
**TITLE: PROCURE DOUBLE WIDE MOBILE OFFICE TRAILER FOR
CHPRC**

Part I

Statement of Work for

PROCURE DOUBLE WIDE MOBILE OFFICE FOR CHPRC

Revision 0

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**TITLE: PROCURE DOUBLE WIDE MOBILE OFFICE TRAILER FOR
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As a prime contractor to the U.S. Department of Energy (DOE), CH2M HILL is focusing on the safe environmental cleanup of the Central Plateau of DOE's Hanford Site. CH2M Plateau Remediation Company's (CHPRC's) scope of work includes treatment and disposal of various radioactive waste streams, groundwater, management of spent nuclear fuel, disposal or disposition of nuclear materials, and non-reactor nuclear facilities, and environmental remediation activities currently funded through DOE's Office of Environmental Management.

This statement of work requires the contractor to provide one (1) double-wide (approximately 28' x 64') mobile office trailer in support of the W-135 project.

2.0 DESCRIPTION OF WORK – GENERAL

The Contractor shall deliver and provide the trailer and all associated materials to support the set-up (stairs, ramp, blocking, leveling, sealing, anchoring and insulated skirting) for the trailer at a CHPRC designated location. Installation of the trailer will be performed by others under a separate contract release. The location in this Statement of Work is the 200 East Area centered on the Waste Encapsulation and Storage Facility (WESF) located in the Hanford 200 East Area of the Hanford Site and is located approximately 26 road miles northwest of Richland, Washington. The trailer may be routed through an inspection as designated by the Buyer's Technical Representative (BTR) prior to delivery.

The Contractor shall provide pricing for the trailer depicted in the SOW.

The buyer intends to purchase this unit.

Unless otherwise approved, the Contractor shall work in accordance with CH2M HILL contract requirements, operating policies and procedures and shall be responsible for execution of the work in accordance with the quality standards and requirements specified for assigned project and facility.

The Contractor shall provide technically qualified person(s) that work as part of a team under the general supervision of CH2M HILL. Contractor employee(s) shall be responsible for independently planning, organizing and performing a wide variety of non-hazardous and potentially hazardous specialized duties in support of the successful completion of goals and deliverables. Contractor personnel generally will work in CH2M HILL facilities and be directed by CH2M HILL staff. Some offsite deliverable development may be applicable as directed by BTR.

The Contractor shall furnish all necessary labor, technical and professional services, supervision, materials, tools, equipment, consumables, and payment of any applicable

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taxes to perform all operations necessary and required to perform scope as directed by CHPRC.

3.0 DESCRIPTION OF WORK – SPECIFIC

Trailer manufacture date will be 2015 or newer, and a steel free span type. The trailer shall include a minimum of 4 framed/wall offices rooms and rest of the trailer shall be an open floor plan. Trailer office dimensions and locations shall be shown in the submitted floor plan.

The work scope for this activity includes the resources, material and/or equipment necessary to provide the procured trailer depicted in the SOW to CHPRC.

3.1 Preparation Activities

Contractor shall be responsible for the following functions, requirements, and design criteria preparatory activities:

- A. Prepare and submit required documents listed on the submittal register Attachment A.
- B. The Contractor shall ensure that Suspect/Counterfeit items, such as non-compliant shackles and fasteners with head marks shown on the S/CI fastener head work list are not brought onto the Hanford Site.
- C. The Contractor shall submit serial number for trailer. (Attachment A, Submittal Register)
- D. Site conditions and known hazards include potential winds and temperatures as described in Section 3.8.

3.2 Mobilization

The Contractor shall secure all necessary transportation permits for delivery from supplier facility to the northwest side of B-Plant at the 200 East Area of Hanford.

1. Personnel who will be using Commercial Motor Vehicles (CMV) on site which are required to be operated under a DOT license / Commercial Driver's License (CDL) will require the Contractor to meet all the Department of Transportation (DOT) Federal Motor Carrier Safety Regulations (FMCSR) in 49 CFR Parts 40, 382, 383, 387, 390-937.

