



Request for Proposal

Utility Condition Assessment Testing

Date Issued: May 5, 2011

This request for proposal (RFP) is issued under the authority of the Department of Energy prime contract DE-AC06-09RL14728.

This RFP is issued by:

Mission Support Alliance, LLC
P.O. Box 650
Richland, WA 99352

Contracting Officer:
Robert Joshlin
PO Box 650, Mail Stop: H7-10
Richland, WA 99352
509-376-5215
Robert_j_joshlin@rl.gov

Proposals are to be prepared in accordance with the instructions and conditions set forth herein. Proposal is to be received by 2PM, May 13, 2011 e-mailed directly to the Contracting Officer identified above.

All questions concerning this RFP must be directed to the Contracting Officer identified above via e-mail.

Hanford procedures prohibits all contact with Hanford Employees where issues of this Request for Proposal are concerned. All correspondence and communication concerning this RFP is limited to the Contracting Officer or those individuals listed in Section "G" Contract Administration, 1.1 Authorized Personnel.

Please review, respond, and sign the RFP document before the solicitation end date above.

Signature of Authorizing Individual _____ Date Accepted _____

Printed Name/Title _____

Company Name _____



Utility Condition Assessment Testing

TABLE OF CONTENTS

1.0 SECTION “A” SOLICITATION.....3
1.1 North American Industry Classification System (NAICS) Code and Size Standard.....3
2.0 Section "B" PRICE SCHEDULE.....4
3.0 SECTION "C" STATEMENT OF WORK.....5
4.0 Hazardous Materials Used in Connection with Maintenance Efforts20
5.0 SECTION "F" DELIVERY/PERFORMANCE.....20
5.1 Term of Contract20
6.0 SECTION "G" CONTRACT ADMINISTRATION.....20
6.1 Authorized Personnel20
6.2 Subcontractor Invoices20
6.3 Electronic Funds Transfer of Invoice Payments22
6.4 Invoices and Payments (Electronic)22
7.0 SECTION "H" SPECIAL REQUIREMENTS.....23
7.1 Facility Closure Notice; Holiday and Work Schedules.....23
7.2 Service Contract Act of 1965.....23
7.3 Inspection of Services – Fixed Price24
7.4 Designation of Technical Representative25
7.5 Work Schedules.....25
8.1 Buy American Act.....26
9.0 GENERAL AND SPECIAL PROVISIONS.....26
9.1 General Provisions.....26
9.2 General Provisions for Commercial Items.....26
9.3 Special Provisions - On-Site Services26
9.4 Special Provisions - ORGANIZATIONAL CONFLICT OF INTEREST26
10.0 SECTION “I” Representations and Certifications26
 Subcontractor Acknowledgement for Online Representations and Certifications
 Application (ORCA).....26



Utility Condition Assessment Testing

1.0 SECTION "A" SOLICITATION

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

(A01) Rev 002 3/1/2011

The Buyer has determined that North American Industry Classification System (NAICS) Code 541330 - Engineering Services, 321114 - Wood Preservation, 237130 - Power and Communication Line and Related Structures Construction, 2238210 - Electrical Contractors and Other Wiring Installation Contractors applies to this acquisition. Therefore, the applicable size standard for each NAICS will determine whether an Offeror is a small business in regard to this acquisition. If this solicitation is designated as a small business set-aside, the Offeror certifies that they are a small business when submitting a quote or an offer to this solicitation.



Utility Condition Assessment Testing

2.0 Section "B" PRICE SCHEDULE

| Item | 3.0 Description of Work - Specific | Unit Price | Price |
|------------|---|------------|-------|
| 3.1 | Water System Testing | | |
| 3.1A | Perform testing of the 4.2 mile long section of the EW line south of 182B building using the Close Interval Survey method, (over-the-line potential survey). This survey shall be performed continuously from the 182-B Building to the 1901-Y Valve House. A moisture probe test will be conducted at 18 predetermined locations along the line where road and rail crossings occur. | N/A | |
| 3.1B | Perform coupon testing to determine strength characteristics and condition of the Export Water (EW) line steel casing using the surplus 30' section removed during the EW reroute project completed at the end of 2010. An 8" x 8" coupon will be provided by buyer. | | |
| 3.2 | Electrical System Testing | | |
| 3.2.1 | Perform testing on selected transformers greater than (>)1000KVA as directed by the buyer. Testing can be conducted while energized, no lock out tag out required. Price for testing of lots of 20, and also for units of 1. | N/A | |
| 3.2.1A | Doble – Power Factor Testing | N/A | |
| 3.2.1B | Infrared Scan (thermographic imaging) of cable connections, general scan for hot spots and anomalies. | N/A | |
| 3.2.2 | Power Transmission/Distribution Cables & Supports, Overhead lines only, price for 53 miles of transmission lines and 24 miles of distribution lines and unit price per mile. Note: Locations below may change at buyer option. | | |
| 3.2.2A 1 a | Infrared Scan, Telephoto Imaging, Visual Inspection | | |
| 3.2.2A 1 b | Pole Strength serviceable life testing using "Deflection Computation Testing" transmission lines A1-2, A2-1, A9-1-2 and A4-22-1. Price 10 pole tests per line/zone. | | |
| 3.2.2A 1 c | Visual Cross-arms inspection of poles, random sampling, using telephoto/scope to be done in conjunction with pole deflection test. | N/A | |
| 3.2.2B 1 a | Infrared Scan, Telephoto Imaging, Visual Inspection | N/A | |
| 3.2.2B 1 b | Visual Cross-arms inspection of poles, random sampling, using telephoto/scope to be done in conjunction with pole deflection test. | | |
| 3.2.2C 1 a | Infrared Scan, Telephoto Imaging, Visual Inspection | N/A | |
| 3.2.2C 1 b | Pole Strength serviceable life testing using "Deflection Computation Testing" Transmission lines 1, 2, 7 and 8 in the vicinity of 200 area tank farms and C3L5 (300-400 area poles). Price 10 pole tests per line/zone. | | |
| 3.2.2C 1 c | Visual Cross-arms inspection of poles, random sampling, using telephoto/scope to be done in conjunction with pole deflection test. | | |
| 3.2.2D | Switches (Overhead & Pad mount) (37 gang-operated switches) | N/A | |
| 3.2.2D 1 | Infrared Scan, Telephoto Imaging, Visual Inspection | | |
| 3.2.3 | Substation Ground Grid tests on substations A6, 451B, A8, B3S4, C3S4. Price for lot and per substation. | | |
| 3.2.3A | Substation Earth Grid Impedance Testing (Fall of Potential) | | |
| 3.2.3B | Voltage/Current Potential Measurement | | |
| 3.2.3C | Visual Inspection of joints, splices, CAD welds and bolted connections | | |

