



REQUEST FOR PROPOSAL NO: 356640

**TITLE: A & E Services in Support of Work Planning on Historic Facilities
within the Manhattan Project National Historical Park - Hanford**

May 5, 2022

Dear Prospective Offeror:

Request for Proposal No: 356640

Central Plateau Cleanup Company (CPCCo) is interested in receiving proposals for A & E Services in Support of Work Planning on Historic Facilities within the Manhattan Project National Historical Park - Hanford in support of the Manhattan Project National Historical Park (MAPR) Pre-Manhattan Project, Richland, Washington, under Prime Contract 89303320DEM000030 with the U.S. Department of Energy.

Proposals made under this solicitation shall be from small business concerns, including Disadvantaged, Women Owned, Veteran Owned, Service-Disabled Veteran Owned and HUBZone small businesses. Proposals received from concerns that are not small businesses shall not be considered for this solicitation. Disadvantaged, Women Owned, Veteran Owned and Service-Disabled Veteran Owned may self-certify to these categories as defined by the Small Business Administration (www.sba.gov). HUBZone businesses must be certified by the Small Business Administration.

Please note that this procurement action will utilize the Supply Chain Management Center (SCMC) eSourcing Tool for receiving proposals. The process is further described in the attached Request for Proposal (RFP).

Proposals are due by 1:00 p.m. on June 7, 2022. CPCCo reserves the right to reject any proposal received after the deadline.

Information regarding the product or services required and instructions for the preparation and submission of proposals are contained in the attached Request for Proposal (RFP).

Sincerely,

Brandis J. Wood, Contract Specialist
Procurement



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Acronyms

BTR	Buyer's Technical Representative
DOE	Department of Energy
NAICS	North American Industry Classification System
QA	Quality Assurance
RFP	Request for Proposal
SOW	Statement of Work
CPC	Central Plateau Cleanup Company
MAPR	Manhattan Project National Historical Park



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SECTION A – REQUEST FOR PROPOSAL

1.0 INTRODUCTION

Central Plateau Cleanup Company (CPCC), herein referred to as the Buyer, acting under its contract with the Department of Energy, requests Offerors to submit a proposal for a Firm Fixed Price type of contract to provide A & E Services in Support of Work Planning on Historic Facilities within the Manhattan Project National Historical Park - Hanford. This Section A describes the basis of award, proposal submittal requirements, proposal instructions, and notices to Offerors. Section B contains Representations and Certifications and other documents, which Offerors may be required to complete, sign and return with their proposal, as well as a Draft 4-Part Contract which contains;

- Part I – Statement of Work
- Part II - Financial Terms
- Part III – General Terms and Attachments
- Part IV – Special Provisions

BUYER may determine that any proposal not submitted in accordance with this Request for Proposal (RFP) is non-responsive and reject the proposal.

This Solicitation requires all Offerors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool to input pricing. Upon receipt of Offeror's notification of intent to propose BUYER will provide the Offeror an email notification with a link to the SCMC eSourcing event including access instructions. Offeror will be afforded the opportunity to preview the application and place pricing information prior to the commencement of an event. This preview phase is called the pre-bid period. At the conclusion of the pre-bid period, the eSourcing event will commence and continue until its expiration. Events typically last 15-30 minutes.

This action will be conducted as an electronic bidding process with the ability to decrement bid. Upon the Offeror's submittal of their initial price and after commencement of the event, the Offeror will be assigned a number that corresponds to the rank of their price relative to the pricing submitted by other participants. The lowest priced submittal is ranked number one, the second lowest price is ranked number two, the third lowest price is ranked number three, and so on. A Offeror may revise and submit lower pricing until the event expires. Pricing cannot be increased.



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The tool will not disclose the Offeror's proposed price to other Offerors' nor will it disclose the lowest proposed price.

NOTE: Following the eSource Event, the Contractors are required to submit their proposals (see 3.0 Proposal Preparations Instructions below) in electronic form (pdf) by 1 pm (PST) on the date of the eSourcing Event.

2.0 BASIS OF AWARD

BUYER intends to award a contract as a result of this RFP to the responsible Offeror whose offer conforms to the requirements of this solicitation and is determined to be the most advantageous technical and price proposal.

The basis of award is an informal evaluation selection of an Offeror who is determined to be responsible, responsive, and the appropriate source to accomplish the objectives of the RFP. Refer to Section 4.0 for a description of the evaluation criteria.

