Statement of Work
For
Staff Augmentation Support

Title of Scope: Certified Energy Manager Support
Date: 12/17/2019
Revision Number: 0
Requisition Number: 334681
1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance (MSA) is contractually required to plan and conduct sustainability-related evaluations for facilities meeting requisite criteria that are located on the Hanford Site. This includes energy and water evaluations to satisfy the 2007 Energy Independence and Securities Act (EISA) Section 432 requirements, and High Performance and Sustainable Building (HPSB) assessments addressing the HPSB Guiding Principles (GPs). Additionally, for facilities previously evaluated, MSA is charged with assisting in organizing Energy Conservation Measures (ECMs) and Water Conservation Measures (WCMs) identified during the evaluations as well as other requirements for future actions.

MSA is also responsible for coordinating and facilitating the utilization of available energy incentives (deemed and custom projects), primarily through the Bonneville Power Administration (BPA), for the Hanford Site.

MSA currently does not have a sufficient level of resources with the necessary level of expertise to provide the level of support needed for this scope.

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

2.0 OBJECTIVE

The objective of this Statement of Work (SOW) is to provide the MSA Hanford Site Sustainability Organization with one part time Certified Energy Manager (CEM) resource to assist in the planning and performance of the efforts summarized above.

3.0 DESCRIPTION OF WORK – SPECIFIC

This work scope includes providing CEM support to assist MSA in performing the following task activities:

a. Plan and conduct energy and water evaluations for facilities meeting requisite criteria located on the Hanford Site. These evaluations generally consist of Type I/II facility energy and water audits as defined by the Federal Energy Management Program (FEMP) guidance and are conducted to satisfy the EISA section 432 requirements, with approximately 25% of the Hanford covered facilities list completed each year from FY2020 to FY2024.

b. For previously conducted energy and water evaluations, (both EISA and HPSB), utilize a tracking system for ECMs, WCMs, and other EISA and/or HPSB GP requirements. This tracking system will include detailed cost estimating, funding, as well as scheduling and implementation information for future evaluation purposes.
Efficiency, cost effectiveness, and timeliness are all important here, as well as considerations and recommendations for utilizing contract vehicles such as Utility Energy Savings Contracts (UESCs) and Energy Savings Performance Contracts (ESPCs).

c. Complete facility audit documentation. Ensure all documentation (includes spreadsheets, audit notes, and reports) are provided to BTR or delegate for retention.

d. Support other related activities as requested, including reviewing and providing comments on studies and other MSA Site Sustainability or related documents.

e. Support/facilitate the utilization of BPA and other energy related incentives that includes submittal of required paperwork for deemed and/or custom projects. Interface with BPA personnel regarding information submitted for incentives. Act as the technical point-of-contact (POC) with the BPA and other Hanford Site contractors (OHCs) regarding utilization and submittal of paperwork for energy-related incentives.

f. Provide guidance to OHCs regarding the applicability and implementation of HPSB GPs.

g. Review statements of work for new building construction and energy related projects.

h. Provide guidance regarding site-wide energy and water infrastructure reliability projects.

i. Research available energy and water related technologies and provide recommendations.

4.0 QUALIFICATIONS

Required Qualifications:

• Possess a Bachelor of Science degree in Engineering.

• Possesses a Certified Energy Manager credential from the Association of Energy Engineers.

• Must be knowledgeable of 2007 Energy Independence and Security Act (EISA) Section 432 requirements, and High Performance and Sustainable Building (HPSB) Guiding Principles.
- Possesses at least seven years’ experience in performing energy and water assessments, energy impact evaluations, metering assessments, facility measurement and verification, or a combination thereof.

- Must be knowledgeable of BPA’s Implementation Manual and the utilization of energy related incentives from BPA.

**Desired Qualifications:**

- Registered Professional Engineer (PE)
- Leadership for Energy and Environmental Design (LEED) Associate or Accredited Professional.
- Hanford site knowledge and experience, particularly in regard to energy conservation and water conservation assessments or similar activities.
- Previous experience working with the BPA to obtain energy incentives for deemed and custom projects.
- Previous experience working with the City of Richland to obtain energy incentives.

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

**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 all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Applicable ES&H Requirements: None

5.3 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

A. Hanford site-specific general training requirements to safely perform this work will be designated by the Buyer’s Technical Representative (BTR).

B. The following types of training qualification(s) are required:

- Hanford General Employee Training (HGET) and/or MSA General Employee Training (MGET) is required.
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.
D. If the Subcontractor under this scope of work will be required an access authorization (security clearance), then the following will apply.

- A security clearance is required for all Subcontractors who will have: (1) access to classified matter, (2) access Special Nuclear Material (SNM), and/or (3) require frequent, unescorted access to secured areas.
  
  o A facility clearance must be in place at Hanford for the individuals’ employer (facility), before a security clearance may be granted Facility Clearance (FCL). Approval will be required for a facility to be eligible to (1) access, handle, or possess classified information, (2) SNM, or other hazardous material presenting a potential sabotage threat, or (3) responsibilities for safeguarding $5M plus of government property. If any of these criteria apply to the SOW, the Contract Specialist needs to be notified immediately, in order to process clearance paperwork. The work cannot begin until an FCL is in place. A new FCL is required for each subcontract meeting the criteria.

- A subcontractor that will not possess classified information or matter, or SNM at the subcontractor’s place of business and will only access such security activities at other cleared facilities must be cleared as a “non-possessing facility.”

6.3 Work Location / Potential Access Requirements

In-field work scope to conduct the EISA and HPSB assessments and/or to work with OHCs on the utilization of energy related incentives will be performed in facilities across the Hanford Site. Office space will be available at 825 Jadwin, Richland, Washington.
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 6:00 a.m. and 4:30 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.

7.0 MEETINGS AND SUBMITTALS

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

8.0 SCHEDULE REQUIREMENTS

Assist with completion of annual EISA audits by the end of the third quarter each fiscal year.