



Request for Proposal

Solicitation #: 306302
Date Issued: January 8, 2018

Issued To:

Offerors

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

Contract Specialist:
Krista Paulson
G3-62
(509) 376-7349
Krista_J_Paulson@rl.gov

Proposals are to be prepared in accordance with the instructions and conditions set forth herein. Proposals are to be received by the close of business (2:00 P.M., PST) on Monday, January 22, 2018, to the address shown above, attention to the Contract Specialist identified above.

All questions are to be directed to the Contract Specialist identified above. All proposals are subject to the terms and conditions set forth herein. Any exceptions, deviations, or omissions may be grounds for rejection of proposals submitted.



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Table of Contents

Request for Proposal	1
A.1 North American Industry Classification System (NAICS) Code and Size Standard	3
A.2 Small Business Set Aside – Solicitation	3
A.3 Basis of Award – Lowest Price Technically Acceptable	6
A.4 Conflict of Interest Disclosure and Representation	6
A.5 Instructions for the Preparation of Proposals	6
A.6 Foreign Nationals	6
B.0 Award - TBD	7
B.1 Award Notification - TBD	7
C.0 QA / Inspection Requirements	7
D.0 Description/Statement of Work - Attached	7
E.0 Transportation Instructions – N/A	7
F.0 Schedule - TBD	7
G.0 Delivery/Performance	7
G.1 Term of Subcontract	7
G.2 Subcontract Options	7
H.0 Subcontract Administration	8
H.1 Subcontract Ordering Procedure	8
H.2 Subcontractor Submittals	8
H.3 Electronic Mail Capability	9
H.4 Closeout Certification	9
H.5 Subcontractor Invoices for Subcontracts	9
H.6 Terms of Payment	11
I.0 Special Requirements	11
I.1 Facility Closure Notice - Holiday and Work Schedules	11
I.2 Service Contract Labor Standards	11
I.3 Designation of Technical Representative	12
I.4 Environmental, Safety and Health	12
I.5 Requirements for Lower Tier Subcontracting	12
I.6 Chemical Reporting	13
J.0 Terms and Conditions	13
J.1 General Provisions – Commercial	13
J.2 Special Provisions – On-Site (Formerly SP-5)	13
K.0 List of Attachments	13
K.1 Statement of Work (SOW)	14
L.0 Signatures – N/A	14
M.0 Representations and Certifications	14
M.1 Subcontractor Acknowledgement of Federal Online Representations and Certifications	14



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A.0 Solicitation

A.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 541380 (Testing Laboratories) applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$15.0 Million.

If this solicitation is designated as a small business set-aside, the Offeror certifies that they are a small business by submitting a proposal or an offer to this solicitation.

A.2 Small Business Set Aside – Solicitation

(A03) Rev. 2 08/20/2013

Proposals made under this acquisition are solicited from Small Business Concerns, including; Small Disadvantaged, Small Women-Owned, Service Disabled Veteran and HUBZone Small Businesses. Any resulting Subcontract shall be performed solely by Small Businesses. Proposals received from concerns that are not Small Businesses shall not be considered for award.

Business classifications must comply with Small Business Administration guidelines.

In general:

- Small Women-Owned, Service Disabled-Veteran Owned Business and Small Disadvantaged Business may self-certify their business size.
- Small Disadvantaged Business Qualifications: A small business must be at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals. African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, and Native Americans are presumed to qualify. Other individuals can qualify if they show by a “[preponderance of the evidence](#)” that they are disadvantaged. All individuals must have a net worth of less than \$750,000.00, excluding the equity of the business and primary residence. Successful applicants must also meet applicable size standards for small businesses in their industry.

The following Small Business Concerns must be certified by the Small Business Administration (SBA):

- [HUBZone Small Business Qualifications](#): A firm can be found to be a qualified HUBZone concern, if:



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- It is [small](#),
- It must be owned and controlled by at least 51% by U.S. Citizens, a Community Development Corporation, an agricultural cooperation, and/or Indian tribe,
- It is [located in an “historically underutilized business zone”](#) (HUBZone), and
- At least 35% of its employees must reside in a HUBZone.