Note: All prices above represent the amount required to provide the Buyer a complete and usable product. All fees and adders are included. The vendor has verified all prices submitted as correct.



Utility Condition Assessment Testing

3.0 SECTION "C" STATEMENT OF WORK

Title: *SOW for Utility Condition Assessment Testing*

Revision Number: 0

Date: *April 22, 2011*

Statement of Work for
Utility Condition Assessment Testing

Revision 0

Date: April 2011

Prepared by: B. C. Harmon

| APPROVALS | PRINT NAME | SIGNATURE |
|-----------------------|-------------|-------------------------------------|
| BTR* | Adkins, RJ | Approved electronically in Passport |
| Contracting Officer** | Joshlin, R. | Approved by issuance of this RFP |

* Approval for Technical Content

**Concurrence for Contractibility



Request for Proposal

Utility Condition Assessment Testing

SUPPLEMENTAL TECHNICAL APPROVAL PAGE

FOR SOW TITLE: **Utility Condition Assessment Testing**

| Signature Required | Signature Not Req | ORGANIZATION | PRINT NAME | SIGNATURE |
|--------------------|-------------------|--|---------------|---|
| | | End-User / Requestor* | Adkins, R | |
| X | | End User / Requesting Manager* (Project or Functional Director) | Shupe, S | Per Telecom 4/25/11 (RJ Adkins) |
| | X | Environmental* | Mills, M. | |
| | X | Nuclear Safety* | N/A | |
| X | | Radiation Protection* | Hartelius, E. | Per telecom 4/25/11 and email 4/26/11 (RJ Adkins) |
| X | | Occupational Safety and Health* | Spaniel, R | Per telecom 4/25/11 (RJ Adkins) |
| | X | Fire Protection* | Dale, J | |
| X | | Electrical Utilities | Ron Parker | Per telecom 4/25/11 (RJ Adkins) |
| | X | Emergency Preparedness* | Aldridge, G | |
| | X | Authority Having Jurisdiction (AHJ)* | N/A | |
| | X | Quality Assurance Engineer* | Rhea, D | |
| | X | Lead Engineer* | Ambalam, T. | |
| | X | Design Authority/System Engineer* | Bare, K. D. | |
| | X | MSA Water Purveyor* | Camp, S. | |
| X | | Project Manager* | Harmon, B. C. | Approved electronically in Passport |
| X | | Construction Manager** | Neville, J. | Per telecom 4/25/11 |



Utility Condition Assessment Testing

1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance (MSA) manages the infrastructure and utility systems at the U.S. Department of Energy (DOE's) Hanford Site in southeastern Washington State. To enhance the management of the utilities, and support the site Infrastructure and Services Alignment Plan (ISAP), MSA will develop a conditions assessment of the water, sewer, and Electrical Utilities. The assessment of the specified utilities will identify critical components, document current conditions, and provide engineering analysis, to determine condition. These assessments will provide the basis for systems M&O planning and will provide input to current and future master plans.

2.0 OBJECTIVE

In order to assess the conditions of various systems and equipment MSA desires to procure testing services to obtain engineering data for the condition assessments. Specific tests are specified in section 3.0 of this SOW.

3.0 DESCRIPTION OF WORK – SPECIFIC

3.1 Water System Testing

- A Perform testing of the 4.2 mile long section of the EW line south of 182B building using the Close Interval Survey method, (over-the-line potential survey). This survey shall be performed continuously from the 182-B Building to the 1901-Y Valve House. A moisture probe test will be conducted at 18 predetermined locations along the line where road and rail crossings occur.

- B. Perform coupon testing to determine strength characteristics and condition of the Export Water (EW) line steel casing using the surplus 30' section removed during the reroute project completed at the end of 2010. An 8" x 8" coupon will be provided by buyer.

3.2 Electrical System Testing

3.2.1 Testing Transmission/Distribution

Perform testing on selected transformers greater than (>)1000KVA as directed by the buyer. Testing can be conducted while energized, no lock out tag out required. Price for testing of lots of 20, and also for units of 1.

- A. Doble – Power Factor Testing



Utility Condition Assessment Testing

- B. Infrared Scan (thermographic imaging) of cable connections, general scan for hot spots and anomalies.

