

MAR 15 1995

36

70

ENGINEERING DATA TRANSMITTAL

1. EDT 125415

2. To: (Receiving Organization)

Distribution

3. From: (Originating Organization)

Tank Waste Remediation Systems (TWRS)

4. Related EDT No: N/A

7. Purchase Order No: N/A

5. Proj/Prog/Dept/Div: W236A/MWTF

6. Cog/Proj Engr: J. R. McCallum

9. Equip/Component No: N/A

8. Originator Remarks: Initial Release at Revision 2.

Revision 0 and 1 not Released

10. System/Bldg/Facility: N/A

RECEIVED

APR 03 1995

OSTI

12. Major Assm Dwg No: N/A

13. Permit/Permit Application No: N/A

11. Receiver Remarks:

14. Required Response Date: N/A

DATA TRANSMITTED

(A) Item No.	(B) Document/Drawing No.	(C) Sheet No.	(D) Rev No.	(E) Title or Description of Data Transmitted	(F) Impact Level	(G) Reason for Transmittal	(H) Originator Disposition	(I) Receiver Disposition
1	WHC-SD-W236A-PLN-006	---	2	Plant Acquisition Plan	SQ	1,2		

KEY

Impact Level (F)	Reason for Transmittal (G)	Disposition (H) & (I)
1, 2, 3, or 4 see MRP 5.43 and EP-1.7	1. Approval 2. Release 3. Information 4. Review 5. Post-Review 6. Dist (Receipt Acknow. Required)	1. Approved 2. Approved w/comment 3. Disapproved w/comment 4. Reviewed no/comment 5. Reviewed w/comment 6. Receipt acknowledged

(G)	(H)	17. SIGNATURE/DISTRIBUTION (See Impact Level for required signatures)								(G)	(H)
Reason	Disp	(J) Name	(K) Signature	(L) Date	(M) MSIN	(J) Name	(K) Signature	(L) Date	(M) MSIN	Reason	Disp
1,2	1	Cog./Proj. Eng RL Fritz	<i>RL Fritz</i>	2-23-95							
1,2	1	Cog./Proj. Eng. Mgr. JR McCallum	<i>JR McCallum</i>	3/23/95							
1,2	1	QA TZ Anderson	<i>Larry R. Hall</i>	2/23/95							
1,2	1	Safety <del>PL</del> PL Smith	<i>P.L. Smith</i>	3/11/95							
		OSTI (2)		LS-07							

18. *Nancy A Roe*  
NA Roe  
Signature of EDT Originator  
Date 2/21/95

19. *Nancy A Roe*  
NA Roe  
Authorized Representative for Receiving Organization  
Date 2/21/95

20. *RL Fritz*  
RL Fritz  
Cognizant/Project Engineer's Manager  
Date 3-13-95

21. DOE APPROVAL (if required)  
Ltr No. N/A  
 Approved  
 Approved w/comments  
 Disapproved w/comments

## **DISCLAIMER**

**Portions of this document may be illegible in electronic image products. Images are produced from the best available original document.**

## RELEASE AUTHORIZATION

Document Number: WHC-SD-W236A-PLN-006, Rev. 2 (Initial Release)

Document Title: Plant Acquisition Plan

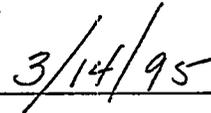
Release Date: 3/14/95

This document was reviewed following the  
procedures described in WHC-CM-3-4 and is:

**APPROVED FOR PUBLIC RELEASE**

WHC Information Release Administration Specialist:

  
\_\_\_\_\_  
V.L. Birkland

  
\_\_\_\_\_  
3/14/95

TRADEMARK DISCLAIMER. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof or its contractors or subcontractors.

This report has been reproduced from the best available copy. Available in paper copy and microfiche. Printed in the United States of America. Available to the U.S. Department of Energy and its contractors from:

U.S. Department of Energy  
Office of Scientific and Technical Information (OSTI)  
P.O. Box 62  
Oak Ridge, TN 37831  
Telephone: (615) 576-8401

Available to the public from:

U.S. Department of Commerce  
National Technical Information Service (NTIS)  
5285 Port Royal Road  
Springfield, VA 22161  
Telephone: (703) 487-4650

**SUPPORTING DOCUMENT**

1. Total Pages 52

2. Title

Plant Acquisition Plan

3. Number

WHC-SD-W236A-PLN-006

4. Rev No.

2  
Initial Release

5. Key Words

PAP, MWTF, Procurement/Construction

6. Author

Name: J. R. McCallum

*J. R. McCallum*  
Signature

Organization/Charge Code DPMTF

7. Abstract

Provides a basis for configuring design packages for construction and procurement activities.

8. RELEASE STAMP

<b>OFFICIAL RELEASE</b>	
<b>BY W-236A IMT</b>	
DATE	<b>MAR 15 1995</b>
STATION (36)	CLERK (70)

February 1995

# Plant Acquisition Plan

**Multi-Function Waste Tank Facility  
Project W-236A**

## DISCLAIMER

This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.



Prepared by Kaiser Engineers Hanford Company  
for Westinghouse Hanford Company

# MASTER

WHC-SD-W236A-PLN-006, Rev. 2

DISTRIBUTION OF THIS DOCUMENT IS UNLIMITED

A handwritten signature in black ink, appearing to be "MWH".

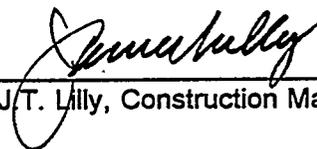
# Plant Acquisition Plan

## Multi-Function Waste Tank Facility Project W-236A

prepared by ICF Kaiser Hanford Company  
for Westinghouse Hanford Company

February 1995

ICF KH  
Responsible Individual

  
\_\_\_\_\_  
J.T. Lilly, Construction Manager

  
\_\_\_\_\_  
Date

WHC Approval

  
\_\_\_\_\_  
R.L. Fritz, Project Manager

FOR RL FRITZ 2-16-95  
\_\_\_\_\_  
Date

## **Synopsis**

The Multi-Function Waste Tank Facility (MWTF) Plant Acquisition Plan (PAP) provides a basis for configuring design packages for construction and procurement activities. The PAP defines the criteria used to establish the method of procuring equipment and materials for construction of the facility.

This document also provides an overview of the procurement/construction logic and the schedule related to these activities. The PAP is considered a living document and will be revised as required. It will also be revised, as planning dictates through Title II design, to reflect the cost estimate summary and the forecast for commitment and obligations for each subcontract package procurement action.

**Contents**

1.0 Introduction ..... 1

    1.1 Description of Multi-Function Waste Tank Facility ..... 1

    1.2 Purpose of Plant Acquisition Plan ..... 2

    1.3 Scope Statement ..... 2

    1.4 MWTF Acquisition Policy ..... 3

2.0 Strategy ..... 5

    2.1 Management Approach ..... 5

    2.2 Management Plan Integration ..... 5

    2.3 Facility Design ..... 8

    2.4 Construction Management ..... 8

3.0 Execution ..... 15

    3.1 Solicitation ..... 15

    3.2 Procurement Plan ..... 19

    3.3 Construction Plan ..... 20

    3.4 Funding and Commitment Management ..... 21

    3.5 Socioeconomic Program Elements ..... 22

    3.6 Health and Safety ..... 23

    3.7 Risk Management ..... 23

    3.8 Quality Assurance ..... 25

    3.9 Environmental Compliance ..... 25

4.0 References ..... 27

**Figures**

Figure 1 Multi-Function Waste Tank Facility Project Organization ..... 6

Figure 2 Multi-Function Waste Tank Facility Responsibilities ..... 7

Figure 3 MWTF Procurement System Document Hierarchy ..... 9

Figure 4 Typical Fixed-Price Cycle – Less Than \$25,000,000 ..... 13

**Appendices**

Appendix A Procurement Plan (equipment and long-lead materials), W236A-T1-AP4, Rev. 2

Appendix B Construction Plan (construction package definition), W236A-T1-AP5, Rev. 2

Appendix C Small Business and Small Disadvantaged Business Subcontracting Plan, W236A-T1-AP6, Rev. 1

Appendix D Two-Step Sealed Bidding Responsibility Determinations, W236A-T1-AP8, Rev. 0

Appendix E Sample Bid Evaluation Procedure, W236A-T1-AP9, Rev. 0

**Note:** Appendices A and B are stand-alone documents. After the release of this report, consult your controlled-document station for the latest issue of these documents.