2.1 Acceptance or Rejection of Proposals

BUYER reserves the right to accept or reject any proposal with or without prior discussion with the Offeror. BUYER may:

- award a contract on the basis of proposals received without discussions with Offerors (therefore, initial proposals should be submitted with the most favorable technical and price terms);
- select one or more Offerors to negotiate with;
- reject any or all proposals received;
- issue a request for new proposals; or
- cancel the RFP without awarding a contract.

2.2 Responsiveness Determination

BUYER will determine if the Offeror is responsive to BUYER requirements and eligible for award. This evaluation may include (but is not limited to information gathered from other sources, including safety performance, financial stability and past performance for BUYER or other customers. The determination may be made at any time by BUYER without additional questions or revision. BUYER may waive minor informalities and irregularities in offers received.



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2.3 Proposal Costs

BUYER is under no obligation to pay proposal preparation costs.

2.4 Award Notification

BUYER will notify all of the Offerors after BUYER selects an Offeror for award. There will be no public opening of proposals.

3.0 PROPOSAL PREPARATION INSTRUCTIONS

Organize the proposal as described in the following sections.

Proposal must clearly and convincingly demonstrate that the Offeror has a thorough understanding of and will be able to perform the proposed contract successfully. For technical work, describe the proposed technical approach including assumptions and supporting detail. Unsupported, unclear, or inconsistent statements about Offeror's proposed performance and compliance with all contract requirements may be determined as non-responsive.

Do not submit generic brochures or other marketing materials which do not specifically relate to the proposal.

3.1 Proposal Content

Offeror's proposal must contain information sufficient to demonstrate an understanding of the requirements and Offeror's ability to perform successfully as proposed. Offerors who submit proposals which are unclear or incomplete may be judged non-responsive and dropped from further consideration for this award. Simply repeating the statement of work requirements or merely offering to perform the work may result in a lower evaluation or the offer being judged non-responsive to the requirements and dropped from further consideration

Proposals shall be organized in the manner listed in Sections 3.2-3.3 below. Each volume of the proposal shall be separate and complete. Omit all cost or pricing details from the technical proposal. Where estimated labor hours will provide clarity, propose them as hours only with no indication of price in the technical proposal.

The following documents make up a complete proposal package:

3.2 Volume I – Technical Proposal

Volume I shall consist of the Offeror's discussion that addresses the qualification standards and technical evaluation criteria, the Offeror's capabilities, and what the Offeror will do to satisfy the requirements of the solicitation.



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Technical Approach – The Offeror must discuss the proposed technical approach in sufficient detail to allow assessment of the Offeror’s understanding of the requirements/objectives of the work and the soundness of their approach to completing the work. The Offeror shall provide a detailed discussion and demonstrate how its approach will ensure successful accomplishment of the requirements of the RFP. Include in this discussion the techniques that demonstrate how the technical requirements will be met. It should also demonstrate the Offeror has sufficient resources to accomplish the requirements of the solicitation. Provide a current resume for all proposed individuals. Included the following as part of the technical proposal:

- **Company Description** - Provide a brief description of the Offeror including history, years in business, and total sales.
- **Company Experience** - Discuss the Offeror’s prior record, in performing services or delivering products similar in size, content, and complexity to those required in this RFP.
- **Resumes** – Individuals proposed to perform the scope shall have qualifications that demonstrate successful performance during normal periods and periods of unexpected demands or fluctuating workload. Provide current resume(s) for each proposed individual based on the tasks required in the SOW Section 3.0 and for the qualifications in Section 5.1.

3.3 Volume II – Cost/Price and Contractual Proposal

Volume II shall consist of the Offeror’s proposed pricing as instructed in the RFP pricing instructions. Offeror must complete the pricing sheet as formatted in Section B. All pricing assumptions shall be clearly stated to allow a reviewer to assess the potential cost risks associated with the proposed design.

Submit the following with this Volume:

1. Complete Price Proposal – FFP Price Sheet in Part B, Attachment 3 of this RFP.
2. Complete and sign the Representations and Certifications in Part B, Attachment 4 of this RFP.
3. Complete and sign the Executive Compensation Certification form in Part B, Attachment 5 of this RFP
4. Complete and sign the Lower Tier Subcontractor Flow down Certification form in Part B, Attachment 6 of this RFP
5. Complete and sign the Past Performance form in Part B, Attachment 7 of this RFP



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6. Complete and sign the Conflict-of-Interest Disclosure & Representation form in Part B, Attachment 8 of this RFP
7. Insurance Certificate -- In accordance with the Draft Subcontract, Part IV, Section 2.3, Special Provisions, SP-5 – On-Site Services (basic safety requirements) article 8.0, please submit with your proposal a copy of your applicable insurance certificate.