A.3 Proposal Submittal

(A37) Rev. 0 03/14/2011

1. Proposals are to be received by 2:00 P.M., PST on the date specified in the Solicitation.

2. Proposal Submittal Methods

The complete proposal package shall be submitted electronically by E-mail to [Krista J Paulson@rl.gov](mailto:Krista.J.Paulson@rl.gov). The original proposal form and certifications must be sent to the Contract Specialist when requested as confirmation.

3. Late Proposals

A proposal is considered late if it is received at the office designated in the solicitation after the exact time and date specified for receipt and will not be considered unless:

- a. It was sent by e-mail to the Contract Specialist, and it is determined that the late receipt was due solely to mishandling upon receipt; or
- b. It is the only proposal received.

4. Proposal Changes

Any modification of a proposal, including the Contract Specialist’s request for “Best and Final Offer,” is subject to the same conditions as in the “Late Proposals” section above.

5. Withdrawal of Proposals

Proposals may be withdrawn by written or electronic notice to the Contract Specialist at any time prior to award. A Subcontractor, or its authorized representative, may withdraw proposals in person, provided their identity is made known and they sign a receipt for the proposal.

6. There may or may not be an award made as a result of this Solicitation. MSA is under no obligation to pay the Offeror for the preparation or submittal of any response to this Solicitation.



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7. Offeror shall insert the necessary information required on the Solicitation. Any proposals not submitted in accordance with the Solicitation may be considered nonresponsive. Unless otherwise requested, Offeror is to propose price and delivery based upon their normal work week. In addition, Offeror is to specify basis of normal workweek (i.e., number of days/week and number of hours/day).
8. Compliance with specifications and other requirements of this Solicitation is essential. Unless otherwise indicated by Offeror, Offerors signature on their proposal shall indicate unqualified acceptance of all requirements including all the terms and conditions stated and referenced by this Solicitation. Interpretations established by the Offeror to any part of this Solicitation may be considered an exception. In case of doubt, Offeror should request clarification from Contract Specialist. If there are any exceptions to the requirements of the Solicitation, the price offered should be based on the Solicitation's requirements and the exception(s) priced as alternates. If Offeror's proposal is based only on the proposed exceptions, it must be recognized that this may be grounds for a determination that such a proposal is non-responsive.
9. Any questions or requests for additional information relative to the Solicitation must be submitted in writing to the Contract Specialist responsible for issuing the Solicitation. Any attempt to contact anyone other than the Contract Specialist may be grounds for dismissal of Offeror's proposal. Copies of replies to questions will be furnished to all Offerors.

Proprietary Information

10. Offerors whose proposals include any data that they do not want disclosed to the public for any purpose, or used by Contract Specialist or the Government except for evaluation purposes, shall:

A. Mark the title page of their proposal with the following legend:

“This proposal includes data that shall not be disclosed outside Contract Specialist or the Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this proposal. If, however, a Subcontract is awarded to this Offeror as a result of, or in connection with, the submission of this data, Contract Specialist and the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting Subcontract. This restriction does not limit Contract Specialist's nor the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets];” and



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B. Mark each sheet of data it wishes to restrict with the following legend:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.”

A.3 Basis of Award – Lowest Price Technically Acceptable

(A85) Rev. 1 2/28/2013

Award may be made to the Offeror submitting the lowest evaluated price that is technically acceptable among offers that meet all requirements of the solicitation.

A.4 Conflict of Interest Disclosure and Representation

(A102) Rev. 1 5/01/2014

It is the Buyer’s policy to avoid situations, which place a Subcontractor in a position wherein it may not be able to compete on an equal basis for Buyer-controlled work with other qualified contractors. To address this matter, the Subcontractor is to consider the relevant circumstances surrounding this effort to determine if there are any past, present or future interests (financial, contractual, organizational or personal) that could be viewed as a conflict of interest. The Subcontractor is to insert the following statement into any proposal response to MSA:

Subcontractor hereby certifies that [] there is not or [] there is a potential conflict of interest. If there are any real or potential concerns, they shall be disclosed and highlighted in the Subcontractor’s proposal. Any such disclosure may result in the need for additional discussions relative to the Subcontractor’s continued participation in this effort.