## Acronyms

A-E	Architect-Engineer
ASME	American Society of Mechanical Engineers
BA/BO	budget authorization/budget outlay
B&PV	Boiler & Pressure Vessel
CF	Construction Forces
CM	Construction Management
CPM	critical path method
DEAR	Department of Energy Acquisition Regulations
DOE	U.S. Department of Energy
FAR	Federal Acquisition Regulations
GFE	government-furnished equipment
ICF KH	ICF Kaiser Hanford Company
MP	Management Plan
MRF	Multi-Function Waste Remediation Facility
MSA	major system acquisition
MWTF	Multi-Function Waste Tank Facility
OSHA	Occupational Safety and Health Administration
PAP	Plant Acquisition Plan
QA	quality assurance
QAP	Quality Assurance Plan
RL	U. S. Department of Energy, Richland Operations Office
TWRS	Tank Waste Remediation System
WHC	Westinghouse Hanford Company
WISHA	Washington Industrial Safety and Health Administration

# **Plant Acquisition Plan**

## **Multi-Function Waste Tank Facility Project W-236A**

### **1.0 Introduction**

The primary purpose of the MWTF project PAP is to provide an orderly sequence of procurement and construction events that deliver quality facilities in a timely manner while meeting or exceeding all operational/functional design requirements. To accomplish this task, the PAP provides strategy, policy, and guidance on developing and packaging design documents for procurement and construction. The PAP development fulfills the advanced procurement planning activities required in U.S. Department of Energy (DOE) Order 4700.1, *Project Management System (DOE 1989) for Major System Acquisitions (MSA)* (ref 1).

### **1.1 Description of Multi-Function Waste Tank Facility**

To support the mission at Hanford, long-term capability is required for safe, environmentally acceptable storage capacity to handle wastes resulting from the safety mitigation and remediation activities on single-shell and double-shell tanks. Current waste volume projections indicate a need for six additional 1-million-gallon, double-shell, reinforced concrete tanks to be constructed at the Hanford Site. In addition to having storage volume for resolution of safety issues, volume is needed for related retrieval demonstrations and to support the long-term cleanup mission at Hanford.

The MWTF will provide four double-shell waste storage tanks in the 200-East Area and two tanks in the 200-West Area, including a support facility at each location containing all essential support systems, piping and sampling systems, and a weather protection enclosure over each underground tank farm.

The MWTF will be constructed on two construction sites: approximately 24 acres located west of Route 4s and north of Route 3 in the 200-East Area, and

approximately 25 acres located within the southeast corner of the perimeter-fenced 200-West Area. Electric power, raw water, steam, sanitary water, and process lines will be routed to each site.

Each facility location will consist of two main above-ground structures: The Weather Enclosure and the Support Facility. The Weather Enclosure will provide year-round tank operational and maintenance capabilities. The Support Facility will contain the ventilation systems and related equipment, in addition to a sampling room, control room, and other support facilities. The 200-West Area Support Facility will also contain change rooms and offices. In the 200-East Area, a separate Administration Building will be constructed to house dressing rooms, training rooms, lunch rooms, and offices.

Each underground, double-shell tank will be comprised of two main components: an outer reinforced-concrete structure lined with carbon steel to confine leakage, and a carbon steel primary tank structure completely enclosed within the secondary shell. An annular space will separate the secondary liner from the primary tank. This space will allow for installation of leak detection devices, ventilation, and inspection equipment.

## **1.2 Purpose of Plant Acquisition Plan**

The purpose of this document is to provide procurement and acquisition strategy for construction of the MWTF. The plan describes the steps necessary to implement this construction/procurement and acquisition strategy and enable the MWTF project team to procure equipment and construction contracts for the ordered and timely construction of the facility.

## **1.3 Scope Statement**

All MWTF project organizations performing work that relates to procurement and construction package development will follow the provisions of this plan, and/or documents referred to herein as being appropriate guidance, for the procurement of capital equipment, material, and construction contracts by the MWTF project team.

Basic to this plan is the commitment that the majority of construction work for the MWTF will be performed by fixed-price contractors. Construction Management will solicit competitive sealed bid proposals for all contract work and procurement in accordance with guidelines and contract requirements mandated by DOE, Richland Operations Office (RL). All contracting tools will be considered in preparing construction package documents to ensure maximum protection of project cost and schedule, including the use of direct-hire craft, where appropriate. Selection of the correct type of contract will also be of prime importance.

This plan provides guidance to the Construction Management Plan for the MWTF and supplies the implementation details to the construction packaging outline. The PAP will be considered a living document subject to revision as contracting and procurement strategies are refined.

#### **1.4 MWTF Acquisition Policy**

Services will be procured by competitive methods, in accordance with federal regulations, that will best serve the project with proper consideration given to factors such as price, performance, and completion time.

Procurement, whether for services or onsite construction, should be to the advantage of the project and consider price, quality, and other factors. In order to award business on an impartial basis, procurement will encourage full and free competition consistent with established industry standard business practices in securing the required services.

Selection of the type of contract to be used is based on the nature of the services required and other circumstances surrounding the procurement. Normally, the procurement method used will be competitive bid and award.

Awards are made only to responsible, responsive bidders. Awards will not be made to firms or individuals on the *Consolidated List of De-barred, Suspended, and Ineligible Contractors* (ref 2) published by the U. S. General Services Administration, Office of

Acquisition Policy, or on the *DOE List of Disqualified Bidders and Ineligible Contractors* (ref 3).

RL approval is required prior to award of all competitive fixed-price procurements that exceed \$25 million.

## **2.0 Strategy**

### **2.1 Management Approach**

Westinghouse Hanford Company (WHC) has established a project office to accomplish its work on the MWTF project in an expeditious and cost-effective manner with appropriate attention to quality and safety. The Project Office functions as both a participant and the Integrating Contractor (Figure 1).

The Project Office, in its capacity as the Integrating Contractor, is responsible for and supports the RL Multi-Function Waste Remediation Facility (MRF) Project Office by supplying technical direction, schedule management, control, integration, quality assurance (QA), applied technology, safety/regulatory compliance support, and startup and operations activities for the subproject MWTF. The Project Office manages and integrates the Architect-Engineer (A-E), Technology, Construction Management (CM), and WHC support organizations.

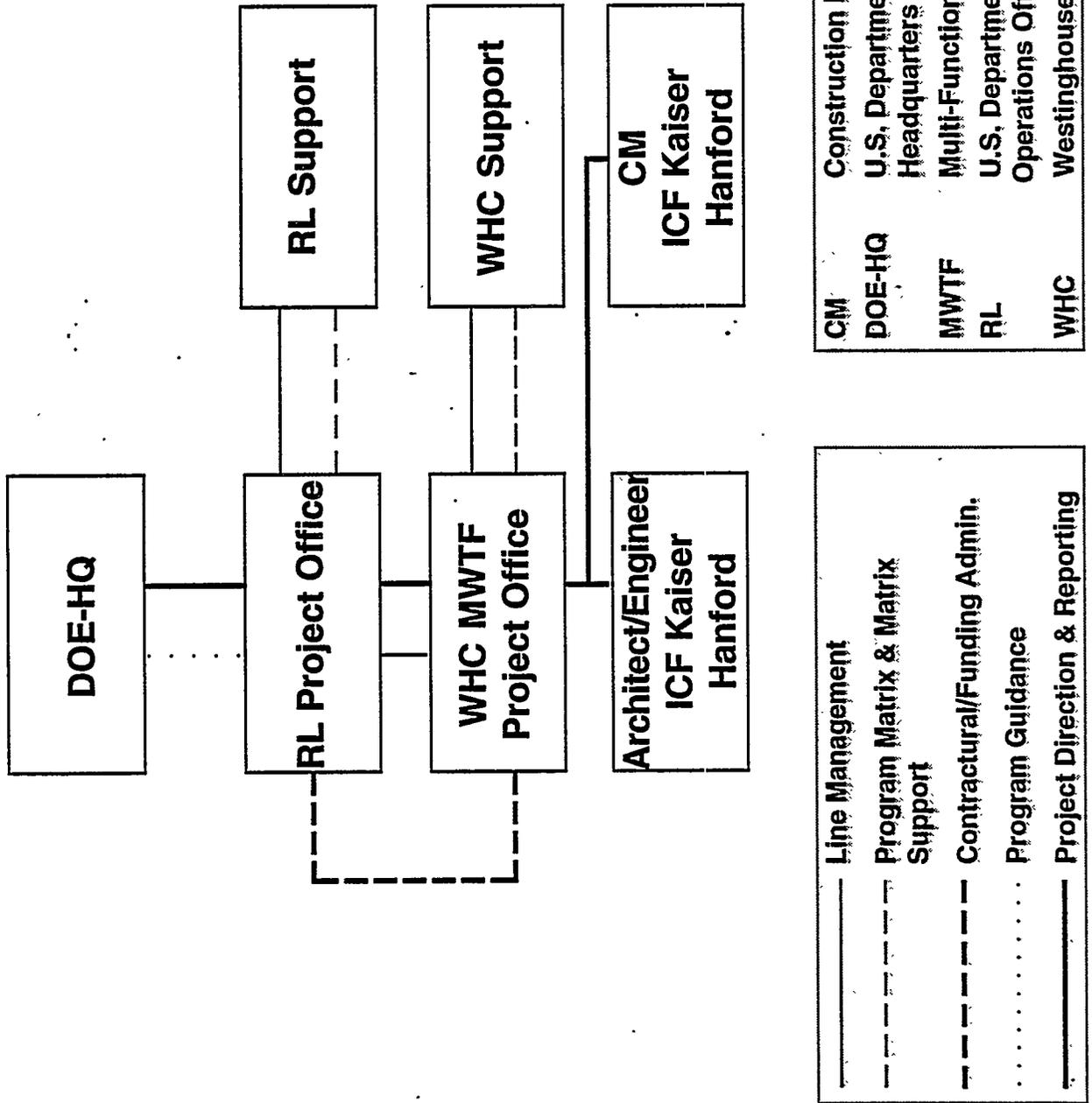
The work performed by each participant will be coordinated, guided, and technically monitored for compliance to the requirements by the Project Office as the Integrating Contractor. Figure 2 summarizes the responsibilities of these organizations.

