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Statement of Work

Title: Long Term Stewardship GIS Project Specialist

Date: 12/5/2017

Revision Number: 0

1.0 INTRODUCTION / BACKGROUND

The Long Term Stewardship (LTS) Program at Hanford manages all Surveillance and Maintenance (S&M) responsibilities for the River Corridor areas, including six of the cocooned reactors. As part of this responsibility, the program conducts annual Institutional Controls assessments, Waste Information Data System (WIDS) active/accepted sites inspections and reactor assessments as well as other functions. This annual field work consists of a walking survey that includes data collection, documentation, Geographical Information System (GIS) mapping and reporting. In addition, monitoring of the River Corridor includes detailed ongoing mapping, Global Positioning System (GPS) locating and data gathering.

2.0 OBJECTIVE

Provide GIS field support for inspections and assessments, develop maps, data and reporting in support of the LTS Program. Also perform independent GIS data collection and development.

3.0 DESCRIPTION OF WORK – SPECIFIC

Subcontractor shall support various field activities as part of the LTS program, such as: inspection of remediated CERCLA closure sites and assessment of Institutional Controls (IC); collection of data in the field using an electronic form; taking photographs of relevant features; require walking large areas and logging data; field surveying of features such as UIC wells, remaining slabs and WIDS sites (as examples). Subcontractor shall support post-field activities which include data entry of field inspection results into the Long Term Stewardship Information System (SIS) database. Subcontractor shall also provide GPS mapping and other support for the LTS program. Typical work activities will include navigating to existing data features and recording new data in the field; producing maps to display assessment and inspection results; georeferencing construction drawings and mapping utilities using ESRI GIS software, and processing aerial imagery. Data will be reviewed prior to acceptance by LTS staff for accuracy and completeness.

It is anticipated this position will work an average of 20-30 hours per week.

4.0 REQUIREMENTS

4.1 General

Will work be performed on site: Yes



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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.

4.2 Engineering Requirements

Engineering requirements applicable: No

4.3 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 BTR to do a Job Hazard Analysis (JHA).

All subcontractor and 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 its 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.

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.



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Unique or specific requirements: No

4.4 Quality Assurance (QA) Requirements

Are quality assurance requirement applicable to this scope of work: No

The work activities for this Statement of work has been designated as a Quality Level 0. The subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to reference requirements defined in the SOW.

The work activities for this statement of work shall be performed in accordance with the following MSA Quality Assurance Program and Procedures, if provided below:

4.5 Government Property

Government property **is not** required to be used by the Subcontractor for this effort.

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualifications

Training

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

- All Subcontractor personnel shall complete MSA General Employee Training (MGET) (4-hour average per individual) or Hanford Site Orientation (HSO) (sent to the Subcontractor at their location).

Qualifications

Required Qualifications:

- BA with a minimum of 5 years working in an environmental field with GPS logging, GIS, and ArcGIS software.
- Previous GIS related field work
- Strong computer skills including experience Geo-referencing historical drawings.

Desired Qualifications:

- Previous Hanford experience



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5.2 Security and Badging Requirements

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

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

Will the scope of work **will not** require access authorization (security clearance).

5.3 Work Location / Potential Access Requirements

Subcontractor will perform work in the field at the Hanford site, but will primarily work at subcontractor's office utilizing their own licensed software and equipment. No office space will be provided. They will also attend meetings at the LTS offices at 1979 Snyder or other office locations.

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

Subcontractor will provide GIS data and/or mapping as deliverables. All vector data shall be delivered in ESRI file geodatabase and/or shapefile format as appropriate. Raster data shall be delivered in georeferenced ESRI mosaic format. The horizontal datum used for this project shall be the North American Datum 1983, Washington State Plane Coordinate System, South Zone, and expressed in U.S. Survey Meters. The Subcontractor shall provide metadata that complies with the current standard endorsed by the Federal Geographic Data Committee (FGDC) for each dataset delivered, including collection methods, data descriptions, limitations, etc. All coordinates obtained by GPS must have sub-meter accuracy.

Maps produced by the Subcontractor will be submitted in standard PDF or JPG format. The Subcontractor will also provide a functioning standalone ESRI MXD file for each project used to generate the map documents that shall be named to match the map deliverable, including the GIS



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data shown on the map. On a weekly basis subcontractor will provide written description of daily tasks performed and hours charged.

7.1 Schedule

Start Date: Date of Award

Completion Date: 2/28/2019

Option Year 1: 3/1/2019 – 2/28/2020

Option Year 2: 3/1/2020 – 2/28/2021

Option Year 3: 3/1/2021 – 2/28/2022

8.0 SPECIAL REQUIREMENTS

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** - 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 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.