A.5 Instructions for the Preparation of Proposals

(A104) Rev. 0 7/17/2014

For specific instructions on how to respond to a Request for Proposal (RFP), please refer to [Instructions for the Preparation of Proposals](#).

A.6 Foreign Nationals

(A106) Rev. 0 5/25/2016

If the Subcontractor intends to propose any foreign nationals (non-US citizens) that information must be a part of the Subcontractor’s proposal. They will be processed in accordance with MSA’s Unclassified Visits and Assignments by Foreign Nationals prior to commencement of the work. This process could add from a few days up to several weeks of lead time depending on the country of origin and the subject matter involved.



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B.0 Award - TBD

B.1 Award Notification - TBD

(A95) Rev. 0 3/14/2011

The Subcontractor is hereby notified that effective on TBD, the Subcontractor is awarded a Fixed Unit Rate Subcontract for the delivery/performance of the item(s) and/or service(s) in accordance with all the requirements and conditions set forth or by reference attached herein in an amount of \$TBD. The Subcontractor shall not exceed this amount without specific written authorization from the Contract Specialist.

C.0 QA / Inspection Requirements

D.0 Description/Statement of Work - Attached

E.0 Transportation Instructions – N/A

F.0 Schedule - TBD

G.0 Delivery/Performance

G.1 Term of Subcontract

(F08) Rev. 0 3/14/2011

The term of this Subcontract shall commence on the date of award and shall end on *September 30, 2018* unless extended by the parties or terminated by other provisions of this Subcontract.

Option periods (if exercised in accordance with Section G.2, Subcontract Options) shall be as stated below unless modified and agreed to by the parties:

Option Period 1: October 1, 2018 to September 30, 2019
Fixed Unit Rate Per Cylinder: \$ TBD

Option Period 2: October 1, 2019 to September 30, 2020
Fixed Unit Rate Per Cylinder: \$ TBD

G.2 Subcontract Options

(H54) Rev. 0 3/14/2011

The Buyer retains the sole right to exercise the option(s) included in this Subcontract. The inclusion of the option(s) does not represent a commitment, financial or otherwise, on the part of the Buyer to exercise any or all of the option(s) nor extend the Subcontract beyond the end date specified by



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the Subcontract or most current Subcontract amendment. Buyer may exercise one or more options by providing written notice to the Subcontractor prior to the most current Subcontract end date. Lacking written notice by the Buyer, the option(s) will expire with the Subcontract.

H.0 Subcontract Administration

H.1 Subcontract Ordering Procedure

(H83) Rev. 0 3/14/2011

The Buyer shall request work to be performed by the Subcontractor under this Subcontract as separate Releases that correspond with maintenance work projects using the following process:

1. The buyer shall issue a Release under the Master Subcontract to the Subcontractor to perform strength testing as outlined in the Statement of Work and shall include: the area of onsite testing, estimated number of cylinders to be cast and tested, and expected date of concrete pour.
2. The Subcontractor shall coordinate collection efforts with MSA BTR. Any potential scheduling conflicts shall be stated via email to both MSA BTR and MSA CS.
3. All Releases will be issued in accordance with the terms and conditions of the Master Subcontract. Each Release shall be numbered and shall be invoiced as such.
4. The Subcontractor shall not begin work on any Release or Release Revision prior to receipt of written authorization to proceed from the Buyer or authorized individual (contained under Section "Authorized Personnel").