Further definition of CM roles and responsibilities, including management safeguards to mitigate any conflict of interest between the A-E and CM, are detailed in the Construction Management Plan (ref 4).

### **2.2 Management Plan Integration**

Management control planning documents have been developed to define the mission basis for need; and to identify roles and responsibilities, functional requirements, cost and schedule baselines, and other management system requirements. Key to project management system documentation are the implementation and integration processes and overall guidance detailed in the Management Plan (MP). The PAP is a subordinate document of the MP and is provided to implement all construction

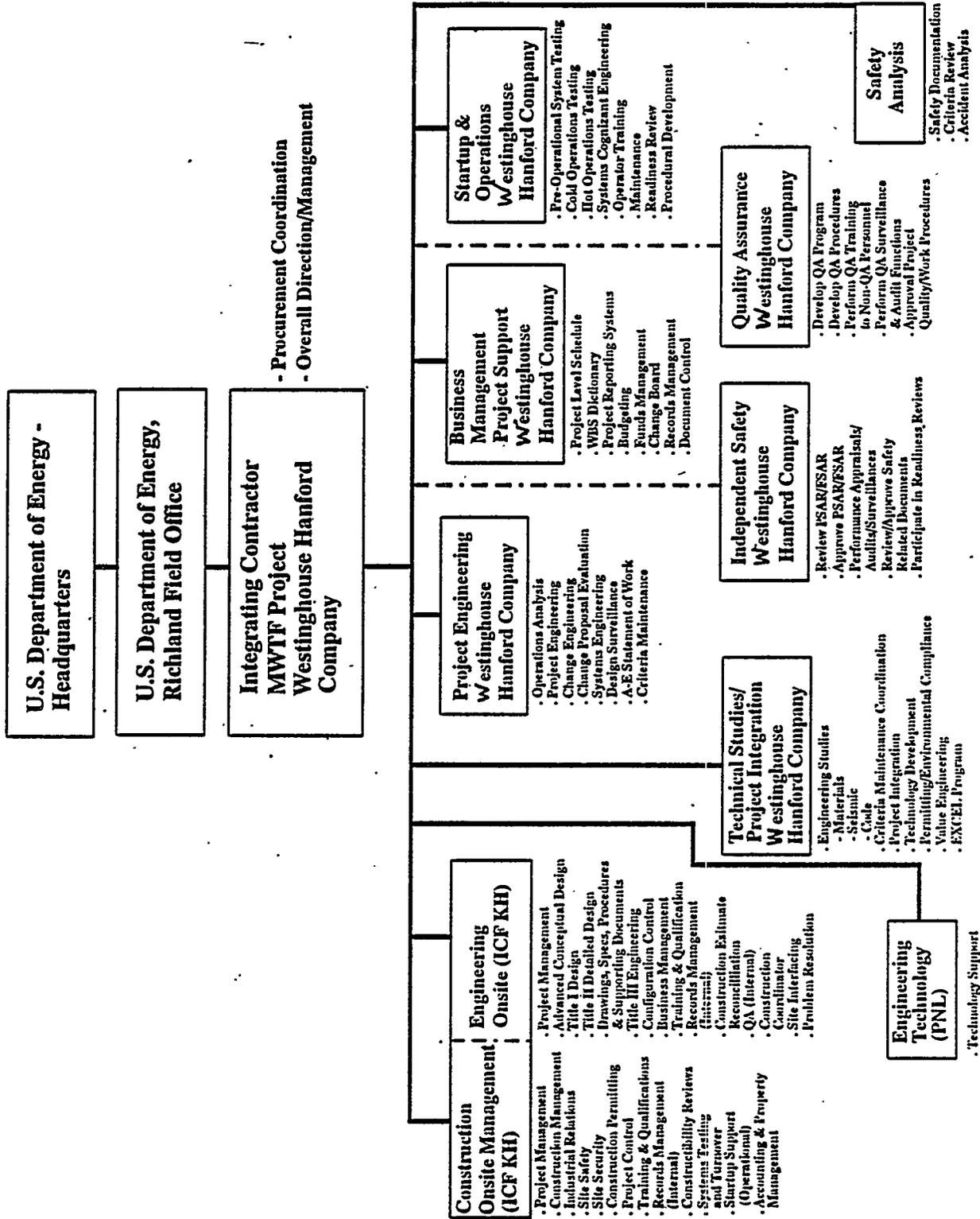
**Figure 1  
MWTF Project Organization**



CM	Construction Management
DOE-HQ	U.S. Department of Energy Headquarters
MWTF	Multi-Function Waste Tank Facility
RL	U.S. Department of Energy, Richland Operations Office
WHC	Westinghouse Hanford Company

————	Line Management
- - - -	Program Matrix & Matrix Support
- - - -	Contractural/Funding Admin.
.....	Program Guidance
————	Project Direction & Reporting

Figure 2



contracting and procurement activities required for the facility. Figure 3 outlines the MWTF procurement system document hierarchy.

### **2.3 Facility Design**

The MWTF will be procured and constructed in accordance with design documents provided by the A-E. Title III Inspection Plans will provide acceptance/rejection criteria. Specifications and approved-for-construction drawings will provide the content and format necessary to complete construction and facility startup that conforms to design criteria and operational requirements. Design packages will be assembled to support the procurement and construction packages set forth in this PAP.