3.4 Offeror's Acceptance

The contract, if any, resulting from this RFP will be substantially the same as the draft contract that is contained in the accompanying file. Unless otherwise noted by the Offeror in its proposal, Offeror's submission of a proposal signifies the Offeror's unqualified acceptance of all of the technical requirements and other terms and conditions that are contained and referenced in this RFP and the accompanying draft contract file. Interpretations established by the Offeror to any part of this RFP may be considered an exception and may render the proposal being considered non-responsive and dropped from evaluation and award considerations.

3.5 Exceptions to Technical Requirements and Other Terms and Conditions

The Offeror shall describe any exceptions to the technical requirements and other terms and conditions of the sample contract on which the Offeror's proposal is based. Offerors are notified that BUYER considers the Offeror's compliance with the technical requirements and terms and conditions of the accompanying draft contract to be essential. In case of doubt, Offeror should request clarification from BUYER. If the Offeror takes any exceptions to the requirements of the RFP, the pricing shall be based on the requirements of the RFP and the exception(s) priced as alternates. If the Offeror's proposal is based only on the proposed exceptions, BUYER may determine that the proposal is non-responsive.

3.6 Proposal Validity Period

A proposal shall remain firm for 120 days after the proposal due date.

4.0 QUALIFICATION STANDARDS AND EVALUATION CRITERIA

Information such as experience, proposed work plans, past performance, key personnel, available resources and equipment and any other information available may be used by BUYER in evaluating the Offeror's capabilities, responsibility and responsiveness to the solicitation.

BUYER will first evaluate each Offeror's proposal to determine whether the information provided meets the qualification standards. The Offeror's proposal must meet the qualification standards to be considered for further evaluation. Those proposals considered as meeting the qualification standards will be evaluated against the evaluation criteria. The evaluation criteria are composed of the following technical/business and cost/price factors: Technical Approach,



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Organizational Model, Past Performance, and Cost/Price. Technical and past performance factors are more important than cost or price. Price will be a significant evaluation factor.

BUYER will use the evaluation criteria to determine the Offeror's understanding of the work, the Offeror's qualifications to perform the work, and the acceptability of the Offeror's proposed technical and management approach.

The Offeror shall address each of the qualification standards and evaluation criteria and state how the Offeror specifically meets each one.

4.1 Qualification Standards

BUYER has established the following qualification standards that must be fully met in order for an Offeror to be considered for award. It is BUYER's policy to offer the opportunity to compete for its procurements as is reasonably and economically feasible. However, in view of the distinctive characteristics of BUYER's programs, those potential Offerors who do not already possess the capability to meet the qualifications standards are encouraged not to incur proposal and other expenses involved in competitive submissions.

Standard 1 – Experience

- Offeror must demonstrate at least 15 years of experience in evaluation and preservation of historic structures.
- Offeror must demonstrate specialized experience with early 20th century historic preservation projects
- Offeror must demonstrate at least 15 years of experience with Section 106 of the National Historic Preservation Act as it relates to work on historic facilities. Experience with documenting, monitoring, and/or preservation of historic buildings at the Hanford Site preferred.

Standard 2 – Specialized Training

- Offeror shall have specialized training in preservation and *The Secretary of the Interior's Standards for the Treatment of Historic Properties* (reference National Park Service U.S. Department of the Interior) with Guidelines for Preserving, Rehabilitating Restoring and Reconstructing Historic Buildings.



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4.2 Evaluation Criteria

The following evaluation criteria, which are listed in order of significance, are the technical and business criteria that will be used along with cost or price in determining which Offeror will be selected (if at all) for an award. Technical Approach has the highest level of significance.

A. Technical Approach

Offeror shall provide a discussion that demonstrates how their proposed technical approach meets the objectives of the Statement of Work, to meet the performance requirements for the preparation of building structural evaluations and development of stabilization and/or rehabilitation and improvement recommendations. The proposed approach should specifically include a description and justification for any “Exceptions” taken to the RFP that could impact schedule risks.

