

**STATEMENT OF WORK**

**FOR**

**CONSTRUCTION**

**Requisition No. 00387951 Contract No. XXXXX**

**Waste & Fuels Roof Replacement MO720 and M0721**

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February 2026  
Prepared by: Todd Garner

## **1.0 INTRODUCTION / BACKGROUND**

As a prime contractor to the U.S. Department of Energy (DOE), Central Plateau Cleanup Company (CPCCo) is focusing on the safe, environmental cleanup of the Central Plateau of DOE's Hanford Site. CPCCo's scope of work includes treatment and disposal of various radioactive waste streams, groundwater mitigation, management of spent nuclear fuel, disposal or disposition of nuclear materials, and management of non-reactor nuclear facilities.

This Statement of Work (SOW) is issued for support at the 200W Area Waste and Fuels office trailers, located approximately 26 road miles north of Richland, Washington, in support of CPCCo Functional office trailers. CPCCo is a prime contractor to the Department of Energy (DOE) and all work on this Statement of Work will be performed in support of the Central Plateau Cleanup Contract with DOE.

## **2.0 DESCRIPTION OF WORK – GENERAL**

CPCCo requires a Contractor to perform the work activities associated with specific Tasks, outlined below,

The Contractor shall provide technically qualified person(s) that work as part of a team under the general supervision of CPCCo in support of construction projects/activities within the 200W Central Waste Complex (CWC) facility boundary.

The Contractor shall provide qualified, and skilled construction tradesmen (e.g., pipefitters, millwrights, etc.), including a working foreman/general-foreman, along with craft-specific tools and equipment and the materials required to complete the tasks herein. CPCCo Construction Manager or Field Work Supervisor will communicate daily work requirements and objectives. The Contractor is responsible for organizing and performing the work, including supervision of its labor force through its working foreman/general foreman, who will support development of work packages.

Contractor must have a safety representative onsite when field work is being performed. The safety representative must also be involved in work planning and permitting (e.g. Fall Protection Work Permit).

CPCCo will coordinate the efforts between the Contractor and facility support. Work packages will be prepared by CPCCo using input from the Contractor and participation from the Contractor in team planning meetings. CPCCo will furnish oversight and support personnel for safety, environmental, waste management, quality control/quality assurance, project management, field supervision, and operations as it pertains to working within or supporting a Category 2 Nuclear Facility.

## **3.0 DESCRIPTION OF WORK – SPECIFIC**

### **3.1 Task Description:**

This section details the separate but related work included with this SOW

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### **3.1.1 Mobilization**

As part of the work scope, the Contractor shall secure all necessary certifications, medical exams, and training required prior to performing any on-site work.

- The Contractor shall mobilize required labor to the work site.
- All submittals required prior to start of work shall be submitted to and approved by CPCCo.

Prior to start of work the Contractor shall demonstrate compliance with CPCCo requirements for screening tests for illegal/unauthorized substances in accordance with site access requirements

### **3.1.2 Task 1 – Remove and Dispose of Existing Roofing Material.**

The Contractor shall remove and properly dispose of all existing roofing materials from the designated trailers. This task includes, but is not limited to:

- Removing the existing roofing membrane, fasteners, sealants, flashing, and any associated deteriorated materials down to the roof sheeting as required.
- Ensuring all debris is collected, contained, and prevented from scattering or contaminating surrounding areas.
- Transporting all roofing debris off the Hanford Site for disposal in accordance with federal, state, and local regulations, as well as site-specific waste handling requirements.
- Providing all necessary equipment, labor, and protective measures to safely perform demolition activities.
- Verifying that the exposed roof surface is free of protrusions, loose materials, or hazards prior to beginning surface preparation.

### **3.1.3 Task 2 – Clean and Prepare Roofs for Installation of New Roofing Material**

The Contractor shall clean and prepare the trailer roof sheeting to ensure proper adhesion and performance of the new roof membrane. Preparation activities shall include:

- Cleaning the roof sheeting to remove dust, dirt, loose debris, oils, biological growth, and any contaminants that may interfere with membrane installation.
- Inspecting the roof sheeting for damage, corrosion, or structural deficiencies and reporting any issues to the Buyer prior to proceeding.
- Ensuring all penetrations, edges, and transitions are properly prepared for flashing and membrane installation.
- Verifying that the roof surface is dry, smooth, and ready for installation in accordance with manufacturer requirements and ECR-25-001621.
- Protect cleaned surfaces from recontamination or weather exposure until installation begins.