3.2.1 Delivery of Materials, Supplies, and Coordination of Subcontractors

Regarding deliveries of materials and supplies, and the coordination of Subcontractors while on the CHPRC Site, the Contractor shall:

- A. Coordinate work or delivery with Contractor in advance.
- B. Arrange for badging through the Contract Specialist.

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- C. Communicate any special hazards associated with the delivery or the work (e.g., safety, security)
- D. Meet the CHPRC contact at the designated rendezvous point. The individual designated to meet the Contractor is called the DPOC or POC (Delivery Point of Contact, or Point of Contact).
- E. The DPOC will be Nikki Danakos (509)376-5919.
- F. Comply with DPOC direction to the specified work location.
- G. Conduct a joint pre-delivery walk down of the work location with the DPOC prior to commencing delivery or work.

The DPOC will physically present at the delivery site for the entire time a delivery or work is being executed to ensure that it is performed safely and in accordance with Contract requirements. Alternate arrangements may only be made with the approval and concurrence of the CHPRC BTR or appointee.

At completion of the delivery or work, delivery driver will exit the Site in a timely manner as directed by the DPOC.

3.3 Special Requirements

Contractor shall perform scope in accordance with this SOW, and as supplemented by each individual Contract Release, to this SOW, if applicable.

3.3.1 Special Requirements for Mobile Office Facilities

Unit furnished by the Contractor(s) shall meet the following requirements:

1. The unit shall meet the Washington Administrative Code (WAC) 296-150F, for Factory Built Housing and Commercial Structures.
 - The modular unit manufacturer's data sheets and associated certifications shall be submitted for review in advance of delivery for approval.
2. The unit shall meet International Building Code (IBC) – 2015.
3. The unit shall meet DOE-STD-1066-2012, Appendix C
4. The unit shall meet the NFPA 101 (2009) requirements for “New Business Occupancy.”
5. NFPA 101 compliant entrance doors with exterior lights and stairs are required.
6. The contractor shall install eight (8) exterior lights on the corners of the trailer, in addition to the exterior lights located by the doors.
7. Doors shall be a minimum of 36 inches in width.

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8. Interior wall and ceiling finish shall be Class A, Flame spread rating of 25 and Smoke Development rating of 450, Fire retardant paint is not acceptable.
9. The unit shall have a central HVAC system for both heating and cooling. The HVAC unit shall be mounted on the end wall of module that comprises the unit and include its' own electrical disconnect. HVAC unit shall be rated for operation at both 208VAC and 240VAC.
10. Electrical service to operate the unit shall be 120/240 VAC, single phase.
 - There shall be one (1) tie-in point suitable for service or 2 service-rated disconnects to supply the unit (Double Wide Mobile Office).
11. Panel-board loads shall be balanced evenly between the panel-board phases.
12. Contractor will be responsible to provide all anchorage and tie down material and tie downs in accordance with trailer manufacturer instructions. CHPRC engineering may request and approve other anchorage designs.
 - Anchorage design shall be in accordance with ASCE-7-10 as follows: For wind: Ultimate Design wind speed of 110 MPH, Importance Factor "1.0", and Exposure Category "C". For earthquake loads: Site Class D, Importance Factor (I_p) = 1.0, S_s = 0.46 and S_1 = 0.15. Contractor shall submit anchorage design details and supporting calculations for Soil Class 3 sealed by a professional licensed engineer in the State of Washington. (Attachment A, Submittal Register)
 - All anchors shall be Double Head Double Helix Earth Anchors with Quik-Set Stabilization Plate for Soil Class 3 (Tie Down Engineering #59250 & #59291 or equal). For some rocky areas where Auger-Type anchors could not be placed, use X-Plate Anchors (Tie Down Engineering #59118 or equal). Anchors placed in asphaltic concrete paved areas shall be the Cross Drive Rock Anchors (Tie Down Engineering #59111 or equal and #59110 in rocky areas or equal). Anchors placed in concrete slab shall be Epoxy Anchors (HILTI HVA Adhesive Anchors or equal).
13. Contractor will be responsible to suspend delivery of unit when winds exceed 25 MPH.
14. The buyer will provide a designated spotter for all deliveries and positioning of the Mobile Office unit.
15. The unit supplied under this order shall be fully functional (i.e. HVAC unit, and etc.) and prepared to commence operation when delivered.
16. The unit shall meet all appropriate OSHA, ANSI, DOT, TBC and Federal Motor Carrier Commercial Vehicle specifications and regulations for operation. Certification at time of shipment will be required. Prior to occupancy of the