B. Organization Model

The organizational model proposed and personnel experience and qualification for the evaluation and subsequent recommendations for stabilization/rehabilitation of the facilities. This shall include the following:

1. A discussion of how the Offeror proposes to work with BUYER to safely and successfully complete the project.
 - a. Describe the proposed organization and how the Offeror proposes to work with BUYER to safely and successfully complete the project.
 - b. Provide an integrated project organizational chart that reflects the roles and responsibilities of the Offeror team and identifies key interface points with BUYER personnel.
2. Key Personnel
 - a. Resumes of key personnel that reflect education, training, and relevant/recent experience in the areas of historical preservation.

C. Past Experience and Performance

This factor refers to the Offeror’s past performance in providing managed task services to the federal government and/or federal government prime Offerors for historic preservation services for government facilities. Preference shall be afforded to those with previous experience documenting, monitoring, and/or preservation of historic buildings/facilities at U. S. Department of Energy sites.



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- 1) Offeror shall provide documentation of previous experience in evaluation and preservation of historic structures.

Submittal shall include:

- Client Name and Address
- Client Technical Point of Contact and phone number
- Contract Number
- Brief Description of Work Scope
- Contract Type
- Period of Performance
- Original Contract Value \$
- Final Contract Value \$

If these latter two amounts are different, provide a brief explanation for the difference.

4.3 Cost/Price Criterion

BUYER will analyze the Offeror's pricing and rank the price among the prices of other Offerors. It is important to note that BUYER will not make an award at a significantly higher overall price in order to achieve slightly superior technical or management features. As proposals become more equal in their technical merit, the evaluated price becomes more important.

Submittal shall include:

- Completed pricing sheet attached to Section B of this RFP.

Proposed Payment Schedule

The Offeror may propose a milestone payment schedule and attach it to Section B. Unless proposed and agreed in advance, this contract will be firm fixed price lump sum payment at time of delivery and acceptance by BUYER. Milestone payments will not be accepted that request a monthly payment. Milestone payment schedules are based upon completed and accepted deliverables.



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5.0 PROPOSAL SUBMITTAL DIRECTIONS

5.1 Notification of Intent to Propose

BUYER requests that a prospective Offeror notify BUYER in writing by 4:00 p.m. on May 24, 2022, indicating that the Offeror intends to submit a proposal in response to this RFP. The Offeror may transmit the notification to the Contract Specialist via e-mail or fax.

A project walkdown will be held during the solicitation process. All Offerors who are interested in participating in the walkdown will notify the Contract Specialist via e-mail no later than May 13, 2022.

5.2 eSourcing Event

The eSource event will take place at 10:00 a.m. on June 7, 2022. This event is a Reverse Auction.

5.3 Deadline

Proposals are due by 1:00 p.m. on June 7, 2022. BUYER reserves the right to reject any proposal received after the deadline.

5.4 Submittal Address

Identify the e-mail containing the proposal as “(Company Name) Proposal in Response to RFP 356640.”

The Contract Specialist prefers e-mail submission for proposals.

The Contract Specialist’s telephone number is 509-376-2013, and the e-mail address is brandis_j_wood@rl.gov. The Offeror may contact the Contract Specialist to verify that the Contract Specialist received the proposal.

5.5 Withdrawal

Proposals may be withdrawn by written notice received by the Contract Specialist at any time prior to award.

5.6 Questions and Comments Regarding the RFP

The Offeror shall submit any comments or questions regarding the RFP to the Contract Specialist in writing no later than May 24, 2022. The Offeror may transmit questions and comments via fax or e-mail. BUYER will answer all questions in writing and provide a copy of all questions



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and answers to all Offerors. If the RFP requires an amendment to resolve issues regarding the RFP, BUYER will issue an amendment to those Offerors who have not declined to participate in time for them to consider the amendment(s) before finalizing and submitting their proposals.

5.7 RFP Amendments

If this RFP is amended, unless otherwise stated, all terms and conditions that are not modified will remain unchanged. The Offeror shall acknowledge receipt of all amendments by stating in the proposal that the Offeror has received the amendment(s) and has considered it/them in formulating the proposal.

6.0 NOTICES TO OFFERORS

6.1 Precedence of Requirements

In the event of a conflict among the provisions, the RFP instructions, the RFP correspondence, other documents and the resulting contract, the terms of the contract shall govern.

6.2 North American Industry Classification System (NAICS) Code and Size Standard

BUYER has determined that North American Industry Classification System (NAICS) Code 541330, Engineering Services, applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is 15 million dollars.