### **3.1.4 Task 3 – Install New Roof Membranes**

The Contractor shall install new roof membranes in accordance with ECR-25-001621 and manufacturer specifications. Work under this task includes:

- Installing the new roofing membrane system using approved materials, adhesives, fasteners, and accessories specified in ECR-25-001621.
- Ensuring all seams, edges, penetrations, transitions, and the joint between the exterior wall and roof are fully sealed to prevent wind uplift, water intrusion, moisture infiltration, and dust intrusion.
- Installing flashing, termination bars, and other required components to create a continuous, weathertight roofing system.
- Verifying that the membrane is properly aligned, tensioned, and secured to meet performance requirements and withstand site environmental conditions.
- Conducting quality checks throughout installation to ensure compliance with specifications and industry best practices.
- Completing a final inspection with the Buyer to confirm that the roof system is fully installed, sealed, and ready for service. Meeting or exceeding the minimum set forth by ASTM D4637 for Type 1 Non-Reinforced EPDM Single Ply Roofing Membrane.

### **3.2 Equipment & Materials**

Contractor is responsible for providing specialized equipment and craft-specific tools under this scope of work besides the following materials and equipment non-inclusive list provided by CPCCo:

- First Aid Facility (Inomedic Health Applications, Inc) will be provided. Locations at:
  - 200W Area Bldg 2719WB
  - 1979 Snyder St Suite 150 Richland, WA
- Office facility for conducting daily pre-jobs and lunch breaks
- Work location first aid kits, defibrillators, eye wash bottles etc.
- Spill Kits
- Fire extinguishers.
- Toilet services are provided on-site, along with disposal containers designated for clean trash, limited to everyday, non-construction and non-hazardous waste only.

Contractor shall provide contractor personnel with the appropriate Personal Protective Equipment (PPE) such as hard hats and non-prescription safety glasses/goggles. The Contractor shall also be responsible for providing any personal-wear items such as prescription safety glasses, inclement weather and fire-retardant clothing, and footwear appropriate for work locations(s) (e.g. ankle top leather/steel-toed boots) required for adherence to CPCCo safety requirements.

### **3.3 Organizational Interfaces**

The Contractor shall interface with various CPCCo (and other) organizations through CPCCo’s Contract Specialist (or designee), as required. The interfaces are:

- Buyer Technical Representative (BTR):

Todd Garner  
 (509) 376-5159  
 todd\_w\_garner@rl.gov

The BTR is responsible for monitoring and providing technical guidance for this Contract and shall be contacted regarding questions or problems of a technical nature. The BTR is also responsible for appropriate oversight of Contractor’s personnel, while on site and the interface between Contractor and other CPCCo organizations supporting Contract performance.

Authority of the BTR and supporting organizations is limited to providing technical direction within the scope and provisions of this Contract. The BTR may not direct work or authorize any changes outside of the written Contract and Contract provisions.

The BTR does not possess any explicit, apparent or implied authority to modify the Contract. When in the opinion of the Contractor, the BTR requests or directs efforts outside the existing scope of the Contract, Contractor shall promptly notify the Contract Specialist in writing. No action outside the scope of the Contract shall be taken until the Contract Specialist makes a determination and/or modifies the Contract.

In no event will an understanding or agreement, modification, change order, or any deviation from the terms of this contract be effective or binding unless formalized by proper contract documents executed by the Contract Specialist.

### **3.4 Work Not Included**

The following work is not the Contractor’s responsibility and will be performed by a CPCCo representative:

1. Authority to release facility work scope.
2. Authority to serve as Responsible Manager (RM), Release Authority (RA), and Controlling Organization Administrator (COA).
3. Oversight responsibilities environmental controls, quality control/quality assurance, and field supervision.

### **3.5 Site Conditions and Known Hazards**

The site conditions and/or known hazards are listed below:

Trips and Falls	Noise sources	Bio-Hazards and vermin
Uneven Walking Surfaces	Falling Objects	Ergonomic Hazards
Lifting	Sharp Objects	Hazardous Energy
Elevated Work Surfaces	Wind and Dust	Temperature Extremes

Mobile Equipment	Chemicals/Chemical Products	Portable Hand Tools
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**3.6 Site Coordination Requirements**

Contractor shall coordinate with the applicable CPCCo Construction Manager (CM)/ Project Manager (PM) / BTR or designee on all Craft Labor Support requirements associated with this SOW.

**3.7 Request for Clarification (RCI)**

RCIs shall be used by the Contractor to receive clarification from the BTR at any time during the performance of this SOW. The RCI form is not used to document contract modification, engineering change, or nonconformance. CPCCo’s response to an RCI does not constitute authorization to perform a change to the Contract.

The Contractor may proceed in accordance with the response only on the basis that the Contractor agrees that it is not a contract change. If the Contractor believes the response constitutes a change, the Contractor shall immediately process a Contract Change form (A-6004-820) and await receipt of additional written instruction from the CS.