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trailer, the buyer will complete an inspection to ensure compliance. If trailer does not pass the inspections, the contractor shall be responsible for compliance and any incurred costs.

17. Electrical receptacles shall be GFCI as required by code.
18. The units shall be wired for computer network connections where specified in Section 3.3.1.
19. Standard residential rain gutters will be provided for installation by others where an entry/exit door and stair system is located for employees with one down spout to direct water away from walkways where feasible.
20. Exterior door hardware to be standard level lock with the doors keyed alike.
21. Stairs and ramps will be Complete Access OSHA approved, for all exterior doors. The stairs and hand rails are to be with NFPA 101, Life Safety Code for New Business and will have picketed hand rails installed so that a sphere 4" and greater will not pass through any part above 30". Assure the risers for each run of exterior stairs are all within ¼ inch of each other. Platforms must be a minimum of 60 inches by 60 inches. Stairs shall be of non-combustible construction, firmly affixed to the ground and relocatable structure they serve, and conform to NFPA 101 for stair and rail configuration. Installation will be performed under a separate set-up contract.
22. Stair systems must have a removable or gate type hand rail with a pin, keeper, or bolt (or approved substitution from the BTR) to remove or swing handrail away to allow delivery of supplies.
23. Provide a panel schedule for the electrical distribution panels, filled in with connected loads.
24. Mount exit signs over each exit door.
 - Exit signs shall be at least NRTL approved or listed photo-luminescent.
25. Label electrical outlets indicating the panel and circuit number where power originates.
26. All electrical materials and equipment (including HVAC units) shall be listed by a Nationally Recognized Testing Laboratory (NRTL) and installed in accordance with the listing requirements.
27. Contractor shall include skirting for unit that will be installed under a separate contact. Skirting shall be vented T111 materials (painted to match) to preclude windblown debris from accumulating under the unit.
28. Insulated skirting shall have a minimum of two (2) inches of rigid insulation

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29. Windows shall meet or exceed trailer manufacturer's standards.
30. Standard Mini-Blinds shall be installed on each window to fit between the window frames.
31. The trailer must be a new unit. Structure shall be inspected for condition, electrical safety, sanitation and plumbing safety, and conformance to DOE standards and a written condition report shall be provided.
32. Seal all penetrations to prevent access of cold air and vermin to the underside of the unit. (vented T111 skirting excluded)
33. Work products provided shall meet all applicable CHPRC procedures for control and review of work products and pertinent regulatory requirements, as required by this contract and incorporated provisions.
34. In addition, trailers provided shall meet all applicable CHPRC requirements as outlined in Section 3.3. Trailer will be off loaded at a CHPRC designated location. They will be inspected and if any issues are noted they will be corrected by the Seller at no cost to the Buyer.
35. Provide three (3) hard copies of the OEM Manual/Instructions for trailer unit.

3.3.1.1 Double-Wide Mobile Office Trailer

The double-wide mobile office trailer shall include the following interior amenities:

- Four (4) offices around the perimeter (2 on each end)
 - Two (2) 120V duplex receptacles in each office
 - Two (2) pair of Cat 5e Ethernet drops in each office
- One (1) area for a copy machine and printers with:
 - One (1) dedicated 30 amp 120V circuit and receptacle
 - Two (2) duplex receptacles sharing one (1) dedicated 20 amp circuit
- Install one (1) pair of Cat 5e Ethernet drops on the outer wall for each of the four cubicles to be located in the northwest corner.
- Install one duplex receptacle and network drop on each office exterior wall

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CHPRC****3.4 Acceptance Criteria**

Work products provided shall meet all applicable CHPRC procedures for control and review of work products and pertinent regulatory requirements, as required by this contract and incorporated provisions.

