

# CH2M HILL Plateau Remediation Company

---

## REQUEST FOR PROPOSAL NO: 340442

January 11, 2021

Dear Prospective Offeror:

### **Request for Proposal No: 340442 – WESF MCC (Motor Control Center) 2 and 3 Bucket Replacement**

CH2M HILL Plateau Remediation Company (CHPRC) is interested in receiving proposals for services in support of the Waste Encapsulation and Storage Facility (WESF) Motor Control Centers 2 and 3 Bucket Replacement as part of the Waste & Fuels Management Project in 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 and award activity is as follows:

Issue RFP:	January 7, 2021
Notification of Intent to Propose Due:	January 15, 2021
RFP Questions due:	January 20, 2021
Priced proposals due:	February 2, 2021
Anticipated Contract award:	February 18, 2021

Sincerely,

Shelby Chubb, Contract Specialist  
Procurement

### TABLE OF CONTENTS

SECTION A – REQUEST FOR PROPOSAL.....	3
1.0 INTRODUCTION.....	3
2.0 BASIS OF AWARD .....	4
2.1 Acceptance or Rejection of Proposals .....	4
2.2 Responsiveness Determination .....	5
2.3 Proposal Costs .....	5
2.4 Award Notification .....	5
3.0 PROPOSAL PREPARATION INSTRUCTIONS.....	5
3.1 Proposal Content.....	5
3.2 Volume I – Technical Proposal.....	6
3.3 Volume II – Cost/Price and Contractual Proposal.....	6
3.4 Offeror’s Acceptance .....	7
3.5 Exceptions to Technical Requirements and Other Terms and Conditions.....	7
3.6 Proposal Validity Period.....	7
4.0 PROPOSAL SUBMITTAL DIRECTIONS .....	7
4.1 Notification of Intent to Propose .....	7
4.2 Deadline .....	7
4.3 Submittal Address.....	8
4.4 Withdrawal.....	8
4.5 Questions and Comments Regarding the RFP .....	8
4.6 RFP Amendments .....	8
5.0 NOTICES TO OFFERORS .....	8
5.1 Anticipated Award Date.....	8
5.2 Precedence of Requirements .....	8
5.3 North American Industry Classification System (NAICS) Code and Size Standard .....	9
5.4 Identification of Proprietary Data.....	9
5.5 Certified Cost or Pricing Data.....	9
5.6 Financial Capability Determination Information.....	9
5.7 Subcontracting .....	9
5.8 Subcontracting Plan .....	10
5.9 Small Business Set Aside .....	<b>Error! Bookmark not defined.</b>
5.10 Ship to Address.....	11
5.11 Required Price Support Information.....	11
5.12 Buy American Act .....	12
SECTION B – RFP ATTACHMENTS.....	12
1.0 Attachment 1 – STATEMENT of WORK.....	12
2.0 Attachment 2 – PRICE PROPOSAL WORKSHEET.....	12
3.0 Attachment 3 – Draft 4-part Contract .....	13
4.0 Attachment 4 – Special Provisions - Representations and Certifications – .....	13

## **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 to provide technically qualified person(s) who will work as part of a team under the general supervision of CHPRC. Contractor employees shall provide technical expertise and support for replacement of the WESF MCC 2 and 3 buckets, and for other related work.

Although described in detail by the Statement of Work (SOW), it is worth highlighting that the initial work planned for award under a contract resulting from this RFP includes onsite field evaluation and inspection activities by the successful Offeror, with technical specification development and preparation of priced proposals for equipment replacement/installation as deliverables. The work associated with procuring, delivering, and installing replacement equipment is contemplated as a Contract Option for potential award sometime after initial contract award.

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.

This Solicitation requires all Contractors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool to input pricing. Upon receipt of Contractor's notification of intent to propose CHPRC will provide the Contractor an email notification with a link to the SCMC eSourcing event including access instructions. Contractor 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-

## REQUEST FOR PROPOSAL NO: 340442

bid period. At the conclusion of the pre-bid period, the eSourcing event will commence and continue until its expiration. Events typically last 15-30 minutes.

This action will be conducted as an electronic bidding process with the ability to decrement bid. Upon the Contractor's submittal of their initial price and after commencement of the event, the Contractor will be assigned a number that corresponds to the rank of their price relative to the pricing submitted by other participants. The lowest priced submittal is ranked number one, the second lowest price is ranked number two, the third lowest price is ranked number three, and so on. A Contractor may revise and submit lower pricing until the event expires. Pricing cannot be increased.

The tool will not disclose the Contractor's proposed price to other Contractor's nor will it disclose the lowest proposed price.