**4.0 TECHNICAL REQUIREMENTS**

All Work shall be performed in strict accordance with CPCCo requirements, national, state, and local codes and standards, specifications, drawings, exhibits, and any other documents which by reference are made a part of this Statement of Work. If clarification is required during performance of this work scope, contact the BTR for resolution and/or submit a Request for Clarification (RCI) form A-6004-833.

**4.1 Codes and Standards**

The codes, standards, and requirements are listed below are hereby incorporated into and made a part of this Contract to the extent indicated in this Statement of Work and attachments. Additionally, the codes and standards stated have embedded and referenced codes that also become part of this code of record.

<b>Code/Standard No.</b>	<b>Title</b>
DOE-0359	<i>Hanford Site Electrical Safety Program (HSESP)</i>
NFPA 101-2018	<i>National Fire Protection Association NFPA 101-2018, Life Safety Code</i>
Chapter 296-150F WAC	<i>Factory-Built Housing and Commercial Structures</i>
ICB 2018	<i>International Building Code</i>
ASTM D4637	<i>Type 1 Non-Reinforced EDPM Single Ply Roofing Membrane</i>
CPCC-STD-EN-40279	<i>Engineering Drawing Standards</i>

**4.2 Drawings**

The latest version of the drawings listed below are hereby incorporated into, and made a part of this SOW.

Drawing No.	Sheet	Title
ECR-25-001621	All	MO720 and MO721 New Roof Installation

**Table 4.5 Exhibit Requirements**

Exhibit No.	Title
Form A-6004-757	Contractor Document Submittal
Form A-6004-833	Request for Clarification/Information (RCI)
Form A-6009-184	Change Form

#### **4.2.1 Work Package Development**

- A. For onsite work, the Contractor shall follow the written work instructions provided by CPCCo, which are written to guidelines described in CPCC-PRO-WKM-12115, “Work Management.” Work Package development will require Contractor input and review of the work instructions, Job Hazard Analysis (JHA), Fall Protection Plans, Backfill Permit, etc.
- B. The Contractor and it’s lower-tiered Subcontractors, that will be performing the work shall support CPCCo sponsored Teamwork Planning (TWP) meetings. The planning meetings will be scheduled by CPCCo planning department. The Contractor and/or it’s lower-tier Subcontractors (or representatives) shall provide knowledgeable person(s) to support the preparation of all required work documents and shall actively participate in planning and preparation of the work instructions, TWP and JHAs for each Work Package in accordance with CPCC-PRO-SH-40078. These meetings will discuss work instruction planning scope, hazards and hazard mitigation and analysis preparation. Contractor shall have a representative from each building trades craft type that are performing the work in attendance.
- C. Contractor shall participate in Hazard Review Board (HRB) meetings for selected higher risk or infrequently performed scope of work items when requested.
- D. Contractor shall designate a single-point-of-contact responsible for receiving changes to drawings, specifications, and other design media.

### **5.0 PERSONNEL REQUIREMENTS**

#### **5.1 Training & Qualification**

- A. Contractor personnel will be trained and qualified to CPCCo requirements for performing services, and the Contractor is expected to provide appropriately trained and qualified staff to perform work associated with their trade at the Hanford site.

Employee training will be tailored to the tasks performed by each employee, and the Contractor and Buyer will jointly develop a Training Matrix that covers all Contractor

and Subcontractor workers by category and identifies the applicable training required for each category. The Contractor shall submit the Training Matrix to the Buyer for approval.

- B. Approved and signed Employee Job Task Analysis (EJTA) evaluations are required for Contractor personnel prior to starting work on the Hanford Site. EJTA's drafted by the Contractor (form available at [SAFETY REFERENCE DOCUMENTS - CENTRAL PLATEAU CLEANUP COMPANY \(HANFORD.GOV\)](https://www.hanford.gov/central-plateau-cleanup-company)) shall be provided to the BTR for further development and approval by the CPCCo Health and Safety professional. After such approval, EJTA's will be returned to the Contractor for signature by the employees and then submitted to DMCS.