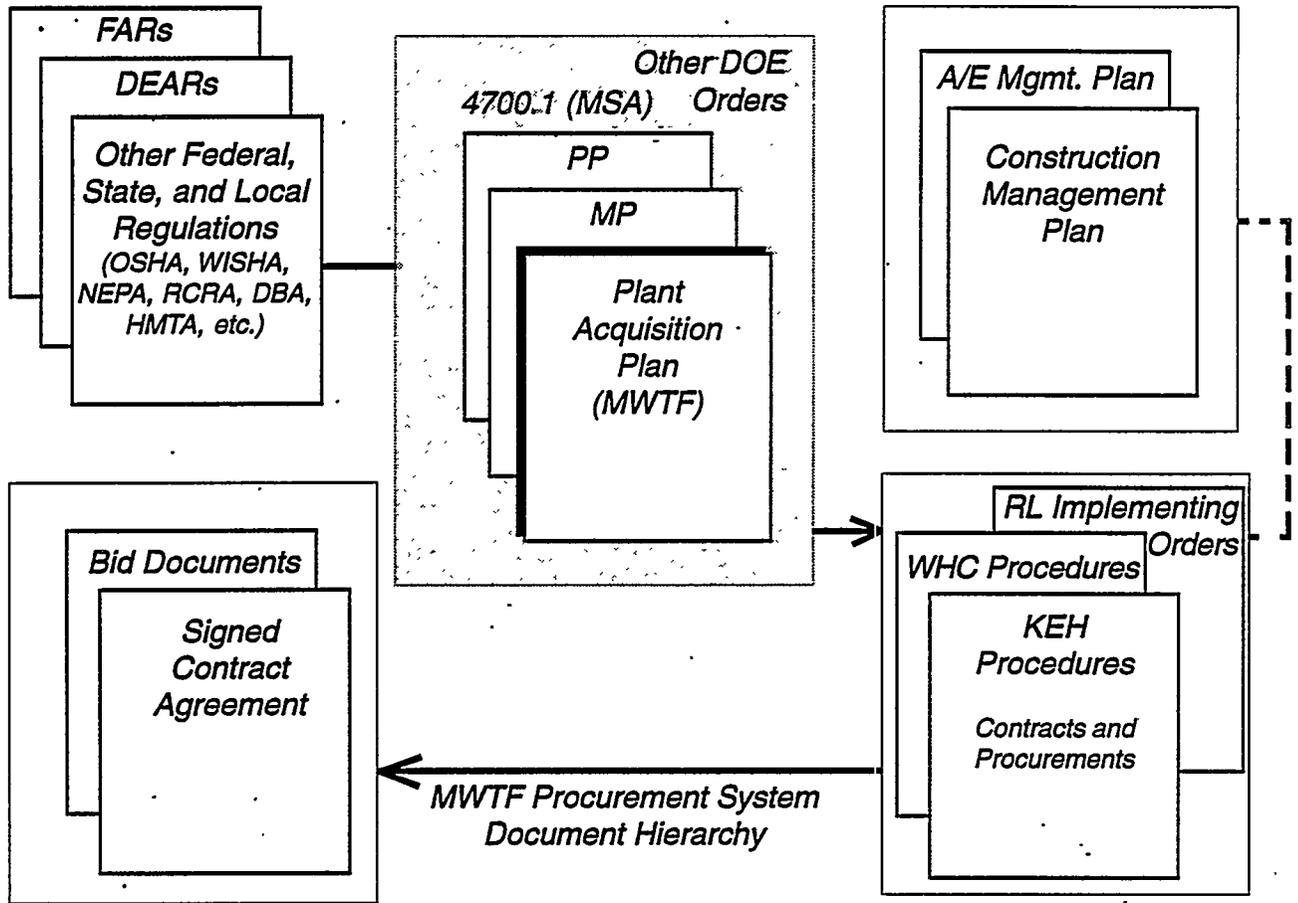
### **2.4 Construction Management**

ICF Kaiser Hanford Company (ICF KH), in concurrence with the WHC MWTF Project Office, has assigned a Construction Services Manager responsible for MWTF construction management activities and to oversee implementation of this plan. The Construction Services Manager will also be responsible for support to WHC for the integration of construction baseline management into the MWTF project baseline management system. The Construction Services Manager will utilize assigned project staff, interfacing organizations, support service groups, and matrixed project management organizations within ICF KH to ensure a timely and economical execution of construction activities. A detailed explanation of construction management duties, responsibilities, and organizational structure can be found in the Construction Management Plan.

#### **2.4.1 Construction Strategy**

**Fixed-Price Contractors:** It is the intent of this plan to solicit competitive bids for the majority, if not all of the construction work of the project. The MWTF project team will utilize experienced personnel to prepare bid packages, perform market research to support the packages, advertise to obtain the maximum market exposure, and solicit and analyze the submitted contractor bids.

Figure 3



- OSHA - Occupational Safety & Health Act - 29 USCA 651 et. seq.
- WISHA - Washington Industrial Safety and Health Act - (Chapter 49.17 RCW)
- NEPA - National Environmental Policy Act - 42 USCA 4321 et. seq.
- RCRA - Resource Conservation and Recovery Act - 42 USCA 6901 et. seq.
- DBA - Davis-Bacon Act
- HMTA - Hazardous Material Transportation Act

The Hanford Area, through approximately 20 years of contracting, has developed a base of small- to medium-sized contracting entities to support the basic site development contracts expected early in the project construction phases. Construction bid packages occurring during later construction phases will be of a larger dollar value, attracting either large construction contractors or joint ventures (or both).

**Construction Forces (CF):** The project may utilize direct-hire construction craft, an assortment of construction equipment, and experienced supervision to perform construction activities. This direct-hire capability (CF) may be used if construction scope is ill-defined, if radiologic or hazardous waste zones are encountered, if poor workmanship or inadequate performance by a fixed-price contractor necessitates action, if facility hot tie-ins are required, or for any activity the project team deems is in the best interest of the project.

#### **2.4.2 Constructibility**

The intent of Construction Management is to integrate construction knowledge and experience in the early phases of the project: engineering and planning to achieve overall project objectives. To achieve this, the following tasks are performed:

- **Review All Design Documents**  
This is accomplished by reviewing the design as it progresses, as well as by performing formal reviews of the completed documents. It also includes reviews of cost estimates and schedules prepared by the A-E.
  
- **Resolution of Technical and Program Issues**  
Participate in resolution of project issues by providing recommendations on alternate construction methods and materials, preferred technical

language for fixed-price specifications, and alternate performance methods to achieve the project schedule.

- **Develop Construction Methods**

Provide the project team with the preferred methods of construction that will meet the project requirements in the most cost- and schedule-effective manner. This is accomplished by involving Construction Services in the evolution of the design to encourage incorporation of the most cost-effective methods prior to release of the design review packages.

- **Provide Specific Hanford Site Construction Criteria**

This task is accomplished by experienced Construction Services personnel providing specific Hanford criteria and practices to the project team in the early design development. Examples include security requirements, local labor practices, common materials of construction used at Hanford, and fixed-price contracting requirements.

### **2.4.3 Procurement Preplanning**

Procurement preplanning is part of the MWTF project team construction activities initiated during the Preliminary Design phase of the MWTF Project. The purpose of the preplanning effort is to analyze design-base documentation as it matures and to identify elements of equipment, material, and specialty fabrications that would be candidates for early procurement actions. One of the criteria used in determining long-lead procurement action(s) is management of risk during construction. This is accomplished by facilitating the orderly delivery to the site of equipment, material, or specialty fabrication to support contract performance, construction sequence, and/or installation activities.

Candidate procurement actions identified in the preplanning analysis are summarized in the Procurement Plan (Appendix A), an annex document to this PAP. The Procurement Plan reflects the funding constraints or guidelines

applicable to multiyear procurement, [i.e., budget authorization/budget outlay (BA/BO)], and supports the schedule requirements of the Construction Plan. Methods for source qualification and fulfillment of quality control requirements are outlined in the Procurement Plan. The procurement actions listed in the plan will assist the project design team in identifying and preparing required procurement specification documentation during detailed design.

#### **2.4.4 Construction Preplanning**

In order to be effective, from both a schedule and economic sense, the construction of the MWTF will be organized into construction packages during the preliminary design phase. From these activities, each construction element will be analyzed to identify construction package definitions that will promote ease of construction; minimize the risk to the project from a budget, schedule, and resource utilization standpoint; and obtain the earliest possible startup of the facility. Construction packaging is developed not only to facilitate the construction sequence of events, but as a communication tool to the design team for identifying and organizing contract package design supporting documentation and interface points.

The Construction Plan (Appendix B), an annex subordinate document to the PAP, details the construction operations for CF; defines interrelationships of subcontracting operations; outlines support services for concrete testing, soil testing, etc; and contains linkage details that tie the Procurement Plan and Construction Plan through the PAP. The Construction Plan represents the construction packaging analysis performed during the preplanning process.

The Construction Package Summary Sheet in Appendix B provides a summary list of construction work packages and the method by which onsite construction operations will be performed. Figure 4 represents a typical fixed-price bid cycle for less than \$25 million.

# Calendar Days Typical Fixed Price Cycle—Less Than \$25,000,000

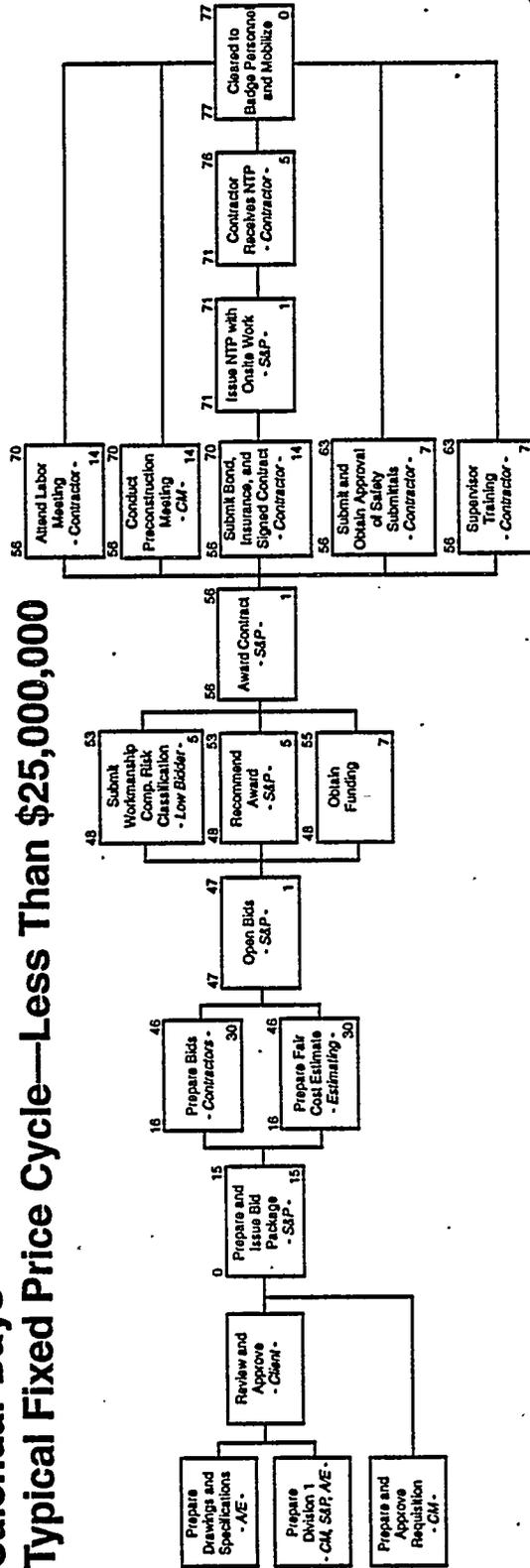
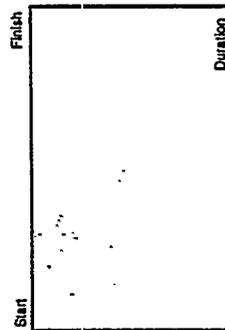


Figure 4

**Notes:**

1. Typical duration—fixed price contract < \$25,000,000, 77 calendar days after approved document, start onsite work.
2. For contracts > \$25,000,000, add one month.
3. Does not apply to two-step prequalification or other unusual requirements.