In addition, trailers provided shall meet all applicable CHPRC requirements as outlined in Section 3.3. Trailers will be off loaded at a CHPRC designated location. They will be inspected and if any issues are noted they will be corrected by the Seller at no cost to the Buyer.

3.5 Organizational Interface

The Contractor shall interface with various CHPRC (and other) organizations through the CHPRC Contract Specialist, Buyers Technical Representative (BTR), as required.

3.6 Work Not Included

Work not included in the Contract includes set up and connection to utilities is not included in this contract.

Installation of cubicles and furnishing of the trailer are not included in this contract.

3.7 Buyer Furnished Materials and Equipment

Not Applicable.

3.8 Site Conditions and Known Hazards

The site conditions and/or known hazards are weather conditions ranging from -15 degrees to 115 degrees Fahrenheit with severe winds gusting to around 85 mph.

3.9 Site Coordination Requirements

Contractor site coordination and interface requirements include coordination with installation / setup contractor for arrival date / time.

4.0 TECHNICAL REQUIREMENTS

Contractor will perform in accordance with the terms and conditions of this contract, CHPRC internal policies and procedures, and quality assurance provisions, including safety programs, laws, orders, permits, rules, confidentiality of information and intellectual property safeguards.

4.1 Codes and Standards

All components shall be designed, procured, tested, and/or inspected in accordance with recognized industry codes or standards. It is the Contractor's responsibility to identify all applicable codes or standards. All components shall be designed, procured, tested, and/or inspected in accordance with recognized industry codes or standards. It is the Contractor's

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responsibility to identify all applicable codes or standards that apply to each component. Unless specified otherwise, the current edition or revision of the code in effect on the date of award shall be used.

The following codes and standards shall be used as a minimum:

Chapter 296-150F WAC - Factory-Built Housing and Commercial Structures
National Fire Protection Association NFPA 101-2009, *Code for Safety to Life From Fire in Buildings and Structures*.

NFPA 70-2017, *National Electric Code* (NEC),
ANSI/IEEE C2-2007, *National Electrical Safety Code* (NEC).

4.2 Drawings

Contractor shall provide drawings of each unit by serial number/unit number in electronic AutoCAD 2008 and/or PDF 5 days after contract award. As a minimum, drawings shall include the floor plan, the blocking plan, and tie-down/anchorage details, location of HVAC unit, tongue, doors and electrical panel. (*Attachment A, Submittal Register*).

4.3 Electrical Safety Requirements

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).

All electrical equipment installed as part of this contract must comply with the National Electrical Code (NEC), NFPA 70-2017. The Buyer reserves the right to inspect electrical equipment and installations. Contractor is responsible for notifying Buyer when installations are available for inspection. All inspection shall be accordance with Section 2.0.

Electric motors shall be built and manufactured in accordance with NEMA MG-1 or listed by an organization currently recognized by OSHA as an NRTL.

Electrical equipment and devices must be Listed or Labeled by UL or another organization currently recognized by OSHA as an NRTL.

The Canadian Standard Association (CSA) marking is currently recognized by OSHA as an NRTL when the label includes "US" or "NRTL" subscript.

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The European Union “CE” marking, Directive 93/68EEC, is not currently recognized by OSHA as an NRTL marking.

The International Electrotechnical Commission (IEC) Standard 60529 for enclosures is not currently recognized by OSHA as an NRTL label.

Electrical equipment for which there is no listing category must be evaluated or tested using a method submitted to and approved by the Buyer prior to delivery of the equipment.

Electrical equipment is also subject to the “Counterfeit Suspect Item Program.”

4.4 Work Location / Access Requirements

The Contractor shall have a CHPRC representative present at the job site during delivery.