3.2.2 Power Transmission/Distribution

Cables & Supports, Overhead lines only, price for 53 miles of transmission lines and 24 miles of distribution lines and unit price per mile. **Note: Locations below may change at buyer option.**

- A. The North transmission lines (approx 29 miles) consist of both steel (5 miles) and wood poles (24 miles). Most of the wood poles are over 40 years old.
 - 1. Towers/ Structures & Cross arms, Power Poles & Hardware
 - a. Infrared Scan, Telephoto Imaging, Visual Inspection
 - b. Pole Strength serviceable life testing using “Deflection Computation Testing” transmission lines A1-2, A2-1, A9-1-2 and A4-22-1. Price 10 pole tests per line/zone.
 - c. Visual Cross-arms inspection of poles, random sampling, using telephoto/scope to be done in conjunction with pole deflection test.
- B. The South Transmission lines (approx 24 miles) are all steel poles and are less than 20 years old.
 - 1. Towers/ Structures & Cross arms, Power Poles & Hardware
 - a. Infrared Scan, Telephoto Imaging, Visual Inspection
 - b. Visual Cross-arms inspection of poles, random sampling, using telephoto/scope to be done in conjunction with pole deflection test.
- C. The Hanford Core Distribution lines (approx 24 miles) are all wood poles and are greater than 40 years old.
 - 1. Towers/ Structures & Cross arms, Power Poles & Hardware
 - a. Infrared Scan, Telephoto Imaging, Visual Inspection
 - b. Pole Strength serviceable life testing using “Deflection Computation Testing” Transmission lines 1, 2, 7 and 8 in the vicinity of 200 area tank farms and C3L5 (300-400 area poles). Price 10 pole tests per line/zone.
 - c. Visual Cross-arms inspection of poles, random sampling, using telephoto/scope to be done in conjunction with pole deflection test.
- D. Switches (Overhead & Pad mount) (37 gang-operated switches)
 - 1. Infrared Scan, Telephoto Imaging, Visual Inspection

- 3.2.3 Substation Ground Grid tests on substations A6, 451B, A8, B3S4, C3S4. Price for lot and per substation.



Utility Condition Assessment Testing

- A. Substation Earth Grid Impedance Testing (Fall of Potential)
- B. Voltage/Current Potential Measurement
- C. Visual Inspection of joints, splices, CAD welds and bolted connections

Buyer Furnished Support

Physical work (e.g. excavating, potholing, removing electrical covers, operation of aerial lifts, etc) will be performed by MSA with technical assistance from the contractor.

4.0 REQUIREMENTS

All work shall be performed in strict accordance with the following national codes, specifications, drawings, exhibits, and any other documents, which by this reference are made a part of the Statement of Work.

All inspection of the Work required by governmental agencies shall be arranged by the Buyer. The Contractor shall request such inspection through the Buyer only after the Work is ready for inspection

Unless specified otherwise, the current edition or revision of the code in effect on the date of award shall be used.

Code of Federal Regulations (CFR) <http://www.gpoaccess.gov/cfr/index.html>

- Title 29 Labor
 - Part 1910 Occupational Safety and Health Standards
 - Part 1926 Safety and Health Regulations for Construction
- Title 10CFR851, Workers Health and Safety Program

Technical 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 that apply to each component. Unless specified otherwise, the current edition or revision of the code or standard in effect on the date of award shall be used. Technical codes, standards, and references are found above and/or on the sketches.

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On Site Services Provisions, SP-5, will apply to Subcontractor personnel.

4.1 Engineering Requirements



Utility Condition Assessment Testing

APPLICABLE ENGINEERING CODES AND STANDARDS

| | Number | Title |
|----|---------------|---|
| 1. | NETA | Power Systems Testing Specifications |
| 2. | NFPA 70 | National Electrical Code |
| 3. | NFPR 70E | Standard For Electrical Safety in the Workplace |
| 4. | NFPA 79 | Electrical Standards for Industrial Machinery |

4.2 ES&H Requirements

A. The Contractor, including all sub-tier contractors, providing on-site services shall perform all on-site work in accordance with the Buyer’s DOE approved Worker Safety and Health Program (MSC-MP-32219, 10 CFR 851 MSC Worker Safety and Health Program Description) or submit to Buyer documentation that the Contractor’s Worker Safety and Health Program has been approved by MSA.

B. CONTRACTOR and its subcontractors shall be responsible to comply with State, Federal, and DOE requirements or regulations. Where there is a difference in regulations or requirements, the most stringent shall apply.

C. CONTRACTOR and its subcontractors shall be responsible to comply with all sections of Special Provisions – On Site Services (SP-5) including completion of an Employee Job Task Analysis.

D. CONTRACTOR shall perform work in compliance with facility-specific procedures and requirements documents applicable to the work area.

E. CONTRACTOR shall take appropriate action, up to and including stopping work, and immediately notify the BUYER if an unplanned risk or hazard is discovered that is not covered by directions provided by BUYER. This action includes notifying the BUYER if the work exposes their workers to hazards that require exposure assessment, medical examinations, or training.

F. CONTRACTOR shall participate in the development of a Job Hazard Analysis to identify and control known or potential hazards.