**Legend**



#### **2.4.5 Construction Interface Control**

Key to the successful execution of multicontract actions are the management and control of interface points between preceding, succeeding, and any overlapping contract activity. Clear definition of duties, relationships, responsibilities, field and shop work locations, material lay-down areas, power, water, site and survey monument maintenance, security, safety, and administrative access to and from work location, etc., needs to be succinctly addressed in the contract documents (including design media). In addition to the above contract administrative concerns, the construction package definition must consider the construction sequence to facilitate orderly contract changeover, startup support, and/or overlap and maintenance of design integrity and product quality. These contract interface points must be communicated to the design team and clearly distinguished as "left as" and/or "contract interface point" on the design documents for both the predecessor and successor contractor.

## **3.0 Execution**

### **3.1 Solicitation**

#### **3.1.1 Sealed Bid**

The competitive bidding method most widely used for obtaining fixed-price contractor construction is sealed bids. At a predetermined date and time, as identified in bid instructions, all submitted proposals, along with the government estimate, are publicly opened with the apparent successful bidder submitting the lowest bid. Basic elements of an invitation for bid are as follows:

- Standard Invitation for Bid Form -- This includes special instructions to bidders, as required (date and time for site inspections, prebid conferences, etc.). It also includes the basis for evaluation of bids and award of contract (if there are factors other than, or in addition to, price, or if more than one price factor is involved). The requirement also applies to invitations for alternate items.
- Standard Bid Form, including Representations and Certifications.
- Specific Quality Assurance Requirements for Safety Class 1 and 2 work, as well as selected requirements applicable for Safety Class 3 and 4 work.
- Bid Bond Form.
- Sample Indemnity Agreement.
- Hanford Site Stabilization Agreement.
- Contract General Conditions.

- Supplementary Conditions.
- Contract Specifications.
- Schedule of Drawings.
- Permits and Acceptance Test Procedures.
- Addenda.

### **3.1.2 Two-Step Sealed Bid**

Two-step bidding is not often used with the relatively noncomplex construction projects for fixed-price contracting at Hanford. Conversely, on the MWTF project, a two-step bid process is still an option on the design-build package for the six 1-million-gallon tanks, due to the requirement that the primary tanks be constructed to the requirements of the American Society of Mechanical Engineers (ASME) Boiler & Pressure Vessel (B&PV) Code, Section III, Division I, Subsection NC, *Rules for Construction of Nuclear Power Plant Components*, 1992 (ref 5). This requires the vessels to be ASME code-stamped and the definitive design to reflect all of the appropriate quality and code requirements. The two-step bid cycle may be required to assure the project team of a technically competent, qualified supplier and to minimize MWTF's functional exposure to risk. Other two-step bid proposals may develop as design definition goes from preliminary to detailed design.

**Step 1 - Technical Proposals:** Proposals in Step 1 are established based on requirements of the specifications only. These technical proposals allow the proposers to demonstrate their ability to correctly interpret how they will meet the requirements of the specification. This can be done by asking proposers to submit critical path method (CPM) schedules that reflect their interpretation of specification requirements, Quality Assurance Plans-(QAPs) that detail their

compliance with quality assurance requirements of the specification, and any other technical features of the specified requirements deemed appropriate.

Since the technical proposal becomes part of the contract when it is awarded, the contractor is required to conform to its own proposal during subsequent execution of design, fabrication, and construction. As a general rule, Request for Proposals should not ask for development of the specification requirements beyond what is reasonable to determine technical competence.

Proposals submitted in Step 1 do not include pricing or costing information. Proposals submitted in Step 1 are categorized by the MWTF project team as either acceptable, reasonably susceptible to being made acceptable, or unacceptable based on evaluation criteria.

Proposal evaluation criteria developed by the project are included as part of the information given to proposers. It is the intent of this criteria to facilitate a clear determination that the proposer either can or cannot meet the definitive requirements of the specification. The proposal evaluation criteria will reference by section and paragraph number all specification requirements to be met. Any information requested as part of a proposal will have corresponding proposal evaluation criteria. What constitutes a determination that a proposal is unacceptable will be explicitly stated. Information that would normally be requested from contractors to determine responsibility during Step 2 is not requested as part of Step 1. Such information would likely prejudice a decision as to whether or not a proposal was acceptable.

**Step Number 2 - Sealed Bids:** The second step of the procurement process is an invitation for sealed bids from only those firms whose proposals were determined, either initially or as a result of clarifying discussions, to be **acceptable** from Step 1. Firms whose proposals were not determined to be acceptable will be notified. The responsive and responsible low bidder in Step 2 will be required to enter into a fixed-price contract to complete the work

on all bidding requirements, contract documents, and the bidder's own technical proposal given in Step 1.

To better understand the responsibility determinations in two-step sealed bidding, see Appendix D. Proper conducting and documenting impartial technical evaluations are the keys to the success of any two-step sealed bid procurement action. To support this concept, Appendix E, Sample Bid Evaluation Procedure, was developed to supply guidance on all two-step procurement evaluations undertaken by the project team.

Although the time period for reaching the award stage in a two-step process is typically two to three months longer than the single-step method, the minimization of risk in getting a technically unqualified bidder is more important to the overall project.

### **3.1.3 Unit-Price Sealed Bid**

This is a competitive bidding tool used for obtaining unit-price contractor construction. At a predetermined date and time, all solicited contractor proposals are publicly opened with the apparent successful bidder submitting the lowest bid. Although not widely used, the unit-price sealed bid does present the opportunity to obtain market-driven value to the project for some Safety Class 3 and 4 work.

Unit-price construction has a benefit over other contracting tools if the design definition is not complete or if the scheduling of activities is not firm and the scope of work can be easily quantified into a schedule of tasks.

Examples of candidate unit-price sealed-bid contractor construction include the installation of construction temporary facilities and the installation of construction fences.

### 3.1.4 Cost-Plus-Construction Bid

Cost-Plus-Construction is a cost-type contract rarely used for obtaining construction contractor services. It is included here as an additional acquisition tool available to the MWTF project team to use when definitive design (detailed specifications and design drawings) cannot be developed for the work within performance time constraints to support the preferred "Sealed Bid" method described in paragraph 3.1.1. It should be noted that additional approval and review requirements are needed for cost-type contracts.

- Cost-Plus-Incentive Fee is a type of cost reimbursement contract that provides an incentive fee for the work to be performed. Cost-Plus-Incentive Fee contracts will be considered in limited instances when such incentives might enable contractors to strive for greater degrees of contract performance.
- Cost-Plus-Award Fee is a type of cost reimbursement contract that is similar to the incentive fee described above, except that a predetermined fee amount with graduated performance criteria is established in contract documents.
- Cost-Plus-Fixed Fee is a type of cost reimbursement contract that provides a fixed fee for the work to be performed. This type of contract will be utilized when the work cost and risks may not be available in advance of award, and the work requires joint involvement of the awarded contractor and the MWTF project team without the influence of an incentive or award fee.

## 3.2 Procurement Plan

The MWTF project team will procure equipment, long-lead materials, and construction supplies and aids necessary to perform construction work. The team will also procure equipment, long-lead materials, and construction supplies and aids for maintenance activities on the construction site, access roads, site project administrative facilities and

yard, vehicles, and, on an emergency basis, that which will protect the integrity of in-place work (such as an emergency action between contract phases).

Appendix A defines equipment and materials that will be procured by the team and provided to the installation contractors as government-furnished equipment (GFE).

Installation/erection contractors will supply all specialty materials, standard commercial grade materials, and standard commercial equipment not specified as GFE. The MWTF project team will identify and set aside procurements for socioeconomic programs as indicated in Appendix C, Small Business and Small Disadvantaged Business Subcontracting Plan.