### **2.0 BASIS OF AWARD**

CHPRC intends to award a 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. In evaluation of offers received an evaluation preference will be afforded offerors classified as HUBZone or Service Disabled Veteran Owned by the Small Business Administration. The evaluation preference of 10% will be included when evaluating competing offers from large businesses.

The basis of award is the lowest evaluated price of an Offeror who is determined to be responsible and responsive to the RFP.

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

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.

### **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.

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

## REQUEST FOR PROPOSAL NO: 340442

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**

Volume I shall consist of the Offeror's discussion that addresses the technical criteria, the Offeror's capabilities, and what the Offeror will do to satisfy the requirements of the solicitation.

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.

### **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. If a price sheet is included in the RFP below or as an attachment, the Offeror must complete the 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. 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.

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.

### **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 PROPOSAL SUBMITTAL DIRECTIONS**

### **4.1 Notification of Intent to Propose**

CHPRC requests that a prospective Offeror notify CHPRC in writing by 4:00 p.m. PST on January 15, 2021, 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. PST on February 2, 2021. CHPRC reserves the right to reject any proposal received after the deadline.



### **4.3 Submittal Address**

Identify the package containing the proposal as “Proposal in Response to RFP 340442.

The preferred method of sending the proposal is via email to the Contract Specialist. The Contract Specialist’s telephone number is (509) 373-7141 and the e-mail address is shelby\_r\_chubb@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 January 20, 2021. 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.

### **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 February 18, 2021.

### **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 238210 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$16.5M.

### **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

## REQUEST FOR PROPOSAL NO: 340442

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 Subcontracting Plan

Unless exempted below, contractor shall utilize small business concerns to the maximum extent practical as required in Federal Acquisition Regulation (FAR) part 19.702 when subcontracting any part of this contract. Contractor shall submit and utilize a subcontracting plan in accordance with Special Provision SP-11 Subcontracting Plan Requirements, available for downloading from CHPRC's web site at:

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

The subcontracting plan must be submitted and accepted by CHPRC prior to award. The subcontracting plan must separately address subcontracting opportunities with Small, Small Disadvantaged, HUB Zone, Service Disabled-Veteran and Women Owned Businesses for the base year and all option years of the contract.

- A. Semi-annual and annual summary reports must be submitted from the inception of the contract through the complete contract term in the Electronic Subcontract Reporting System (ESRS) system until the final report is submitted. Reports must be filed in the ESRS referencing, where applicable, CHPRC's prime contract number DE-AC06-08RL14788 and DUNS number 80563128. Contact the CH2M HILL Plateau Remediation Company Small Business Advocate for assistance in reporting.

Good-faith compliance with the approved plan is a requirement of acceptable contract performance unless CHPRC granted an exemption prior to award for one of the following circumstances:

1. Contractor is a Small Business as defined in accordance with 13 Code of Federal Regulations (CFR), part 121 and FAR Part 19, 19.001.
2. Subcontracting opportunities are not offered with respect to the proposed Contract.

3. The proposed Contract is not expected to exceed \$700,000 or \$1,500,000 (if for construction of a public facility).
4. The proposed Contract will be performed entirely outside of the U.S., its territories and possessions, the District of Columbia and the Commonwealth of Puerto Rico.

### **5.9 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

### **5.10 Required Price Support Information**

The seller is required to submit information sufficient to determine that the prices or costs being charged are reasonable, fair and realistic. Such information may include pricing, sales, or cost information that is pertinent to establishing the pricing or costs being charged.

Certified cost or pricing data need not be submitted.

For example:

1. For items where pricing is controlled, by law or regulation, by periodic rulings, reviews, or similar actions of a governmental body; identify and submit the controlling document establishing the price offered.
2. For Commercial items; submit, at a minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price of this acquisition. Such information may include:
  - a. For catalog items; a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller;

## REQUEST FOR PROPOSAL NO: 340442

Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities;

- b. For market-priced items; the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market;
  - c. For items included on an active Federal Supply Service Multiple Award Schedule contract; a copy of the appropriate pages for the offered items, Schedule cover page, terms and conditions, unless already on file with the contracting office.
3. Additional supporting information, to the extent necessary to determine whether the price is fair and reasonable.

The seller grants CHPRC or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify the reasonableness of the price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the seller's determination of the prices to be offered in the catalog or marketplace.

### **5.11 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**

### **2.0 ATTACHMENT 2 – PRICE PROPOSAL WORKSHEET**



ATT 2 Pricing  
Sheet\_RFP\_340442.x

**3.0 ATTACHMENT 3 – DRAFT 4-PART CONTRACT**

- I. STATEMENT OF WORK (SOW)
- II. FINANCIAL TERMS
- III. GENERAL TERMS AND CONDITIONS
- IV. SPECIAL PROVISIONS (EXCLUDING REPS&CERTS)

**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 \(SP-16\)](#)