G. **RADIOLOGICAL REQUIREMENTS** There are no radiological protection requirements for the area where work is to be performed. However, a Radiological Control Technician (RCT) will be provided during work activities for performance of radiological surveys of excavated areas as necessary, pole climbing, and to assure



Utility Condition Assessment Testing

there is no contamination present in materials that are to be removed from the site. Notify Buyer three (3) working days in advance of any activity that will require the support of the RCT

4.3 Quality Assurance and Control

- A. The Contractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to drawings, specifications, referenced codes and standards, and other requirements defined in the SOW.
- B. The Contractor and Lower Tier Subcontractors shall maintain a Quality Control Program that meets the General Provisions of Section 3.4, “Inspection, Testing, and Quality Control” of the Basic Ordering Agreement for Miscellaneous Construction.
- C. All items and processes are subject to review, inspection, or surveillance by the Buyer at the Contractor’s facility, or any lower-tier subcontractor’s facility or the project site.
- D. Procurement of Potentially Suspect or Counterfeit Items: The Contractor shall warrant that all items furnished under this Contract are genuine (i.e. not counterfeit) and match the quality, test reports, markings, and/or fitness for use required by the contract. See Contract General Provisions, Section 3.9, and the following web site for additional information.
<http://www.hss.energy.gov/CSA/CSP/sci/SCIAwarenessTrainingManual062007.pdf>
- E. The Contractor shall notify the MSA designated field POC prior to beginning any field work.
- F. The Buyer will perform oversight to verify compliance to the requirements. Provide advance notice in accordance to the Contract Documents prior to performance of any tests or inspections.
- G. The Contractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to drawings, specifications, referenced codes and standards, and other requirements defined in the SOW.
- H. The Contractor and Lower Tier Subcontractors shall maintain a Quality Control Program that meets the General Provisions of Section 3.4, “Inspection, Testing, and Quality Control” of the Basic Ordering Agreement for Miscellaneous Construction.
- I. All items and processes are subject to review, inspection, or surveillance by the Buyer at the Contractor’s facility, or any lower-tier subcontractor’s facility or the project site.



Utility Condition Assessment Testing

- J. Procurement of Potentially Suspect or Counterfeit Items: The Contractor shall warrant that all items furnished under this Contract are genuine (i.e. not counterfeit) and match the quality, test reports, markings, and/or fitness for use required by the contract. See Contract General Provisions, Section 3.9, and the following web site for additional information.

<http://www.hss.energy.gov/CSA/CSP/sci/SCIAwarenessTrainingManual062007.pdf>

- K. The Contractor shall notify the MSA designated field POC prior to beginning any field work.
- L. The Buyer will perform oversight to verify compliance to the requirements. Provide advance notice in accordance to the Contract Documents prior to performance of any tests or inspections.

4.4 Government Property

There is no government property associated with this project.

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualifications

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements. The following types of training qualifications are required:

Required Qualifications:

- A. The Contractor shall ensure that its personnel meet and maintain the appropriate training, qualification, and certification requirements prior to performance of work as follows:
- All Contractor personnel shall complete Hanford General Employee Training (HGET) (4-hour average per individual).
 - If a Lockout/Tagout is required, only personnel trained to the DOE Site LOTO Procedure <http://msc.rl.gov/rapidweb/mscdol/dol/index.cfm> DOE-0336 can be utilized. Contact the MSA CM for the Controlling Organization requirements.

5.2 Security and Badging Requirements



Utility Condition Assessment Testing

- A. For any onsite work, see Special Provisions, SP5 (On Site Services), for details.
- B. The Contractor shall wear a Buyer-issued security badge identifying him or herself. A minimum of two working days advance notice is needed for site badging.
- C. Contractor's employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.
- D. Prior to having employees perform services on Department of Energy (DOE) property, the Contractor shall have in possession documentation that employees assigned for more than seven (7) calendar days have undergone and passed a screening test for illegal/unauthorized substances not more than three (3) months prior to their initial assignment for the service on the DOE property. The Contractor shall make documentation of negative drug screen available upon request. Drug screening must be from a Substance Abuse and Mental Services Administration (SAMHSA) certified laboratory. Proof of negative drug screen shall be on the testing agency collection center letterhead and shall include evidence of the SAMHSA certification. The drug test must screen for cocaine, marijuana/THC phencyclidine, amphetamines, and opiates.
- E. The Contractor agrees to provide for work on the property of the U. S. Government, only personnel who understand the requirement of this Section and who will comply.

5.3 Work Location / Potential Access Requirements

Multiple locations around the site are included in the testing of the various systems.

5.4 Site Access and Work Hours

0.1.1.1.1.1 Operations and Facilities personnel at the Hanford Site work an 8-9s/4-10's work schedule. The 8-9's is not recognized by the building trades. This work schedule includes eight – nine hour days and one – eight hour Friday in a two week period, with alternating Fridays off. The 4-10's is Monday through Thursday. The normal working hours are 7:00 AM to 4:30 PM for the nine hour days, and 7:00 AM to 3:30 PM for the eight-hour Friday. Work performed outside normal operating hours shall be coordinated and/or approved through the Buyer/CM (or designee) prior to performing the work.

6.0 MEETINGS / SUBMITTAL

- A. Safety Meetings: The Contractor shall perform daily pre-job safety meeting reviewing the scope of work and insuring flow down of requirements have been passed down to sub tiers and general employees and visitors. "Take Ten for Safety" meetings and weekly "All Hands" Safety Meeting. Meetings shall be



Utility Condition Assessment Testing

consistent with the OS&H Program and the requirements of this SOW. Late arrivals and/or visitors shall be provided with the same daily briefing. Maintain documentation of all weekly, daily and special safety meetings.

- B. The required submittals for this Contract are listed in Attachment A, Submittal Register, which also includes the Register definitions.

- C. Items shall be submitted by the Contractor using the MSA Document Submittal Form (A-6003-061). Go to Hanford Site Form www.rl.gov/livecycle/ and enter the form number.

- D. Substitutes: A completed Contractor Document Submittal Form shall be submitted for each requested substitution. Substitution requires approval if an item is more hazardous than the specified product or if the product callout includes the phrase such as “or approved substitute”. Submitted data shall show “fit, form, and function” equivalency, as well as cost savings, if any, to the contractually required item.