### **3.3 Construction Plan**

Construction of the MWTF will be accomplished by construction subcontracts and CF crews (direct hire). The Construction Plan, Appendix B, is subordinate to the PAP and sets forth the summary schedule of construction packages and construction subcontracts that have been identified following review of the current status of the preliminary design data. The type of construction subcontract method of performance used is based on the criteria used for selecting the most cost-effective method for completion of the construction package effort with reasonable market research to obtain a technically qualified, responsive proposal. The subcontract method of performance may be revised by the MWTF project team as conditions warrant. The PAP will be revised as required to document the current subcontract methods and construction package definition.

The Construction Plan's packages represent the work plan for the completion of temporary construction facilities and all permanent facilities for the MWTF. Work statements and schedules will be reevaluated at the 90% design stage (issue for WHC review) of each package, or as conclusive data is made available after the start of Definitive Design for each work package. The Construction Plan includes a summary network schedule that describes the duration of major activities for each package and

identifies the interface points of predecessor and successor subcontract/construction package activities.

### **3.4 Funding and Commitment Management**

The funding required for each procurement and construction package is based on the cost estimate developed at the completion of Preliminary Design. Fair-cost estimates will be developed for the MWTF project team by the A-E for each construction package procurement action based on approved-for-construction design media and other contract documents. Fair-cost estimates for approved-for-procurement design media and contract documents will be performed on special, high-value procurements. Procurement actions on general commercial grade material and equipment will use cost data provided in the baseline estimates as a cost reconcilable tool and rely heavily on market forces to determine fair-cost reasonableness.

Construction Services will plan and schedule commitments in support of the MWTF project schedule and conform to annual budget authorizations applicable to the phased multiyear funding program. The Procurement Plan and the Construction Plan will be revised annually to reflect BA/BO forecasts.

Select contract bid documents will include contract language to minimize commitment risk of multiyear funding authorizations.

**Incremental Funding:** The incremental funding contract clause limits the contractor's duty to perform up to the amount allotted and obligated. As additional funds are obligated to the fixed-price contractor in the subsequent fiscal year, the contractor's promise to perform work during that year develops into a duty to perform. The performance of work then creates a liability to the government to make payment to reimburse the contractor. If the requisite funding is not obligated to the contract, the government would terminate the contract for the convenience of the government and pay the contractor termination costs.

Allotment of Funds: For an allotment of funds contract clause, the contractor must notify the government at points when government amount payable reaches 80% and 100% of total fiscal year obligation of the contract, including termination costs.

### **3.5 Socioeconomic Program Elements**

The MWTF project team is responsible for complying with Department of Energy Acquisition Regulations (DEAR) and Federal Acquisition Regulations (FAR) for small business and small disadvantaged business concerns, women-owned small business, and labor surplus area concerns (socioeconomic concerns). In implementing the socioeconomic program, the project has identified target procurement and construction package elements that fall under a dollar threshold as candidate "set aside" acquisition actions. These actions are consistent with the project Subcontracting Plan submitted to RL.

For all acquisitions that exceed the dollar threshold of \$1 million, procurement and construction contract documents will include a clause notifying all bidders (other than small business concerns) of the requirement to submit a Small Business and Small Disadvantaged Business Subcontracting Plan for approval after Award. Appendix C identifies the procurement and construction package elements that have been determined as probable "set aside" actions. The appendix also identifies the basic Small Business and Small Disadvantaged Business Subcontracting Plan elements that would be acceptable to the MWTF project team on acquisitions over \$1 million.

The bidding documents include a road-map plan (advertised) that is consistent in content and outreach goals with the project's Subcontracting Plan.

All acquisition actions include a notice that bidders must comply with the requirements, terms, and conditions of Executive Order No. 11246, *Notice of Requirements of Affirmative Action to Ensure Equal Employment Opportunity* (ref 6) for any bid amount that exceeds \$10,000.

### **3.6 Health and Safety**

The Construction Services project team must take all reasonable precautions in the performance of project work to protect the safety and health of the project team, contractor employees, and the public. To support this value statement, the project team, through Construction Services, will designate the appropriate number of dedicated Industrial Safety and Hygiene professionals as necessary to provide oversight, ensure compliance, and act as an approval authority on submitted job safety analyses and safety plans. Additional oversight will be performed by safety and health professionals through audits and surveillances from both ICF KH and WHC performance assurance organizations.

Contract documents will state that the contractor shall comply with all applicable DOE, federal, and state regulations and requirements relating to health and safety, including Occupational Safety and Health Administration (OSHA) and Washington Industrial Safety and Health Administration (WISHA) codes. Also, the contractor will comply, without additional cost to the project, with new or modified state, federal, and DOE requirements or regulations. The contractor will be required to submit for approval a Safety Program acceptable to the project. The contractor will include the name and qualifications of a competent safety professional(s) assigned responsibility for administration of the Safety Program and first-line inspection/compliance. A part of the Safety Program will be the submittal of a job safety analysis, which breaks down the work into component parts and associated hazards. Specific hazards, such as critical lifts, will require separate safety submittals and be identified in the contract documents or as required during the work to assure the project team that all hazards are adequately addressed.

Regular management safety walk-throughs will give visibility to the priority and seriousness the project mandates on all health and safety issues.

### **3.7 Risk Management**

Competitive sealed-bid methodology will be the "norm" for acquisition actions on the MWTF Project. To ensure maximum market saturation, all major procurement and

contract actions will be published in the Commerce Business Daily, notifying potential responders of the type of actions requested, time frame for response, and points of contact for further information on how to get on the bidders' list. This use of the competitive sealed-bid actions with the resulting market forces will ensure the best value for the project dollar. Other contracting tools, as discussed earlier, are available to the project for consideration to reduce the risk of potential project cost growth.

Another factor influencing project cost is the risk associated with funding availability for the multi-acquisition actions running concurrently throughout the project life. Phased funding schedules have been developed to support the acquisition actions, and these schedules will require trending throughout the life of the project to ensure success. All targeted contracts and large procurements will contain clauses defining any funding constraints that may apply (e.g., phased or partial funding, acceleration/deceleration options, notification of cost thresholds, and cancellation). All phased-funded contracts will be reviewed and, if necessary, adjusted at appropriate milestone dates to ensure compliance with the project funding scenario.

Major risks to the Project are the expeditious startup of the 200-East and, especially the 200-West portions of the facility. These needs have necessitated an aggressive performance-driven schedule of multiple construction shifts. To ensure success of existing planning, all project phases will be monitored with any deviations quickly addressed for impacts and corrective action/recovery plans immediately formulated and implemented.

Risks associated with compliance to the technical intent of the design documents for procured items will be managed by developing an approved vendor list for all critical procurements that may require the performance of source inspections of new candidate vendors and suppliers. All contract actions will have quality assurance requirements commensurate with the type of service requested. For major contract actions, quality assurance programs and plans will be submitted for approval with the contractor responsible for first-line inspection and for how quality requirements are

passed on to lower tiers. When appropriate, all acquisition actions will include clauses on demonstration of past performance.

Although not addressed in the early stage of planning, incentive clauses will be investigated for key acquisition actions during detailed design. Incentive clauses may include incentives for superior schedule performance, liquidated damage clauses, or both.

To minimize risk to the project and the government due to cost, schedule, and technical conditions, all changes to baseline estimates and schedules will be processed through the formal change control system as described in the Tank Waste Remediation System (TWRS) project integrating procedure, *Baseline Change Control* (ref 7).

### **3.8 Quality Assurance**

The A-E QAP for the MWTF has been developed in accordance with the requirements/criteria described in the *WHC MWTF Project Quality Assurance Program Plan* (ref 8). The QAP defines the controls and verifications that will be implemented to ensure the design criteria is reflected in the structure, systems, and components that are purchased and constructed in accordance to this PAIP. Quality assurance requirements will be appropriately imposed upon suppliers, vendors, and contractors (and passed down to lower tiers) to ensure their activities are conducted in accordance with the requirements.

### **3.9 Environmental Compliance**

Construction of the MWTF will comply with all applicable environmental laws, regulations, and DOE Orders. Construction will be conducted in a manner which minimizes waste generation and which minimizes the potential release of hazardous substances to the environment. Construction wastes will be minimized to the maximum extent economically feasible through source reduction, product substitution, recycling, reclamation, and other methods.

Hazardous wastes generated during construction will be separated from nonhazardous waste to avoid creating additional hazardous waste, and to avoid creating mixtures for which recycling may not be possible.

Nonhazardous construction debris will be disposed of at the Hanford Site Central Landfill. Hazardous waste will be managed according to the requirements set forth in Washington Administrative Code (WAC) 173-303 (ref 9).

