Statement of Work
For
Staff Augmentation Support

Title of Scope: Power Engineering Support
Date: 4/15/2019
Revision Number: 0

1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance, LLC (MSA) Electrical Utilities (EU) is in need of a subcontractor to work in support of EU requirements as an Electrical Engineer, located at 2101M, 200 East Area of the Hanford site.

The Subcontract is required to provide staff augmentation support as set forth herein.

2.0 OBJECTIVE

Position provides engineering support to Electrical Utilities (EU) operating transmission and distribution systems over 500 square miles. MSA-EU Engineering is a multi-disciplined team consisting of its own support staff to the utility. This position is an engineer responsible for reviewing designs to modify electrical systems, approving additions and removals of services to customers, and other efforts as stated below.

3.0 DESCRIPTION OF WORK – SPECIFIC

Responsibilities include:

- Developing, reviewing, and approving engineering content for work packages and other engineering documents and reports.
- Developing Facility Modification Packages and Design Change Notices to document engineering changes.
- Providing peer review and checking of other engineers’ work products.
- Developing statements of work and engineering specifications which clearly and concisely detail the activity, requirements, and expectations for services provided.
- Ensuring that completed work products meet established engineering and quality standards.
- Ensuring drawings are current with changes to transmission and distribution equipment.
Employ best available engineering practices from experience, research and knowledge of industry.

4.0 QUALIFICATIONS

Qualifications:

Required Qualifications

- BS in Electrical Engineering.
- Four years’ experience in the Electrical Power Industry.
- Strong problem solving and analytical skills with respect to equipment troubleshooting, deficiency trending and failure prediction.
- Working knowledge of electrical equipment, maintenance practices, industrial safety, and conduct of operations.
- Effective communication skills to convey technical information to diverse audiences.

Desired Qualifications

- Experience in Transmission and Distribution systems.
- Engineering certifications (EIT or PE) or the desire and ability to obtain.
- Understanding of the regulations and laws that apply to high voltage equipment such as National Electric Safety Code (NESC ANSI C2).
- Experience with maintenance or repair of electrical components, including troubleshooting and calculating the capacity/size of electrical components.
- Experience preparing documents/procedures addressing electrical maintenance requirements.
- Familiarity with Hanford/Department of Energy (DOE) Codes and Standards.
- Experience preparing Arc Flash/Electrical Hazard Evaluations and system modeling.
- Control system and networking experience.

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements as applicable.

5.0 REQUIREMENTS

5.1 General

Subcontractor shall operate to MSA policies, procedures, and processes. MSA will supervise and direct the day-to-day work activates of the Subcontractor’s personnel.

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.
5.2 Engineering Requirements

Engineering requirements applicable: No

Applicable Engineering Codes and Standards:

5.3 Environmental, Safety, and Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations, and directives.

The subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor’s work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

5.4 Quality Assurance Requirements

The work activities for this Staff Augmentation Statement of Work has been designated as a Quality Level G - Q Level 0 - GS. The subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measure necessary to ensure work conforms to referenced codes and standards, and other requirements defined in this SOW.
6.0 PERSONNEL REQUIREMENTS

6.1 Training

MSA will be providing the following types of training to the selected candidate per the scope of work requirements. The Buyer Technical Representative or the Project Manager and Contract Specialist will review any additional training not listed below for approval.

A. The following types of training qualification are required:

- Hanford General Employee Training (HGET), HSO, and/or MSA General Employee Training (MGET) is required.

- Is any other training required as determined during the performance of this scope of work: Yes

  (If yes, provide the names and course numbers of the training).

  o CBT Training - 110006 PRIVACY AWARENESS
  o CBT Training - 170430 MANAGEMENT ASSESSMENT TUTORIAL
  o HAMMER Training – 110102 SME
  o HAMMER Training - 003024 EU Lock and Tag Program
  o HAMMER Training - 003131 HANFORD SITE LOTO FOR AUTHORIZED
  o HAMMER Training - 003013 DOE-0336 REV 3 GAP TRAINING
  o HAMMER Training - 801597 2017 NEC CODE UPDATE
  o HAMMER Training - 801191 HIGH VOLTAGE ELECTRICAL SAFETY
  o HAMMER Training - 110040 MSA ENGINEER QUALIFICATION CARD
  o HAMMER Training - 110044 DESIGN AUTHORITY – BASIC
  o HAMMER Training - 170720 SUSPECT/COUNTERFEIT ITEMS
  o HAMMER Training - 043696 NATIONAL ELECTRICAL CODE – WIRING
  o HAMMER Training - 044482 DOE-0359 HANFORD SITE ELEC. SAFETY
  o HAMMER Training - 111005 DA - EU: TRANSMISSION/DISTRIBUTION
  o HAMMER Training - 044609 CAPACITORS
  o HAMMER Training - 043870 NFPA-70E STDS FOR ELECTRICAL SAFETY
The subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements as applicable to fulfill these duties.

In addition, the BTR/Project Manager and/or Contract Specialist will approve the above training list identified before taking the training.

6.2 Security and Badging Requirements

A. For any on-site work, see On-Site Services Special Provisions for details.
B. The subcontractor shall wear a Buyer issued security badge identifying themselves. A minimum of two (2) working days advance notice is needed for site badging.
C. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

6.3 Work Location / Potential Access Requirements

2101M/200E

6.4 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 7:00 a.m. and 5:30 p.m. 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.

6.5 Telecommuting

The Subcontractor shall have the ability to telecommute based on the following conditions:

- Subcontractor must have a telecommute policy that has been provided to the MSA BTR or Manager, and the scope of work allows for the ability to telecommute.
- Subcontractor shall provide a written request with a valid reason to telecommute to their MSA BTR or Manager.
- Subcontractor shall obtain written approval from their MSA BTR or Manager.
- Subcontractor has the resources to perform the scope of work while telecommuting.
- Subcontractor provides day(s) and time(s) telecommuting in the comments section of CLTR.
- Any other BTR/Manager requirements as requested.
7.0 MEETINGS AND SUBMITTALS

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

8.0 SCHEDULE REQUIREMENTS

Basic Term of Service:

Start date: Date of Award  Completion date: 9/30/2019
TOTAL ESTIMATED WORK HOURS: 616

Option Term One:

Start date: 10/1/2019  Completion date: 9/30/2020
TOTAL ESTIMATED WORK HOURS: 1850

Option Term Two if applicable:

Start date: 10/1/2020  Completion date: 9/30/2021
TOTAL ESTIMATED WORK HOURS: 1850

Option Term Three if applicable:

Start date: 10/1/2021  Completion date: 9/30/2022
TOTAL ESTIMATED WORK HOURS: 1850

Option Term Four if applicable:

Start date: 10/1/2022  Completion date: 9/30/2023
TOTAL ESTIMATED WORK HOURS: 1850