H.2 Subcontractor Submittals

(G05) Rev. 0 3/14/2011

The Subcontractor shall use the [Subcontractor Document Submittal Form](#) (SDSF) A-6003-061 (available at <http://www.hanford.gov/pmm/page.cfm/ContractorForms>) for the submittals identified on the Submittal Register herein. Instructions for completion of the SDSF are included with the form. The quantity, frequency, and type of submittal shall agree with the requirements set forth on the Submittal Register. A Submittal Number, entered on the SDSF by the Subcontractor in accordance with the submittal register, shall be used to identify each submittal. Engineering controlled Vendor Information (VI) content shall be identified on the SDSF when indicated on the Submittal Register. SDSF forms may be copied for submittals with different submittal dates. When any submission is returned to the Subcontractor with a request for resubmission (i.e., marked as: "B" "Minor Comments – Approved With Exceptions as Corrected Re-submittal Required"; or "C" "Not Approved Revise and Resubmit") the Subcontractor shall resubmit all corrected documents within the time specified on the resubmission notice, or if no



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time is specified, within ten (10) working days from the disposition date. The Subcontractor shall contact the Buyer if additional Submittal Numbers are required for new Submittals

If MSA does not accept changes as complete to a Subcontractor deliverable, the Subcontractor shall re-submit using the SDSF form and in accordance with the Subcontractor's MSA-approved Quality Assurance and/or Engineering Program.

H.3 Electronic Mail Capability

(G11) Rev. 0 3/14/2011

The Subcontractor shall have internet access and maintain electronic mail capability for the duration of the Subcontract. The Subcontractor email account shall be able to send and receive attached documents of up to 1/2 megabyte in size. Correspondence concerning this Subcontract will be conducted via email in current versions of Microsoft Office applications, ASCII text, RTF, PDF, ZIP, and other commonly used file formats.

H.4 Closeout Certification

(G19) Rev. 1 5/23/2013

Subcontractor shall properly execute and mail to the Buyer a final release, in a format acceptable to the Buyer, within sixty working days from the last date services are provided hereunder and/or the date of the last shipment made hereunder. Final payment will not be made until a final release is signed and received by the Buyer.

Final Release is located at http://www.hanford.gov/pmm/files.cfm/Final_Release_MSA.pdf.

H.5 Subcontractor Invoices for Subcontracts

(G044) Rev. 0 2/27/2012

The following process shall be used on invoices submitted to Mission Support Alliance. Unauthorized deviations from these instructions *may* result in delayed payment or returned invoices.

Invoice Submittal Requirements:

- Submittal of an invoice constitutes Subcontractor's certification that materials, work, and/or services have been delivered, and invoice rates are in accordance with the Subcontract provisions.
 - Invoices for services may not be submitted more than once per calendar month unless otherwise authorized in the Subcontract.



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- 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.
 - Invoiced rates, travel, or other direct charges must be specifically defined in the Subcontract to be allowable for reimbursement.
 - Travel expenses (if authorized) must be itemized and supported with receipts in accordance with the requirements set forth under the clause titled, “Reimbursement of Travel Expenses,” or as otherwise stated within the Subcontract.
- All invoices shall be submitted electronically to Accounts Payable (msa_invoices@rl.gov) unless otherwise stated by the Contract Specialist. Please *do not* submit hard copies unless requested by Buyer.
 - Each Subcontract and releases must be invoiced separately.
 - The Subcontractor 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, and Subcontract XXXXX-X (i.e. 47825 - Release 20).
 - Each invoice must have a unique invoice 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.
 - Before payments can be made via Electronic Funds Transfer (EFT), an “Authorization for Electronic Funds Transfer of Invoice Payments” form must be completed and returned to Buyer. The form is located at: <http://www.hanford.gov/pmm/files.cfm/eft.pdf>. **NOTE:** The original form with signature and date shall be mailed to the address at the bottom of the form. Copies of the form that have been e-mailed or faxed will not be accepted.



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H.6 Terms of Payment

(G047) Rev. 0 7/14/2014

Payment terms are net 30 days, unless otherwise agreed upon in writing, upon satisfactory receipt of goods or provision of services and receipt of an accurate invoice.

I.0 Special Requirements

I.1 Facility Closure Notice - Holiday and Work Schedules

(H22) Rev. 1 10/22/2014

NOTICE: Daily work schedules and facility operations are **NOT** consistent on the Hanford Site. Many organizations and facilities **observe 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, layovers, extra travel days, etc., which result from Subcontractor's failure to obtain a specific delivery or work schedule in advance.