5.0 PERSONNEL REQUIREMENTS**5.1 Training and Qualification**

This SOW is for procurement and delivery – no Hanford specific training or qualifications is required.

5.2 Security and Badging Requirements

For site deliveries only the personnel shall provide proof of DOT qualifications.

- A. The CONTRACTOR shall wear a Hanford security badge identifying himself/herself. A minimum of two working days advance notice is needed for site badging.
- B. CONTRACTOR employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

5.3 Site Access and Work Hours

Work will be done on a 4-10’s schedule. The standard workday shall consist of ten (10) hours of work between 6:00 AM and 4:30 PM, with one-half hour designated as an unpaid period for lunch. No work occurs on Fridays. If schedule alternative is required contact the BTR will communicate to contractor’s contact.

6.0 ENVIRONMENTAL, SAFETY, HEALTH, AND QUALITY REQUIREMENTS

The Contractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Contractor shall comply with, and assist CHPRC in complying with Environmental, Safety, Health, and Quality (ESH&Q) requirements of all applicable laws, regulations and directives.

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Materials supplied or purchased for use in performance of this contract, to the maximum extent practical, shall be environmentally preferred as described in 40 CFR 247 and including Biobased products as designated by the USDA. www.biopreferred.gov

The following project-specific ESH&Q requirements are applicable to this scope of work in addition to the requirements identified in the contract [General Provisions](#)

6.1 Quality Assurance/Inspection Requirements

The quality assurance/inspection requirements applicable include an inspection of each unit by the Buyer's Technical Representative (BTR) and Project Engineering.

Contractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to requirements noted within this SOW.

Contractor warrants that items provided to CHPRC are genuine and unused unless otherwise specified in writing by CHPRC. Contractor further warrants that items used during the performance of the Work include genuine, original, and new components, or are otherwise suitable for the intended purpose. The Contractor indemnifies CHPRC, its agents, and third parties for any financial loss or property damage resulting directly or indirectly from material, components, or parts that are not genuine, original, and unused, or otherwise suitable for the intended purpose. This includes materials that are defective, suspect, or counterfeit; materials that have been provided under false pretenses; and materials or items that are materially altered, damaged, deteriorated, degraded, or result in product failure.

Contractor shall submit a written statement that "all items furnished under this Contract are genuine (i.e., not counterfeit) and match the quality, test reports, markings, and fitness for use required by the Contract." The statement shall be on Contractor letterhead and signed by an authorized agent of Contractor.

6.2 Environmental Requirements

In accordance with Federal Acquisition Regulation 52.223-15, Energy Efficiency in Energy-Consuming Products, the Contractor shall ensure that energy-consuming products are energy efficient products (i.e., ENERGY STAR® products or FEMP-designated products) at the time of contract award.

If "self-illuminating" exit signs are to be mounted on any of these trailers the Buyer ECO must be notified through the BTR.

6.3 Submittals

The Contractor submittals identified herein on the Submittal Register shall be submitted by the Contractor using the CHPRC Contractor Document Submittal Form (CDSF), A-6003-061. Instructions for completion of the CDSF are included with the form.

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The required submittals for this contract are listed in Attachment A, Submittal Register, which also includes Register definitions.

**7.0 DELIVERABLES, PROJECT CONTROLS, MILESTONES, AND
PERFORMANCE SCHEDULE REQUIREMENTS****7.1 Deliverables**

Final acceptance of each unit will be upon delivery of the unit to the Hanford site. In the event that a noncompliance is identified during the Buyer's walk down, the Contractor shall correct all non-compliances before CHPRC accepts delivery of the trailers constituting final acceptance.

7.2 Milestones

Contractor shall deliver needed trailers in the configurations required as agreed to with the Buyer after receipt of written communication.

