technical requirements outlined herein under the section entitled "Proposal Format".
 - i) For those technical proposals found unacceptable, CHPRC will forward to the offeror a notice of unacceptability upon completion of the technical proposal evaluation.
 - ii) Offerors should submit proposals that are acceptable without additional explanation or information. CHPRC may make a final determination regarding a proposal's acceptability solely on the basis of the proposal as submitted and may proceed to Step Two without discussions.
 - iii) CHPRC reserves the right to limit the number of acceptable offerors (at least two) to compete in Step Two.
 - b) If necessary, technical discussions and clarifications will take place shortly after receipt of technical proposals. During this phase, CHPRC may require offerors to submit additional clarifying or supplemental information to support the offeror's technical proposal.
 - c) Prior to the submission of technical proposals, offerors may request additional information regarding CHPRC's technical requirements in accordance with Section **5.5 (Questions and Comments Regarding the RFP)** of this solicitation.

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- d) Each technical proposal submitted should include a statement of acceptance of the enclosed statement of work. The offeror must identify and describe all exceptions to this solicitation in their technical proposal in accordance with **Section 4.3.2 (STEP ONE, Technical Proposal)**.
- e) **Step One Technical Proposals must be marked appropriately and be received by the proposal due date as indicated in Section 5.2 (9/16/2019).**

Section 5.2 for further instructions on submitting the technical proposal.

4.2 Step Two – Request for Price Proposals, CHPRC MAY HOLD AN ESOURCING EVENT

Step Two involves the submission of bids by those who submitted acceptable technical proposals in Step One.

- a) The due date for Step Two proposals will be determined at the conclusion of technical proposal evaluations and/or discussions. CHPRC anticipates a two-day turnaround for Step Two proposals.
- b) This Solicitation requires all Offerors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool for Step Two of the solicitation. The SCMC eSourcing Tool is designed to efficiently collect proposal information in a central location. It also provides the Offeror a short timeframe to revise pricing information prior to final acceptance by CHPRC.
- c) Upon determination of acceptance of the Offeror's technical approach, 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.
- d) This Solicitation and resultant award 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.
- e) CHPRC reserves the right to conduct negotiations prior to award or to award a Subcontract based upon initial offers and without further discussions.
- f) 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.

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- g) Within two hours of the completion of the event, the Offeror shall submit their electronic Business and Pricing Proposal in-full via e-mail (see **Section 5.3** for email address). Note: CHPRC may require additional technical information be submitted with Offeror's Business and Pricing Proposal. Identify the name of the Procurement Specialist and the Solicitation number to which Offeror is responding on the e-mail transmittal document.

4.3 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:

4.3.2. STEP ONE – Technical Proposal

The technical proposal shall include the following elements and be organized in the manner listed below.

Proposal to be emailed to karin_m_garcia@rl.gov

The Offeror's technical approach shall demonstrate a complete understanding of the system description and specifications as included in this Solicitation.

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

- Confirmation of specification requirements will be satisfied, by completing the SOW checklist – Attachment 5
 - Note exceptions by providing a separate document
- Drawing/sketch of proposed modular facility/trailer.
- A preliminary schedule. The schedule shall identify the critical path elements and the dates required to meet CHPRC's key delivery dates. Offerors shall identify any qualifying conditions for meeting the schedule. Key dates are as follows:
 - Delivery requested: November 14, 2019

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4.3.2. STEP TWO – Business and Price Proposal

Upon notification that Offeror will advance to Step Two of the proposal process, Offeror shall provide the following information for which representative(s) will be participating in the eSource event: Name, email address, phone number, and “yes” or “no” for whether each representative is a previous participant in an eSource event.

At the conclusion of the eSource Event, Offerors are to submit a complete Business and Price Proposal. Business and Price Proposals shall consist of the Offeror’s proposed pricing as instructed below. The Offeror must complete the price sheet as formatted. 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).
2. Representations and Certifications – (See Attachment 4) - The Offeror shall **complete** sections 21 and 22 including the NAICS code and size standard identified in section 6.3 of this RFP and return Attachment 4, Representations and Certifications documentation.

The Offeror shall provide one electronic copy of this volume emailed to Karin_m_garcia@rl.gov

4.4 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.

4.5 Proposal Validity Period

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

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5.0 PROPOSAL SUBMITTAL DIRECTIONS

5.1 Notification of Intent to Propose

CHPRC requests that a prospective Offeror notify CHPRC via email by **2:00 p.m. PST on September 9, 2019** indicating that the Offeror intends to submit a proposal in response to this RFP. .

5.2 Deadline

Proposals are due by **12:00 p.m. PST on September 16, 2019**. CHPRC reserves the right to reject any proposal received after the deadline.

5.3 Submittal Address

The preferred method of sending the proposal is via email to the Contract Specialist. The Contract Specialist's telephone number is (509) 376-3497 and the e-mail address is Karin_m_garcia@rl.gov.

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 **September 11, 2019 by 3pm**. The Offeror may transmit questions and comments via e mail. CHPRC will answer all questions in writing and provide a copy of all questions and answers to all Offerors. If the RFP requires an amendment to resolve issues regarding the RFP, CHPRC will issue an amendment to those Offerors who have not declined to participate in time for them to consider the amendment(s) before finalizing and submitting their proposals.

5.6 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 **September 19, 2019**.

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 [321991](#) (Manufactured Home (Mobile Home) Manufacturing) applies to this acquisition.

Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is 1,250 employees or less.

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.

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).

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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 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

CH2M HILL Plateau Remediation Company

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SECTION B – RFP ATTACHMENTS

1.0 ATTACHMENT 1 – STATEMENT OF WORK



2.0 ATTACHMENT 2 – PRICING SHEET



3.0 ATTACHMENT 3 – MODEL 4-PART CONTRACT



4.0 ATTACHMENT 4 – SPECIAL PROVISIONS - REPRESENTATIONS AND CERTIFICATIONS

1.1 Special Provisions, SP-16 - Contractor Representations and Certifications - Revision 7 dated July 20, 2019

Representations and Certifications made by the contractor as part of the proposal and award process are hereby incorporated by reference, into this Contract unless specifically excluded and agreed by CHPRC in the Contract. Contractor agrees to update and resubmit a revised SP-16 if any change occurs that would nullify, change or otherwise affect said representations and certifications.

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

5.0 ATTACHMENT 5 – SOW CHECKLIST