I.2 Service Contract Labor Standards

(H27) Rev. 8 08/23/2017

This Subcontract is subject to the Service Contract Labor Standards (formerly known as the Service Contract Act of 1965) as specified in [FAR 22.10](#). It is the Subcontractor's responsibility to ensure their employees are properly classified in accordance with the Service Contract Labor Standards for the work assigned for the entire duration of this Subcontract. 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 appropriate job classification per the applicable Blanket Wage Determination.

Blanket Wage Determination (BWD) 2015-5527 (attached) is applicable to work performed under this Subcontract on the Hanford Site and adjacent areas 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 Directory of Occupations and more information about the Service Contract Act can be found on the Department of Labor web site at <https://www.dol.gov/whd/govcontracts/sca.htm>



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I.3 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: BTR contact information will be provided upon award.

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. However, in no event will an understanding, 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 modifies the Subcontract in writing.

I.4 Environmental, Safety and Health

(H101) Rev 2 9/19/2017

All work performed on the Hanford site shall be accomplished safely in accordance with all applicable Environmental, Safety and Health Requirements. See Special Provisions – On-Site (Formerly SP-5).

Based on a review of the work scope for this Subcontract, the Buyer has determined that this Subcontract merits increased attention to safety performance. Accordingly, Subcontractor is required to apply the guiding principles and core function of ISMS as referred to in the Special Provisions.

The Subcontractor shall submit the safety documentation, submittals, and/or safety plan specified by the Buyer in the Subcontract, Statement of Work, Section 6.0 before performing any work on site (unless specifically waived by Buyer).

I.5 Requirements for Lower Tier Subcontracting

(H119) Rev 0 9/15/2011

1. Any lower tier subcontractor shall be bound by all required flow down requirements and expectations set forth in Subcontractor's Subcontract. Subcontractor's contract with lower tier subcontractors shall specifically call out the provisions of MSA's SP-5, Special



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Provisions – On Site Services, as well as any other technical and ES&H or quality standard/procedure from the MSA Statement of Work applicable to the lower tier's efforts.

2. Any lower tier subcontract issued shall include a clause or provision to further flow down these requirements to subsequent lower tier subcontractors.
3. Copies of executed lower tier subcontracts shall be furnished to the cognizant Contract Specialist.

I.6 Chemical Reporting

(H125) Rev. 0 2/25/2016

In support of the MSA chemical reporting program and to adhere with 40 CFR 372-65; CFR 355 Appendices A and B; 29 CFR 1910-1200(c), the Subcontractor is required to submit the following information quarterly to [^Chemical_Management_Specialist@rl.gov](mailto:Chemical_Management_Specialist@rl.gov) and copy the contract specialist. All information needs to be submitted within 30 days of the end of the quarter.

Product Name	Manufacturer	Part #/Model #/Catalog #	Container Size	Qty	Unit of Issue	Requestor/Deliver to Location	Order Number
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J.0 Terms and Conditions

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.

J.1 General Provisions – Commercial

(Revision 03, July 23, 2015)

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

J.2 Special Provisions – On-Site (Formerly SP-5)

(Revision 02, December 07, 2016)

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

K.0 List of Attachments



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K.1 Statement of Work (SOW)

The attached Statement of Work: *Cast in Place Concrete Testing* Dated: October 12, 2017 revision: 0 identifies the scope and performance expectations of the Subcontract. The SOW is incorporated into and made a part of this Subcontract along with all of the other clauses and terms identified herein.

L.0 Signatures – N/A

M.0 Representations and Certifications

M.1 Subcontractor Acknowledgement of Federal Online Representations and Certifications

(L16) Rev. 2 9/07/2012

Mission Support Alliance, LLC (“MSA”), relies upon Subcontractor’s current representations and certifications within a Federal 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. Effective August 2012, that Federal system is now System for Award Management (SAM) at www.sam.gov.

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

1. The representation and certification information within SAM 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 SAM on an annual basis.