7.0 DELIVERABLES, PERFORMANCE SCHEDULE REQUIREMENTS AND PAY SCHEDULE

7.1 Deliverables

- E. Test results showing testing data for associated utility systems specified in SOW section 3.0. A stand-alone, signed report (on the performing organization's letterhead) must be provided for items A – F of Section 3.0.*

7.2 Schedule

Start Date: May 9, 2011

Testing/Draft Report Completion Date: May 20, 2011

Final Report Completion Date: May 25, 2011

8.0 SPECIAL REQUIREMENTS

Include this activity results in the acquisition of electrical conductors or equipment, include the following requirement:



Utility Condition Assessment Testing

Electrical Components:

- Unless otherwise approved by MSA, 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 subcontract must be listed or labeled by an organization currently recognized by OSHA as a nationally recognized testing laboratory (NRTL).

Submittals:

- The following items shall be submitted to the Contract Specialist in accordance with the instructions contained in the Attachment A, Submittal Register.
- The Subcontractor submittals identified herein and summarized on the Submittal Register shall be submitted by the Subcontractor using the [Contractor Document Submittal Form \(CDSF\)](#)
- See <http://www.hanford.gov/pmm/page.cfm/ContractorForms>)
- Subcontractor information shall be submitted in either hard copy or electronic format (If electronic, it must be viewable using either Microsoft® Windows®, Microsoft® Office, or Adobe® Acrobat® software).

Meetings

General purpose of meetings is for the coordination, control, and direction of the Work. In addition to meetings addressed by this Section, Subcontractor may be required by other Sections and other Subcontract documents to conduct special-purpose meetings and various safety meetings and briefings. MSA may issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, documented minutes will identify action items, assigned actionees, and due dates.

- **KICKOFF MEETING** - Before start of the Work, MSA will conduct a conference at a time and Hanford Site location agreed to by Subcontractor and MSA. Invited attendees will include MSA, Subcontractor, key lower tier subcontractors and others having an interest in the Work. Purpose of the conference is the coordination of Work start up and familiarization of project participants with the Work and worksite.
- **PROGRESS MEETINGS** -Every week MSA will conduct a progress meeting at time and Hanford Site location determined by MSA. Invited attendees will include MSA, Subcontractor and key subcontractors. At the progress meeting, Subcontractor shall submit a written report showing actual man-hours expended versus planned and scheduled progress versus actual progress giving details of Work completed in relation to



Utility Condition Assessment Testing

the approved schedule, together with a two (2) week "look ahead" which provides details of how the Work will be completed.

- The purpose of the meetings is the exchange of Work-related information.

Schedule

Submit Project Schedule for approval within five (5) calendar days after Notice of Award covering activities for the duration of Contract. The schedule shall be in the form of a bar chart and shall identify logical sequence and relationship of activities for design, submittals, procurement, delivery, installation, subcontracted work, milestones, and testing and inspections of the work covered by the Contract. Activity durations shall be in working days. Consider Hanford Closure Days (provided upon request) when establishing schedule. Include line item resource loading as an attachment to the project schedule. Identify dollar amount for labor and materials separately for each activity shown on the schedule at a level of detail providing an accurate expenditure plan by month or other work breakdown consistent with request for progress payments.

All testing will be completed **NLT COB May 11, 2011** with final results available **NLT COB May 13, 2011**.

Reports

- PROGRESS REPORT PREPARATION - Prepare a summary progress report each weekly reporting period, show actual progress versus scheduled progress. Scheduled progress is given by baseline project schedule. Show actual progress in the form of percentages completed for activities or resources.



Utility Condition Assessment Testing

ATTACHMENT A
SUBMITTAL REGISTER

Submittal Register Definitions

1. Numerical submittal sequence number: Example: 1, 2, 3, 4, ... (or organized by topics and project assigned coding structure).
2. Number of Copies and electronic and/or hard copy: Example: E (Electronic only), 6 (Six Hard Copies), or Hard, 1: E, 1 (One Hard Copy, and Electronic).
3. Format: Describes the type of submittal required:

- DWG** An AutoCAD drawing using the Hanford standard formatting
(See [HNF-14660](#), *Off-Site Vendor Directions of the Preparation and Control of Engineering Drawings*).
- 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)

4. Submittal Type:

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

AP = Approval Required (Buyer must approve the Subcontractor's submittal, however, work associated with the submittal may proceed prior to Buyer approval).

5. **Vendor Information: Mark Yes if document(s) are VI, otherwise leave blank.**

6. Description / Document Title: Title or general description of the document.

7. Submittal Date: Actual date or number of Calendar Days before or after a milestone that a submittal is due from the Subcontractor: Example: June 1, 2005 or CD + 60 [60 days after Conceptual Design Complete]

A Date of Award

CD Conceptual Design Complete



Utility Condition Assessment Testing

| | |
|-----------|-----------------------------|
| PD | Preliminary Design Complete |
| FD | Final Design Complete |
| M | Mobilization |
| SC | Start of Construction |
| EC | End of Construction |

8. Buyer Review Time (Work Days): Example: 3 Days
9. Subcontract Reference: Cross reference to the Subcontract requirement that defines this submittal: Example: SOW 3.1.2.