6.3 Identification of Proprietary Data

If the Offeror submits any data as part of their Proposal, which is considered by the Offeror to be "proprietary data", the document transmitting the data or which contains the data, shall be boldly marked indicating that the data included are considered to be proprietary. To the extent that the restrictive marking prevents BUYER from distributing the documents for evaluation or use, the marking may render the proposal non-responsive.

6.4 Certified Cost or Pricing Data

The Offeror is not required to provide certified cost or pricing data. However, BUYER may require the Offeror to provide certified and/or non-certified cost or pricing data prior to award if BUYER cannot determine that the acquisition is exempt from the requirements of PL 87-653 (10 USC Sec. 2306a).



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6.5 Financial Capability Determination Information

BUYER reserves the right, prior to award, to require the Offeror to submit information that BUYER will use to make a determination whether the Offeror has the financial capability to successfully perform the contemplated contract in accordance with the contract terms. Such information may include, but not be limited to: annual reports; lines of credit with financial institutions and suppliers; SEC Form 10K, and any other information that may be required by BUYER.

6.6 Subcontracting

Offeror may **not** subcontract any significant portion of this contract without first obtaining concurrence of BUYER to the proposed subcontract scope and subcontractor(s).

Offeror is responsible to incorporate and flow down all appropriate provisions and requirements of this contract to all lower-tier Offerors and subcontractor .

Offeror shall furnish BUYER a list of all proposed lower-tier subcontractor who will be performing work on the Hanford site and those proposed subcontractor who will be performing a significant portion of the off-site work. The list must be furnished prior to award and updated with changes during contract performance. Use the Subcontracting form and instructions located on this [webpage](#).

BUYER reserves the right to:

- reject any proposed subcontract or subcontractor as incomplete or unsuitable
- require submittal of the proposed subcontract before contract award or prior to performance of any work on site
- require the replacement, at Offeror's expense, of any subcontractor who fails to adhere to all of the applicable provisions and requirements of this contract.

6.7 Identification of Service Animals

If the Offeror or a planned lower-tier subcontractor requires the use of a service support animal to perform its work under the contract, the Offeror shall disclose and provide information in its proposal that includes a description of the work or task the services support animal has been trained to perform. Service support animals "in training" are not considered service support animals and will not be allowed on the Hanford Site or in Site associated facilities. Other animals, to include pets and "comfort animals" are not permitted access onto the Hanford Site or in Site associated facilities. Service support animals may be excluded from the workplace if the



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work site cannot support reasonable accommodations. For more information, see the Hanford Site Procedure MSC-PRO-SEC-417, Appendix A-5, p.16.

6.8 Small Business Set Aside

Proposals made under this solicitation shall be from small business concerns, including; Disadvantaged, Women Owned, Veteran Owned, Service-Disabled Veteran Owned and HUBZone small businesses. Proposals received from concerns that are not small businesses shall not be considered for this solicitation. Disadvantaged, Women Owned, Veteran Owned and Service-Disabled Veteran Owned may self-certify to these categories as defined by the Small Business Administration (www.sba.gov). HUBZone businesses must be certified by the Small Business Administration.



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SECTION B – RFP ATTACHMENTS

- 1.0 ATTACHMENT 1 – STATEMENT OF WORK**
- 2.0 ATTACHMENT 2 – DRAFT 4-PART CONTRACT**
- 3.0 ATTACHMENT 3 – FFP PRICE SHEET**
- 4.0 ATTACHMENT 4 – SPECIAL PROVISIONS - REPRESENTATIONS AND CERTIFICATIONS**

A fully completed and signed Representations and Certifications (SP-16) form must accompany the proposal. Section 21 NAICS code must match the NAICS code specified in this solicitation and the Offeror's registered small business size standard.

SP-16 REVISION 1, DATED MAY 4, 2022

[REPS & CERTS \(SP-16\)](#)

- 5.0 ATTACHMENT 5 – EXECUTIVE COMPENSATION CERTIFICATION FORM**
- 6.0 ATTACHMENT 6 – LOWER TIER SUBOFFEROR FLOWDOWN CERTIFICATION**
- 7.0 ATTACHMENT 7 – PAST PERFORMANCE**
- 8.0 ATTACHMENT 8 – CONFLICT OF INTEREST DISCLOSURE & REPRESENTATION**