Statement of Work

Title: Cast in Place Concrete Testing

Revision Number: 01

Date: 10/12/2017

1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance, LLC (MSA) Water and Sewer Utilities (WSU) provides water and wastewater services to the Hanford Site. Concrete is a required material for completion of ongoing maintenance activities to the water and sewer systems. In order to limit the impact to operations during system outages, MSA requires concrete strength testing services during various onsite work projects.

2.0 OBJECTIVE

Mission Support Alliance, LLC (MSA) requires a vendor to utilize cylinders to verify concrete compressive strength by obtaining during concrete placement, field curing, and breaking cylinders at certified lab when directed by the Responsible Engineer.

3.0 DESCRIPTION OF WORK – SPECIFIC

The vendor shall provide verification of concrete strength by casting and molding cylinders during concrete placement. Following field cure of cylinders the vendor will retrieve and test cylinders at a certified lab. Test samples require two test cylinders for each strength test performed, using the average value for concrete strength and documentation of test results. Testing may include, but is not limited to, two samples per day, every day for up to seven days after initial pour.

4.0 REQUIREMENTS

Vendor shall provide documentation that the concrete testing facility is ASTM certified and completes strength tests in accordance to ASTM specifications. Mold cylinders in accordance with ASTM C 31 and test in accordance with ASTM C 39.

General

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

4.1 Engineering Requirements

When operational activities are relying on concrete reaching specified compressive strength in 28 days, high early strength or higher strength concrete may be substituted to accelerate schedule. Concrete will be



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presumed to have reached this strength when test cylinders, field-cured the same concrete placed, have reached the specified concrete strength or a strength acceptable to the system Design Authority (DA). Cylinders will be molded in accordance with ASTM C 31 and strength tests shall be tested in accordance with ASTM C 39.

APPLICABLE ENGINEERING CODES AND STANDARDS

	Number	Title
1.	ASTM C 31	Standard Practice for Making and Curing Concrete Test Specimens in the Field
2.	ASTM C 39	Standard Test Method for Compressive Strength of Cylindrical Concrete Specimens

4.2 Environment, Safety, & Health (ES&H) Requirements

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of safety and environmental functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. The Subcontractor shall flow down safety and environmental requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Prior to start of work the Subcontractor shall work with the MSA Buyer Technical Representative (BTR) to complete a Job Hazard Analysis (JHA) checklist.

All subcontractor and their sub-tier employees shall have completed OSHA Hazard Communication training that meets the requirements of [MSC-PRO-WP-13299](#), *Hazard Communication*. See [MSC-PRO-WP-10468](#), *Chemical Management Process*, for more information.

Subcontractors and their lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with [MSC-PRO-WP-11058](#) for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.



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Buyer's Safety and Health Procedures are available on the internet at <http://www.hanford.gov/pmm/page.cfm/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

APPLICABLE ES&H REQUIREMENTS

	Number	Title
1.	MSC-PRO-WP-13299	Hazard Communication
2.	MSC-PRO-WP-11058	Occupational Medical Qualification and Monitoring using ETJA
3.	MSC-RD-11812	Occupational Noise Exposure and Hearing Conservation

4.3 Quality Assurance (QA) Requirements

- A. The work activities associated with this statement of work have been designated General Service (GS), Quality Level (QL) 3. The Subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to drawings, specifications, referenced codes & standards, and other requirements defined in the SOW.
- B. The Subcontractor and their lower-tier subcontractors shall maintain a Quality Assurance Program that meets the General Provisions of the Subcontract for, "Inspection, Testing, and Quality Control".
- C. All items and processes are subject to review, inspection, or surveillance at any time by the Buyer's Representatives at the Subcontractor's facility, or any lower-tier Subcontractor's facility and/or the project site.
- D. Procurement of Potentially Suspect or Counterfeit Items: The Subcontractor shall warrant that all items furnished under this Subcontract are genuine (i.e., not suspect/counterfeit), are new, and match the quality, test reports, markings, and/or fitness for use required by the Subcontract. (See Subcontract General Provisions, Suspect or Counterfeit Items.)