REQUEST FOR PROPOSAL

Utility Condition Assessment Testing

Appendix A: Submittal Register:

The Subcontractor shall meet the required schedule and provide the documents specified in accordance with the following submittals.

| Subcontract Number and Name: | | | | | | Revision: | | |
|------------------------------|------------------------|-------------------------|--------------|---|--|---|---|-----------------------------|
| 1. No. | 2. No. of Copies | 3. Submittal Type | 4. Format | 5. Vendor Information – Mark Yes if VI, Otherwise Leave Blank | 6. Description / Document Title | 7. Submittal Date (Calendar Days) | 8. Buyer Review Time (Work Days) | 9. Contract Reference |
| 1 | E | APP | GEN | | Project Schedule | A + 5 | 5 Days | SOW 8.0 |
| 2 | E | AP | GEN | | Unique Safety Practices | A + 5 | 5 Days | SOW 6.2E |
| 3 | E | AP | GEN | | Key Supervisor Representative | A + 5 | 5 Days | SOW 6.2H |
| 4 | E | AP | GEN | | Job Safety Analysis | A + 5 | 5 Days | SOW 6.2K |
| 5 | E | AP | GEN | | Safety Training Records | A + 5 | 5 Days | SOW 5.1 |
| 6 | E | AP | GEN | | Equipment Certification | A + 5 | 5 Days | SOW 6.2J |
| 7 | E | AP | GEN | | Chemical Inventory Worksheet and MSDSs | A + 5 | 5 Days | SOW 6.2J |
| | | | | | | | | |

END OF STATEMENT OF WORK



Utility Condition Assessment Testing

4.0 Hazardous Materials Used in Connection with Maintenance Efforts

(C37) Rev. 0 1/28/2010

Any hazardous chemicals that are required to be used in accordance with established procedures for Contractor's equipment or hazardous waste that results from use of the chemicals shall be handled in accordance with 49 CFR parts 171 to 177, Department of Transportation Hazardous Materials regulations; 29 CFR part 1910.1000 To 1910.1500, Occupational Safety and Health Standards subpart Z; 40 CFR part 370, and the requirements of the Washington Administrative Code title 173, section 303.

The maintenance contractor shall be responsible for removing from the site any materials used during the performance of its duties to meet the requirements of this Contract that may have come in contact with hazardous materials and is considered waste to be disposed of. The waste shall not be disposed of on site without the written approval of the Buyer. The maintenance contractor shall be required to have a Material Safety Data Sheet (MSDS) with its personnel for each hazardous material being used on site. The maintenance contractor shall provide to the Buyer and the Technical Representative a copy of the MSDS for each hazardous material brought on site.

5.0 SECTION "F" DELIVERY/PERFORMANCE

5.1 Term of Contract

(F08) Rev. 0 3/14/2011

The term of this Subcontract shall commence on the date of award and shall end on May 29, 2011 unless extended by the parties or unless terminated by other provisions of this Subcontract.

6.0 SECTION "G" CONTRACT ADMINISTRATION

6.1 Authorized Personnel

(G03) Rev. 0 1/28/2010

Only the following named individuals are authorized to make changes to this document:

Contracting Officer, Robert Joshlin, 509-376-5215, robert_j_joshlin@rl.gov

Contracts Manager, Dana Worthington, 509-376-9831, dana_g_worthington@rl.gov

6.2 Subcontractor Invoices

(G06) Rev. 0 3/14/2011

The following process shall be used on Invoices submitted to Mission Support Alliance. Failure to do so may result in Delayed Payment or Returned Invoices.



Utility Condition Assessment Testing

General Requirements (Subcontracts and Purchase Orders)

- Submittal of an invoice constitutes Subcontractor's certification that materials, work and/or services have been provided, and invoiced amounts are, in accordance with the Subcontract provisions.
- Invoices may be submitted electronically in a format acceptable to Buyer (this is preferred).
 - NOTE: when electronic invoices are to be used, contact the Contract Specialist for the proper format and submittal information (reference clause G036)
- Each Subcontract, Release, and Purchase Order must be invoiced separately.
- The invoice must clearly & legibly identify the **Subcontractor's Name and Invoice Number as well as, Subcontract, Subcontract Release and/or Purchase Order Number.**
- Each invoice should include the name and telephone number of a company representative available to respond to invoice questions.
- Remittance will only be made to the remittance address on file for the Subcontractor. Invoices from third parties or with different remittance instructions or addresses will not be processed.
- Questions or requests for exceptions should be addressed to the Contract Specialist.
- The Subcontractor shall submit an original invoice and supporting documentation to the Buyer's Accounts Payable organization at the address below (unless otherwise directed in the Subcontract)

Mission Support Alliance, LLC
Accounts Payable
Mail Stop: G1-80
P.O. Box 650
Richland, WA 99352

Subcontracts for Services:

- Unless otherwise authorized in the Subcontract, invoices for services may not be submitted more than once per calendar month.
- The total amount due for the billing period must be clearly identified on all invoices (this amount should be set apart from any cumulative amounts or subtotals included on the invoice).
- The Subcontractor shall indicate the labor rate, number of hours, and period of performance being billed on each invoice, when applicable.



Utility Condition Assessment Testing

- Invoiced rates, travel, or other direct charges must be specifically defined in the Subcontract to be allowable for reimbursement (unauthorized deviations may result in disapproval of such charges).
- Travel expenses (if authorized) must be itemized and supported with receipts in accordance with the requirements set forth under clause H21, "Reimbursement of Travel Expenses" or as otherwise stated within the Subcontract.

Purchase Orders:

- The Subcontractor must indicate the **quantity, unit description** and **unit price** for each item listed on an invoice.
- Invoices that include a total freight charge that is equal to or greater than \$500.00 must include a copy of the freight bill. If the carrier is UPS, the Subcontractor must provide the weight, quantity and Shipping Point.

