

CH2M HILL Plateau Remediation Company

REQUEST FOR PROPOSAL NO: 336954

March 12, 2020

Dear Prospective Offeror:

REQUEST FOR PROPOSAL NO: 336954 - FOUR INCH SHIELDED WASTE BOX

CH2M HILL Plateau Remediation Company (CHPRC) is interested in receiving proposals for four inch shielded waste box(es) 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).

Proposals are due as indicated in Section 4.2 of this RFP

CHPRC looks forward to your response.

Sincerely,

Carl Shaw, 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

SECTION A – REQUEST FOR PROPOSAL

1.0 INTRODUCTION

CH2M HILL Plateau Remediation Company (CHPRC) acting under its contract with the Department of Energy, requests Offerors to submit a proposal for a Firm Fixed Price type of contract with Fixed Unit Rate Optional Pricing to provide Four Inch Shield Waste Boxes. 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 may be required to complete, sign and return with their proposal, as well as a Draft 4-Part Contract which 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

Award shall be made to the Offeror submitting the lowest evaluated price among offers that meets all requirements of the RFP. Contract award may be made on the initial offers received, without discussions. Therefore, initial proposals should contain the Offeror's best price and technical terms.

2.1 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 requirement. Evaluation of options will not obligate CHPRC to exercise the option(s).

CHPRC may reject an offer as nonresponsive if it is materially unbalanced as to prices for the basic requirement and the option quantities. An offer is unbalanced when it is based on prices significantly less for some work and prices which are significantly overstated for other work.

2.2 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.

2.3 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.

2.4 Proposal Costs

CHPRC is under no obligation to pay proposal preparation costs.

2.5 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. Prepare the proposal simply and economically and provide a straightforward and concise presentation of the information requested.

3.1 Proposal Content

Offeror's proposal must contain information sufficient to demonstrate an understanding of the requirements and offeror's ability to perform the proposed contract successfully. 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 likewise result in the offer being determined non-responsive to the RFP requirements.

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

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.

The following documents make up a complete proposal package:

3.2 Volume I – Technical Proposal

Submit the technical proposal as a separate part of the total proposal package. Omit all cost or pricing details from the technical proposal. The technical proposal shall include the following elements and be organized in the manner listed below. One (1) original shall be provided in electronic format to the address indicated in Section 4.3.

1. Technical Approach - The Offeror's technical approach shall demonstrate a complete understanding of the system description and specifications as included in this solicitation. A written description of how each of these technical requirements will be satisfied is required. Include any preliminary calculations, drawings, manufacturer's specifications or other confirmatory basis in sufficient detail as to support compliance to the technical requirements.
2. Company Experience - The Offeror shall discuss the Offeror's prior record, including any proposed subcontractors, in performing services or delivering products similar in size, content, and complexity to those required in this Solicitation. Specific emphasis shall be placed on previous projects specific for DOT type waste packages similar to the requirements contained within this RFP.
3. Schedule - The Offeror shall provide a preliminary project 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:
 - Estimated Contract Award Date: April 16, 2020
 - Delivery of Shielded Waste Box: August 5, 2020
4. Exceptions to Specification/Alternate Proposals - The Offeror shall delineate any exceptions to the specifications and other solicitation requirements including but not limited to terms and conditions and quality assurance/inspection requirements. Alternate proposals (without pricing) shall also be included in this section.

3.3 Volume II – Cost/Price and Contractual Proposal

Volume II shall be one (1) original copy and bound separately from Volume I. Please include the following:

1. Price Proposal – Offerors shall submit a firm fixed price proposal. A price sheet is included in the RFP and the Offeror must complete the sheet as formatted. All pricing assumptions shall be clearly stated to allow a reviewer to assess the potential price risks associated with the proposal. The value of Optional Pricing items will be utilized in determining the lowest priced, technically acceptable proposal.

Standard payment terms are Net 30. In accordance with FAR 52.232-8 “Discounts for Prompt Payment” discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may include discounts for prompt payment on individual invoices.

2. Representations and Certifications – The Offeror shall complete and return a fully completed and signed Representations and Certifications documentation identified in section 5.3 of this RFP (see Section B for link to document).
3. Lower Tier Subcontracting Form (if applicable see 5.7).
4. Confirmation of Buy American Act Compliance (see 5.9)

3.4 Volume III – Quality Assurance Manual

Volume III shall consist of one (1) electronic copy of the Offeror’s quality assurance program manual. 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 proposals.

3.5 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.

3.6 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.

3.7 Proposal Validity Period

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

4.0 PROPOSAL SUBMITTAL DIRECTIONS

4.1 Notification of Intent to Propose

CHPRC requests that a prospective Offeror notify CHPRC in writing by 5:00 p.m. on March 26, 2020, 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.

4.2 Deadline

Proposals are due by 4:00 p.m. on April 9, 2020. CHPRC reserves the right to reject any proposal received after the deadline.

4.3 Submittal Information

The preferred method of sending the proposal is via email to the Contract Specialist. The Contract Specialist's telephone number is 509.376.5504 and the e-mail address is Carl_W_Shaw@rl.gov.

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

4.4 Withdrawal

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

4.5 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 March 26, 2020. 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.

4.6 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.

5.0 NOTICES TO OFFERORS

5.1 Anticipated Award Date

The anticipated award date for this RFP is April 16, 2020.

5.2 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.

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

CHPRC has determined that North American Industry Classification System (NAICS) Code 339999 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is 500 Employees

5.4 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.

5.5 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).

5.6 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.

5.7 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.

5.8 Ship to Address

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

CH2M HILL Plateau Remediation Company

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

5.9 Buy American Act

In accordance with the Buy American Act (BAA), domestic end products as prescribed in Federal Acquisition Regulation Part 25 shall be afforded an evaluation preference in this action. Products of foreign origin may not be supplied unless evaluated and agreed to by CHPRC prior to contract award. Offeror certifies that all other products, supplied on this contract are Domestic products as defined in the BAA.

SECTION B – RFP ATTACHMENTS

- 1.0 ATTACHMENT 1 – (STATEMENT OF WORK INCLUDING ATTACHMENTS)**
- 2.0 ATTACHMENT 2 – (PRICING SHEET)**
- 3.0 ATTACHMENT 3 – (DRAFT 4-PART 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 8, Dated November 05, 2019

[Reps & Certs \(SP-16\)](#)