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ATTACHMENT A

SUBMITTAL REGISTER

ATTACHMENT A - Submittal Register

Contract Number and Name: XXXX-XXX/ PROCURE DOUBLE WIDE MOBILE OFFICE TRAILER FOR CHPRC								Revision: 0	
1. No.	2. Type, and Number of Copies	3. Technical Submittal	4. Vendor Information	5. Description / Document Title	6. Submittal Date (Calendar Days)	7. Approver Organizations	8. CHPRC Review Time (Work Days)	9. Contract Paragraph or Requirement Reference	
1	APW, E, 1 PDF	No	Yes	Trailer Drawings including the floor plan, the blocking plan, and tie-down/anchorage details, location of HVAC unit, tongue, and doors	5 Days after Notice of Award	BTR, Project Engineer, Construction Manager	2 Days	3.3.1	
2	APW, E, 1 PDF	No	Yes	Trailer Drawings including the electrical floor plan details showing locations of receptacles and dedicated circuits	5 Days after Notice of Award	BTR, Project Engineer, Construction Manager	2 Days	3.3.14.2	

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3	APW, E, 1 PDF	No	Yes	Trailer Drawings including the Cat 5e Ethernet floor plan showing location of drops and location of central panel.	5 Days after Notice of Award	BTR, Project Engineer, Construction Manager	2 Days	3.3.1
4	APW, E, 1 PDF	No	Yes	Serial numbers of trailers and State of Origin Certification of Modular Unit Manufacture’s Conformance to Requirements	5 Days after Notice of Award	BTR, Project Engineer	2 Days	3.3.1
5	APW, E, 1, MFC	Yes	Yes	Anchorage design details and supporting calculations sealed by a professional licensed engineer in the State of Washington	5 Days prior to work on site	BTR, Project Engineer	2 Days	3.3.1
6	APW, E, 1 PDF	Yes	Yes	Provide a panel schedule for the electrical distribution panel, filled in with connected loads.	5 Days after Notice of Award	BTR, Project Engineer, Construction Manager	2 Days	3.3.1
7	APW, E, 1 PDF	Yes	Yes	Contractor’s Verification of Condition of Structural, Finish, Electrical, and Plumbing Systems and Conformance to Requirements	5 Days after Notice of Award	BTR, Project Engineer	2 Days	3.3.1
8	APW/E	N	N	Project Schedule	A + 8	BTR	4 Days	N/A

- Typically a numerical sequence (i.e., 1, 2, 3,...). However, other numbering systems may also be used.

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2. Submittal type, number of copies and format:

APW = Approval Required Prior to Work (CHPRC must approve the Contractor’s submittal prior to the Contractor being authorized to proceed with any activity/work associated with the submittal).

AP = Approval Required (CHPRC must approve the Contractor’s submittal, however, work associated with the submittal may proceed prior to CHPRC approval).

Format: Describes the type of submittal required (electronic or printed):

DWG An AutoCAD drawing using the Hanford standard formatting (See CHPRC-00263, Off-Site Vendor Instructions for the Preparation and Control of Engineering Drawing).

MFC Microsoft Format Compatible application (Word, Excel, Access, PowerPoint)

P3 A Primavera Project Planner schedule

GEN General or Open Format/Media

PDF Adobe Acrobat (Portable Document Format)

3. Technical submittals are Engineering or Quality affecting submittals. A Yes in this column designates the need for formalized comments, and a formalized comment disposition process by the Contractor. Examples of Technical Submittals would include Engineering or Fabrication Drawings, or Certificates of Conformance.

4. Vendor Information for project record purposes.

5. Description / Document Title. Describe submittal.

6. Required submittal date or its relationship to project milestones. Examples are July 14, 2009, or Award + 15 days, Contract Completion +30 days.

A Date of Award

CD Conceptual Design Complete

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PD Preliminary Design Complete

FD Final Design Complete

M Mobilization

SC Start of Construction

EC End of Construction

7. Approver Organization. Examples are Construction Manager, Safety, Quality, Radiation Protection, Waste Management.
8. The number of Work Days required for review of the submittal.
9. Contract Reference: Cross reference to the Contract requirement that defines this submittal.

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END OF CONTRACT