6.3 Electronic Funds Transfer of Invoice Payments

(G33) Rev. 0 1/28/2010

Electronic funds transfer of invoice payments is an available optional method of invoice payment by the Buyer. An "Authorization for Electronic Funds Transfer of Invoice Payments" form must be completed and returned before payments can be made. A copy of the form is available for downloading from the Buyer's Web page or from the Buyer.

<http://www.hanford.gov/pmm/files.cfm/eft.pdf>

6.4 Invoices and Payments (Electronic)

(G36) Rev. 0 1/28/2010

Invoices shall be submitted electronically via e-mail to both Mission Support Alliance Accounts Payable (MSA AP) at the following e-mail address: msa_invoices@rl.gov (msa_invoices@rl.gov) **and (in the same email)** to the Contract Specialist. The company name, invoice number, and the Subcontract and release numbers must be shown in the subject line of the e-mail message used to submit an electronic invoice. The suggested format for the subject line is: Subcontractor Name, Invoice XXXXX, Subcontract XXXXX-X.

If payments will be made via Electronic Funds Transfer (EFT), an "Authorization for Electronic Funds Transfer of Invoice Payments" form must be completed and returned before payments can be made. <http://www.hanford.gov/pmm/files.cfm/eft.pdf>

Each invoice must have a unique invoice number and, as a minimum, shall identify the:

- Billing company;



Utility Condition Assessment Testing

- Blanket Order or Basic Ordering Agreement (if applicable),
- Task order (release) number
- Name of the worker(s);
- Hourly rate(s);
- Work hours and date performed;
- Brief statement describing the work performed.

Submittal of an invoice constitutes certification that services have been delivered and invoice rates are in accordance with the task order. An electronically submitted invoice will be accepted as an original invoice when authorized by the Subcontract and received by MSA AP. Unauthorized deviations will result in disapproval of the invoice.

7.0 SECTION "H" SPECIAL REQUIREMENTS

7.1 Facility Closure Notice; Holiday and Work Schedules

(H22) Rev. 0 3/14/2011

NOTICE: Daily work schedules and facility operations are **NOT** consistent on the Hanford Site. Many organizations and facilities **observe alternate Friday closures.**

Accordingly, BEFORE scheduling deliveries or site work, the Subcontractor shall make specific schedule arrangements with the Contract Specialist, BTR, Facility Manager, Delivery Warehouse Manager, Building Manager, or other cognizant Mission Support Alliance organization.

The Buyer will not be liable for the cost of any delays, demurrage, layover, extra travel days, etc. which result from Subcontractor's failure to obtain a specific delivery or work schedule in advance.

7.2 Service Contract Act of 1965

(H27) Rev. 0 3/14/2011

This Subcontract is subject to the McNamara-O'Hara Service Contract Act of 1965 (SCA) as specified in [FAR 22.10](#). In accordance with the SCA, the Subcontractor shall pay service employees, employed in the performance of this Subcontract, no less than the minimum wage and furnish fringe benefits in accordance with the applicable Wage Determination.

During the term of this Subcontract, the Buyer may unilaterally modify this Subcontract to incorporate revised Wage Determinations. If a Wage Determination (or revision) is incorporated after award and the Subcontractor has to adjust rates payable to employees covered by the SCA in order to comply with the revised minimum wages and fringe benefits, the Subcontractor may



Utility Condition Assessment Testing

request an equitable adjustment in accordance with the SCA and other provisions of this Subcontract.

Blanket Wage Determination (BWD) 05-2569 and 05-2570 is applicable to work performed on the Hanford Site and adjacent area by service occupations identified in the BWD. Service occupations that will be used in performance of this Subcontract at another location or that are not listed in the BWD must be specifically identified herein along with an applicable wage determination.

A copy of the most recent Hanford Area Service Contract Act Blanket Wage Determination is posted at <http://www.wdol.gov/wdol/scafiles/std/05-2569.txt>.

A Directory of Occupations and more information about the Service Contract Act can be found on the Department of Labor web site at <http://www.dol.gov/compliance/laws/comp-sca.htm>

7.3 Inspection of Services – Fixed Price

(H37) Rev. 0 3/14/2011

1. Definitions. “Services,” as used in this clause, includes services performed and, when applicable, materials furnished or utilized in the performance of services.
2. Subcontractor shall provide and maintain an internal quality control/inspection system covering the services performed under this Subcontract. This system must be acceptable to the Buyer. However, Buyer acceptance of Subcontractor’s internal quality control/inspection system does not relieve Subcontractor in any way for full responsibility for performance.
3. Complete records of all inspections performed by Subcontractor on work related to the requirements of this Subcontract shall be maintained and made available to the Buyer during Subcontract performance, and for as long afterwards as is required by the DEAR clause 970.5204-9 (modified) of the general provisions of this Subcontract.
4. The Buyer reserves the right to inspect and test all services called for by the Subcontract, to the extent practicable, at all times and places during the term of the Subcontract. This right shall extend to any of Subcontractor’s Subcontractors at any tier whose work applies directly to this Subcontract. Subcontractor shall make such provisions as necessary in its Contracts and Subcontracts to ensure the preservation of this right. The Buyer shall perform inspections and tests in a manner that will not unduly delay the work.
5. If the Buyer performs inspections or tests on Subcontractor’s premises or those of Subcontractor’s sub-tier Subcontractor(s), Subcontractor shall furnish, and shall require its sub-tier Subcontractors and suppliers to furnish, without additional charge, all reasonable facilities and assistance for the safe and convenient performance of such inspections or tests.
6. If any of the services provided by Subcontractor do not conform to Subcontract requirements, the Buyer may require Subcontractor to perform the services again in conformity with Subcontract requirements at no increase in Subcontract price. When defects in services cannot be corrected by re-performance, the Buyer may: (1) require Subcontractor to take necessary action to ensure that future performance conforms to



Utility Condition Assessment Testing

contractual requirements and (2) reduce the Subcontract price to reflect the reduced value of the services performed.