Where possible, hazardous materials will be replaced with less hazardous or nonhazardous substitutes. Employees who work with hazardous materials will be given training concerning the proper handling and disposal of those materials, as well as construction practices to minimize the potential release of hazardous substances to the environment. Any spill or accidental release of hazardous substances during construction will be reported in accordance with established procedures.

The variety of products used and the chemical inventory at the work site will be minimized so that partially used or unused materials are not unduly accumulated. When appropriate, procurement specifications will have provisions for the return of unused chemical stock and empty containers. Procurement specifications will not require the use of virgin materials, or prohibit the use of products containing recycled materials. Preference will be given to building materials which contain recycled content.

## 4.0 References

1. DOE Order 4700.1, *Project Management System*, prepared by the U.S. Department of Energy, June 1992.
2. Report, *Consolidated List of De-barred, Suspended, and Ineligible Contractors*, prepared by U.S. General Services Administration, Office of Acquisition Policy, latest issue.
3. Report, *List of Disqualified Bidders and Ineligible Contractors*, prepared by U.S. Department of Energy, latest issue.
4. Construction Management Plan, Multi-Function Waste Tank Facility, WHC-SD-W236A-PLN-004, prepared by ICF Kaiser Hanford Company, November 1994 (draft).
5. National Standard, ASME B&PV Code, Section III, Division 1, Subsection NC, *Rules for Construction of Nuclear Power Plant Components*, prepared by American Society of Mechanical Engineers, 1992 (with 1993 addenda).
6. Executive Order No. 11246, *Notice of Requirements of Affirmative Action to Ensure Equal Employment Opportunity*, monitored by the Office of Federal Contract Compliance Program, 1964 (with 1978 amendment).
7. Tank Waste Remediation System project integrating procedure, *Baseline Change Control*, TWRS-PIP-2.2, Rev. 0, prepared by Westinghouse Hanford Company, January 1994.
8. Report, *Project Quality Assurance Program Plan*, Document No. WHC-SD-W236A-QAPP-001, Rev. 1, prepared by Westinghouse Hanford Company, 1994.

- | 9. National Standard, WAC 173-303, *Dangerous Waste Regulations*, prepared by U.S. Department of Ecology, December 1993.

APPENDIX C

SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS  
SUBCONTRACTING PLAN

## SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS SUBCONTRACTING PLAN

This appendix provides procurement and construction package elements identified as probable "set aside" actions. Also identified are the basic small business and small disadvantaged business subcontracting elements for acquisitions over \$1 million.

SOCIOECONOMIC BUSINESS PLAN				
Subcontract Package	Labor Surplus Area Concerns	Small Business	Small Disadvantaged Business	Small Woman- Owned Business
10 - Demolition of Tower for Salvage		X	X	
20 - Civil Site Preparation, Roads, Parking Lots		X		
25 - Civil Site Preparation, Roads, Parking Lots		X		
60 - Security Fencing		X	X	

**NOTICE**

**SMALL BUSINESS AND SMALL DISADVANTAGED  
BUSINESS SUBCONTRACTING PLAN (ADVERTISED)**

1. This provision does not apply to small business concerns as defined by the Small Business Administration.
2. The term "subcontract" means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime contractor or subcontractor calling for supplies or services required for the performance of the original contract or subcontract.
3. The bidder acknowledges that it is aware of the subcontracting plan requirements in this provision; and, if selected for award, will submit for approval within the time specified by the contracting officer, a subcontracting plan that will afford the maximum practicable opportunity to participate in the performance of the contract to small and small disadvantaged concerns, and will include the following:
  - a. Percentage goals (expressed in terms of percentage of total planned subcontracting dollars) for the utilization of subcontractors as small business concerns and small disadvantaged business concerns. (For the purposes of the subcontracting plan, the contractor may include all purchases that contribute to the performance of the contract, including a proportionate share of products, services, etc., whose costs are normally allocated as indirect or overhead costs.)

As part of its establishment of percentage goals, the apparent successful bidder shall also include in its subcontracting plan:

- (1) A statement of total dollars planned to be subcontracted; total dollars planned to be subcontracted to small business; and total dollars planned to be subcontracted to small disadvantaged business.
  - (2) A description of the principal product and service areas to be subcontracted and an identification of those areas where it plans to use small business subcontractors and small disadvantaged business subcontractors.
- b. The name of an individual within the employ of the bidder who will administer the bidder's subcontracting program and a description of the individual's duties.
  - c. A description of the efforts the bidder will take to ensure that small business concerns and small disadvantaged business concerns will have an equitable opportunity to compete for subcontracts.
  - d. Assurances that the bidder will include the clause entitled Utilization of Small Business Concerns and Small Disadvantaged Business Concerns in all subcontracts that offer further subcontracting opportunities and assurances that the bidder will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$500,000, or in the case of a contract for the construction of any public facility, \$1,000,000, to adopt and comply with a plan similar to the plan agreed to by the bidder.
  - e. Assurances that the bidder will submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance by the bidder with the subcontracting plan.

- f. A recitation of the types of records the successful bidder will maintain to demonstrate procedures that have been adopted to comply with the requirements and goals set forth in the plan, including the establishment of source lists of small business concerns and small disadvantaged business concerns, and efforts to identify and award subcontracts to such small business concerns. The records shall include at least the following (these records may be maintained on a plantwide or companywide basis unless otherwise indicated):
- (1) Small and disadvantaged business source lists, guides, and other data identifying small and small disadvantaged business vendors.
  - (2) Organizations contacted for small and disadvantaged business sources.
  - (3) On a contract-by-contract basis, records on all subcontract solicitations over \$100,000 indicating on each solicitation whether small business was solicited, and if not, reason why; whether small disadvantaged business was solicited, and if not, reason why; and reasons for the failure of solicited small business or small disadvantaged business to receive the subcontract award.
  - (4) Records to support other outreach efforts, including:
    - Contacts with minority and small business trade associations.
    - Contacts with business development organizations.
    - Attendance at small and minority business procurement conferences and trade fairs.

(5) Records to support internal activities to guide and encourage buyers including: ..

- Workshops, seminars, training programs.
- Monitoring activities to evaluate compliance.

(6) On a contract-by-contract basis, records to support award data submitted to the government to include name and address of subcontractor.

4. The bidder understands that:

- a. It agrees to carry out the project's policy to provide the maximum practicable opportunity for small business concerns and small disadvantaged business concerns to participate in the performance of the contract consistent with its efficient performance.
- b. If it does not submit a subcontracting plan within the time limits prescribed by the project's, it will be ineligible to be awarded the contract.
- c. Prior compliance of the bidder with other such subcontracting plans under previous contracts will be considered by the project in determining the responsibility of the offeror for award of the contract.
- d. It is the bidders responsibility to develop a subcontracting plan with respect to both small business concerns and small disadvantaged business concerns, and each such aspect of the plan will be judged independently of the other.

5. The failure of any contractor or subcontractor to comply in good faith with the clause entitled *Utilization of Small Business Concerns and Small Disadvantaged Business Concerns* or the terms of any subcontracting plan required by this Small Business and

Small Disadvantaged Business Subcontracting Plan (Advertised) provision will be a material breach of the contract or subcontract.

6. **Commercial Products.** If a commercial product is offered, the required subcontracting plan may relate to the company's or division's production generally (both for commercial and noncommercial products) rather than solely to the item being procured under the government contract. In such cases, the contractor shall be required to submit one companywide, annual plan, to be reviewed for approval by KEH, that it entered into a prime contract (which requires a subcontracting plan) during the fiscal year for all of the company's or division's commercial products.

The term "commercial products" means products in regular production sold in substantial quantities to the general public and/or industry at established market or catalog prices. A product which, in the opinion of the contracting officer, differs only insignificantly from the contractor's commercial product may be regarded for the purpose of this clause as a commercial product.

APPENDIX D

TWO-STEP SEALED BIDDING  
RESPONSIBILITY DETERMINATIONS

## **TWO-STEP SEALED BIDDING RESPONSIBILITY DETERMINATIONS**

Contracts Administration is often faced with the difficult task of explaining why individuals cannot obtain information about a proposer's past record of performance on similar contracts, financial status, qualifications of personnel, or other information that would normally be used to determine contractor responsibility. The following response addresses this issue:

- The contract with RL permits the use of sealed bidding for construction contracting. DOE approval is required prior to award of any contract in excess of \$25 million.
- Two-step sealed bidding is a variation of the sealed bidding process. The two-step process will allow the submission and evaluation of technical proposals (Step 1) and the subsequent receipt of competitive bids (Step 2) only from those proposers whose proposals are deemed technically acceptable. Details of the process are found in FAR Subpart 14.5.
- FAR Subpart 14.5 is explicit in the unique procedures to be followed; it is the only guide we have and it is followed by RL in their review and approval of procurement. In defining the actions taken during Step 1, paragraph 14.501(a) states "...Conformity to the technical requirements is resolved in this step [No. 1], but not responsibility as defined in [Subpart] 9.1." Paragraph 14.501(b) further defines procedures to be followed in determining responsibilities during Step 2 bid evaluations prior to award of the contract to the apparent low bidder.