<https://energy.gov/ehss/downloads/suspectcounterfeit-items-awareness-training-manual>

- E. The Subcontractor shall notify the BTR/CM prior to beginning any field work.



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- F. The BTR/CM will perform oversight to verify compliance to the requirements. The Subcontractor shall provide advance notice in accordance to the Subcontract documents prior to performance of any tests or inspections.
- G. All nonconforming conditions shall be documented on the Subcontractor's *Nonconformance Form*. Nonconforming conditions identified with a proposed disposition of "Accept-as-is" or "Repair," shall be submitted for review and approval by the BTR/CM prior to corrective action being taken by the Subcontractor.
- H. The Subcontractor shall be responsible for conformance of all permanent project materials and equipment furnished by the Subcontractor for this scope of work.
- I. The Subcontractor shall flow down/invoke applicable portions of this subcontract to their sub-tier contractors/vendors providing services or materials for this scope of work.

4.4 Government Property

There will be no Government-owned property to be managed by the vendor.

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:

- All Subcontractor personnel shall complete MSA General Employee Training (MGET) (4-hour average per individual).

Required Qualifications:

The individual who tests concrete cylinders for acceptance testing shall meet the concrete laboratory technician requirements of ASTM Practice C1077, including an examination requiring performance demonstration that is evaluated by an independent examiner.

Certification equivalent to the minimum guidelines for ACI Concrete Laboratory Technician, Level I or ACI Concrete Strength Testing Technician will satisfy this requirement.

5.2 Security and Badging Requirements

For any on site work, see Special Provisions – On Site Services for details.



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Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

5.3 Work Location / Potential Access Requirements

Work will be performed at various locations across the Hanford Site. Access to work areas will be coordinated with the MSA Water/Sewer Utilities Shift Operations Office for each visit to the work location.

5.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week 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, Monday through Thursday.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

6.0 MEETINGS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).

7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Deliverables

Provide strength test results and recommendations to the Engineer and or DA.

7.2 Schedule

Start Date: TBD

Completion Date: TBD

8.0 SPECIAL REQUIREMENTS

Submittals:

- The following items shall be submitted to the Contract Specialist [Krista J Paulson@rl.gov](mailto:Krista.J.Paulson@rl.gov) and in accordance with the instructions contained in the Attachment A, Submittal Register.
 - Compressive Strength Test Results*
 - EJTA – Employee Job Task Analysis



Mission Support Alliance

- JHA – Job Hazard Analysis
- The Subcontractor submittals identified herein and summarized on the Submittal Register shall be submitted by the Subcontractor using the [Subcontractor Document Submittal Form \(CDSF\)](#)
- See <http://www.hanford.gov/pmm/page.cfm/Construction>.
- 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).

***Compressive strength test results shall be provided as instructed in Attachment A as well as immediately (within 24 hours of test completion) to the following individuals: [Jeffrey R Mcmurrich@rl.gov](mailto:Jeffrey_R_Mcmurrich@rl.gov)**

Reporting Administration

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 will issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, 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 – If necessary, MSA will conduct a progress meeting at a 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 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

A vendor project schedule beyond identifying technician onsite dates is not necessary for this activity.



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Reports

- **PROGRESS REPORT PREPARATION** - Prepare a summary progress report each 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.



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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 MSC-PRO-ENG-16406, *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).
 - FIO =** For Information Only (the submittal is not subject to review and/or 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



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CD	Conceptual Design Complete
PD	Preliminary Design Complete
FD	Final Design Complete
M	Mobilization
SW	Start of Work
EW	End of Work
TC	Test Completion

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.

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* (See End Note)	3. Format	4. Type	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. Subcontract Paragraph or Requirement Reference
1	1	MFC	AP		Compressive Strength Test Results	TC + 1	3	
1	1	MFC	AP		EJTA	A + 7	7	
1	1	MFC	APW		JHA	Prior to SW	7	

***For electronic submittals, the number of hard copies can be negotiated with the Contract Specialist and approved by the BTR.**