- 7. If Subcontractor again fails to promptly perform the services or to take necessary action to ensure future performance in conformity with contractual requirements, the Buyer may: (1) by Subcontract or otherwise, perform the services and charge Subcontractor any cost incurred by the Buyer that is directly related to the performance of such service or (2) terminate this Subcontract for default in accordance with the clause entitled "Termination for Default" of the General Provisions of this Subcontract.

7.4 Designation of Technical Representative

(H38) Rev. 0 3/14/2011

The Contract Specialist hereby designates the following as the Buyer's Technical Representative, (BTR) for this Subcontract: Name/phone/mail stop:

A BTR will be designated after award of this contract. All Solicitation questions shall be directed via e-mail to the Contracting Officer listed in 6.1 Authorized Personnel.

The BTR is responsible for monitoring and providing technical guidance for this Subcontract and should be contacted regarding questions or problems of a technical nature. The BTR is also responsible for appropriate surveillance of the Subcontractor's representative while on site. In no event, however, will an understanding or agreement, modification, change order, or any deviation from the terms of this Subcontract be effective or binding upon the Buyer unless formalized by proper contractual documents executed by the Contract Specialist prior to completion of this Subcontract. On all matters that pertain to Subcontract terms, the Subcontractor shall contact the Contract Specialist specified within this Subcontract. When in the opinion of the Subcontractor, the BTR requests or directs efforts outside the existing scope of the Subcontract; the Subcontractor shall promptly notify the Contract Specialist in writing. The BTR does not possess any explicit, apparent or implied authority to modify the Subcontract. No action should be taken until the Contract Specialist makes a determination and/or modifies the Subcontract in writing.

7.5 Work Schedules

(H97) Rev. 0 3/14/2011

NOTICE: Daily work schedules, facility operations and holidays are NOT consistent on the Hanford Site. In addition, some organizations and facilities observe alternate Friday closures.

Accordingly, the Subcontractor shall make specific schedule arrangements with the Buyers Technical Representative and/or facility manager in advance of performance.

The Buyer will not be liable for the cost of any delays which result from Subcontractor's failure to obtain a specific schedule agreement in advance.

8.0 SECTION "I" TERMS AND CONDITIONS



Utility Condition Assessment Testing

The terms and conditions set forth or referenced in the body of this document by the Buyer shall apply and the Buyer objects to and shall not be bound by any additional or different terms and conditions.

8.1 Buy American Act

(I64) Rev. 0 1/29/2010

It is the Buyer's preference to purchase domestic end products in accordance with the Buy American Act (BAA, FAR part 25). Subcontractor certifies that all products supplied under this contract are domestic end products as defined in the Buy American Act, except those products of foreign origin which were specifically identified, evaluated and authorized by the Buyer prior to award, <https://www.acquisition.gov/Far/current/html/FARTOCP25.html>

9.0 GENERAL AND SPECIAL PROVISIONS

9.1 General Provisions

(Revision 09, March 14, 2011)

<http://www.hanford.gov/pmm/page.cfm/Provisions>

9.2 General Provisions for Commercial Items

(Revision 004, March 14, 2011)

The Buyer has designated this action as meeting the requirements for "commercial items" as defined in FAR Part 2.101 and 12.501.

<http://www.hanford.gov/pmm/page.cfm/Provisions>

9.3 Special Provisions - On-Site Services

(SP-5 Revision 005, March 14, 2011)

<http://www.hanford.gov/pmm/page.cfm/Provisions>

9.4 Special Provisions - ORGANIZATIONAL CONFLICT OF INTEREST

(SP-9 Revision 001, March 14, 2011)

<http://www.hanford.gov/pmm/page.cfm/Provisions>

10.0 SECTION "I" Representations and Certifications

Subcontractor Acknowledgement for Online Representations and Certifications Application (ORCA)

10.1 (L16) REV. 0 3/14/2011



REQUEST FOR PROPOSAL

Utility Condition Assessment Testing

Mission Support Alliance, LLC (“MSA”), relies upon Subcontractor’s current representations and certifications within the Federal Online Representations and Certifications Application (ORCA), a web-based system that centralizes and standardizes the collection, storage and viewing of many of the representations and certifications required by the Federal Acquisition Regulations. ORCA is accessible via the following link: <https://orca.bpn.gov/login.aspx>

By submitting a proposal to MSA in response to this solicitation, the Subcontractor is certifying that:

1. The information within ORCA is still current;
2. All statements and explanatory documentation submitted is current and accurate;
3. Signer is authorized to represent the Subcontractor in all matters related to pricing, terms and conditions, and conduct of business;
4. Subcontractor complies with all requirements of State of Washington statutes, ordinances, rules and regulations, codes, and orders related to equal employment opportunity and operation of non-segregated facilities;
5. All Subcontractor employees who may work on MSA’s premises or on the Hanford Site are not under the influence of controlled substances, drugs or alcohol. Subcontractor agrees to testing of assigned employees under the MSA’s program for controlled substances;
6. Subcontractor’s information in the MSA’s registration system is current (no more than 12 months old); and
7. Subcontractor will update ORCA on an annual basis.