From the foregoing, it is clear that responsibility is an issue that can only be determined during Step 2, not Step 1.

Asking for information during Step 1 relating to a contractor's past record of performance, financial status, or qualifications of personnel is not permitted by FAR Subpart 14.5. Furthermore, obtaining

such information during Step 1, even if it carries no weight in the process of evaluating technical proposals, would likely prejudice the evaluation of the technical proposals.

By employing the steps outlined below, the project will follow FAR procedures, be in conformance with RL approvals, and minimize the potential for protests against award:

- 1) Develop special standards for determining responsibility as detailed in FAR Subpart 9.1, *Responsible Prospective Contractors*, paragraph 9.104-2(a).
- 2) Develop succinct evaluation criteria that specifies when a contractor is determined as not being responsible.
- 3) Publish these special standards and evaluation criteria as part of the Request for Proposal (Step 1).
- 4) Apply the special standards during Step 2 to determine the responsibility level of the apparent low bidder prior to award of the contract.

APPENDIX E

SAMPLE BID EVALUATION PROCEDURE

## CONTRACT NO. KEH-XXXX (W-236A) PROPOSAL EVALUATION PROCEDURE

### 1.0 Purpose

To outline procedures for evaluating proposals received in response to Request for Proposal (RFP) No. KEH-XXXX (W-236A) for design and construction of \_\_\_\_\_  
\_\_\_\_\_ (basic scope statement)

### 2.0 Scope

The procedure outlined in this document applies to the evaluation of proposals received in Step 1 of a Two-Step Sealed Bid (FAR 14.5) procurement for Contract No. KEH-XXXX (W-236A). It relates directly to activities performed by Contracts Administration to administer and document the evaluation process and to qualify those persons selected to perform the evaluation (Attachment 1). A description of how the reviews will be conducted is also included.

### 3.0 Responsibility

- 3.1 The Contract Administrator shall be responsible for receiving all proposals, managing the evaluation of all technical proposals received from proposers, and notifying all proposers of the classification of their proposal in accordance with requirements contained herein. The Contract Administrator is responsible for all communications with proposers.
- 3.2 Proposal evaluators (named in Attachment 2) shall be responsible for performing the technical evaluation of proposals in accordance with the Proposal Evaluation Criteria set forth in the RFP, and for classifying proposals as either "Acceptable," "Reasonably Susceptible of Being Made Acceptable," or "Unacceptable."

## 4.0 Definitions

- 4.1 **Competition Among Bidders:** The condition that exists when more than one proposer is issued an Invitation for Bid in Step 2 as a result of having their proposals classified as "Acceptable".
- 4.2 **Proposal Evaluation Committee:** A group of engineers or technicians named as proposal evaluators who function as a body to determine the classification of a proposal. The Contract Administrator acts without voice in the evaluation of proposals and is the Recorder for the Committee.
- 4.3 **Proposal Evaluator:** Person assigned the task of evaluating technical proposals received in response to an RFP against criteria contained in the RFP.
- 4.4 **Request for Proposal (RFP):** A procurement document that states succinct requirements for measurable responses from proposers.

## 5.0 General Requirements.

### 5.1 DOE Requirements

Procedures for contract placement are currently detailed in ICF Kaiser Hanford (ICF KH) procedure CA 1 and shall be followed regarding all contract placement activities not detailed herein. (Note: CA 1 does not detail procedures for evaluation of proposals received in Step 1 of a two-step procurement. It does, however, detail procedures to be followed prior to any advertisement which, in this case, is Step 1; the issuance of the RFP; and also prior to issuance of an Invitation for Bid which, in this case, is Step 2 of the two-step process.)

## **6.0 Procedure**

- 6.1 One week prior to the date for receipt of proposals, the Contract Administrator shall convene a meeting of the Proposal Evaluation Committee. The Contract Administrator shall distribute copies of this procedure to proposal evaluators and provide any supplementary instructions to the evaluators. The Contract Administrator shall furnish a copy of the RFP and any addenda thereto to each evaluator. Evaluators are encouraged to develop checklists that will facilitate uniform evaluation of all proposals as well as being a means of documenting any deficiencies found in proposals reviewed.
- 6.2 The Contract Administrator shall take measures to safeguard all proposals received. Proposals are the property of the project and shall not be distributed to persons who have no need to view the data contained therein. Proposals are likely to contain data proprietary to an individual proposer. Data from one proposal shall not be communicated to any other proposer.
- 6.3 The Contract Administrator shall review all proposals received prior to making any further distribution and purge, blank out, or otherwise remove any pricing information or other data not specifically required by the RFP. In cases where such data cannot be purged without defacing the proposal or otherwise altering the clarity of its content, the Contract Administrator shall insert a note in the proposal directing evaluators to ignore such data when performing their technical evaluation. (Note: Proposers are advised in the RFP not to include pricing data in proposals. Patent disregard of such instructions may result in a proposal being classified as "Unacceptable".)
- 6.4 The Contract Administrator shall distribute proposals to evaluators with specific routing instructions. Copies may be shared by more than one evaluator. At the completion of the evaluation process, all copies of all proposals shall be returned to the Contract Administrator.

- 6.5 Proposal evaluators shall initially perform an independent evaluation of each proposal received. They shall not share the results of their evaluation with any other evaluator. **At no time shall proposal evaluators communicate directly with proposers.** Proposal evaluators shall inform the Contract Administrator of the result of their evaluation of each proposal as soon as it is completed. When, without any clarification, a proposal meets the proposal evaluation criteria, the proposal shall be classified as "Acceptable." When it is reasonably expected that clarification of an item(s) in a proposal would allow the proposal to be classified as "Acceptable," the proposal shall initially be classified as "Reasonably Susceptible of Being Made Acceptable." Proposals that fail to meet the proposal evaluation criteria shall be classified as "Unacceptable."
- 6.6 When all proposals have been evaluated by all members of the Proposal Evaluation Committee, the Contract Administrator shall tally the results of the evaluations. The final classification of any proposal must come about through agreement by all proposal evaluators. The Contract Administrator shall convene the Proposal Evaluation Committee to reconcile any variances between evaluators on the classification of proposals. Open discussion is now encouraged between evaluators to promote this reconciliation. The Evaluation Committee shall provide such technical information as determined necessary to document why proposals were classified as anything less than "Acceptable."
- 6.7 When all proposals have been classified as either "Acceptable," "Reasonably Susceptible of Being Made Acceptable," or "Unacceptable" the Contract Administrator determines whether sufficient competition would exist in Step 2 if only those proposers whose proposals are then classified as "Acceptable" were issued an Invitation for Bid. If it is determined that sufficient competition would exist, it is not necessary to request clarifications from any proposer whose proposal is classified as "Reasonably Susceptible of Being Made Acceptable." Those proposers whose proposals are classified as "Acceptable" shall be "Short Listed" and issued an Invitation for Bid. All other proposers shall be notified that their proposals were "Unacceptable." If it is determined that sufficient competition would not exist, an attempt will be made to classify additional proposals as "Acceptable." The Contract Administrator shall then request such information as is

determined necessary from those proposers whose proposals are classified as "Reasonably Susceptible of Being Made Acceptable."

- 6.8 If any clarifying information is requested from proposers, such information, when received, will be handled in a manner similar to paragraphs 6.2 through 6.7 until a sufficient number of proposals have been classified as "Acceptable" to have competition among bidders in Step 2.
- 6.9 If only one proposal is finally classified as "Acceptable," refer to procedure CA 1, paragraph 5.4.

**Attachment 1**

CONTRACT NO. KEH-XXXX (W-236A)  
CONSTRUCTION PACKAGE NO. \_\_\_\_\_

**PROPOSAL EVALUATOR QUALIFICATION  
FOR**  
\_\_\_\_\_

Listed below are salient qualification experience and/or education that enables the listed proposal evaluator to participate on the Proposal Evaluation Committee:

Education:

Experience:

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

**Attachment 2**

CONTRACT NO. KEH-XXXX (W-236A)  
CONSTRUCTION PACKAGE NO. \_\_\_\_\_  
PROPOSAL EVALUATORS

Listed below are the proposal evaluators that form the Proposal Evaluation Committee for this Contract:

<u>Name</u>	<u>Title</u>	<u>Phone Number</u>	<u>MWTF Participant (Y/N)</u>
ICF KH			
WHC			

The Recorder of Record for the Proposal Evaluation Committee is:

<u>Name</u>	<u>Company</u>	<u>Title</u>	<u>Phone Number</u>	<u>MWTF Participant (Y/N)</u>
-------------	----------------	--------------	---------------------	-------------------------------