**5.2 Training Requirements**

- A. Contractor is expected to provide appropriately and qualified personnel to perform the type of work associated with their trade at the Hanford Site.
- B. CPCCo General Employee Training (CGET) and Hanford Site Orientation (HGET): Mandatory for all Contractor and sub-tier Contractor personnel performing work on the Hanford Site. Previous HGET/CGET training within the past year may be acceptable. Contact CPCCo to confirm acceptability.
- C. CPCCo will provide Contractor with appropriate training as required for site and facility access, and safe performance of the assigned tasks. Training may include respiratory training and any additional instruction necessary to ensure work is performed safely and in compliance with facility, CPCCo, and Hanford requirements. The following matrix provides a representative list of training courses that may apply to the scope of work; it is not exhaustive, and CPCCo may require additional training as necessary to ensure safe and compliant performance of all assigned tasks:

<b>Qualified Personnel Training Matrix</b>				
<b>Course</b>	<b>Title</b>	<b>Qualified Craftsman</b>	<b>Duration (Hours)</b>	<b>Medical Required</b>
000001/000019	HGET - CBT	X	4	
000006	CGET - CBT	X	4.5	
600644	GHA - CBT	X	1	
600667	CHA - CBT	X	1	
620193	CPCCO TEMPERATURE EXTREMES-CBT	X	1	
620194	CPCCO HEARING CONSERVATION - CBT	X	1	Yes
644391	CPCCO PORTABLE LADDER SAFETY - CBT	X	1	
600630	CONDUCT OF WORK - CBT	X	1	
300701	CENTRAL WASTE COMPLEX (CWC) ORIENTATION	X	1	
300536	CWC LLBG AND WRAP FACILITY EMERGENCY HAZARDS IDENTIFICATION CHECKLIST - FEHIC	X	2	
044480	BASIC ELECTRICAL SAFETY TRAINING	X	4	
020147	FALL HAZARD RECOGNITION AND PREVENTION	X	3	
020440	FALL PROTECTION PFAS USERS	X	8	
600058	CPCCO COMPETENT PERSON - FALL PROTECTION	X	2	
044400	FIRE WATCH TRAINING	X	3	
021851	10 CFR 851 ORIENTATION	X	4	

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- D. The Field Work Supervisor (Foreman/General Foreman) shall be a non-working (non-hands on) supervisor and shall be present during all craft work. The Field Work Supervisor (Foreman/General Foreman) and Safety Representative shall be present on site daily for the pre-job meeting and for coordination while craft are performing work. Safety Representative or other crew member shall have 600058 CPCCo Competent Person – Fall Protection training.
- E. Qualifications of the Field Work Supervisor (Foreman/General Foreman) are as follows:
1. Minimum 10 years general construction experience. Minimum 5 years supervisory level experience, which shall include labor management associated with bargaining units.
  2. Contractor's proposed FWS must have prior working experience as a field work supervisor whose work experience includes successful and satisfactory completion of construction projects within the past five (5) years.
  3. Previous construction services contract experience that included hazardous work, and that the individuals' work was performed to the satisfaction of the customer.
- F. Qualifications of the Safety Representative are as follows:
1. Must have one of the following certifications from the Board of Certified Safety Professionals;
    - i. Construction Health and Safety Technician (CHST) Certification
    - ii. Occupational Health and Safety Technician (OHST) Certification
    - iii. Certified Safety Professional (CSP); or
    - iv. Certified Industrial Hygienist (CIH) by the Board for Global EHS credentialing.
- OR
2. Bachelor of Science in Safety and Health Field plus 2 years full-time experience in a safety and health position or equivalent combination of education and experience.
  3. Previous construction services contract experience that included hazardous work, and that the individuals' work was performed to the satisfaction of the customer.
  4. Must be proficient and knowledgeable in OSHA 29 CFR 1926 standards to prevent construction-related injuries and accidents.
- G. Testing requirements for personnel who will be working in substance Testing Designated Positions.
- H. Any Contractor or Subcontractor operating a commercial motor vehicle (CMV) on the Hanford Site, requiring a DOT Commercial Driver's License (CDL), must be in full compliance with DOT Federal Motor Carrier Safety Regulations (FMCSR) at 49 CFR Parts 40, 382, 383, 385, 387, 390-397 and 399.

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### **5.3 Security and Badging Requirements**

Buyer will arrange for issuance of security badges and dosimeters required for on-site work subject to the requirements identified in the Contract document under Part IV, Special Provisions – On-Site Services (SP-5).

As soon as practical after award, the Contractor shall submit a badge request for personnel required under the various releases so that they may be scheduled for training and medical evaluation to be eligible for work onsite. A badge is required in order to obtain an HID number, which is needed before training and medical evaluations can be coordinated and scheduled. A minimum of two working days advanced notice is required for a Site badge. Contractor shall wear a Buyer -issued security badge identifying himself/herself.

### **5.4 Work Location / Access Requirements**

This work scope will be performed in the 200W Area of the Hanford site. Contractor's labor will report outside of MO720 in the 200W Area as the work start and finish location. Work schedules and facility operations are not consistent on the Hanford Site. Typical work schedules are a standard 4 x 10 work week consisting of 4 days a week (Mon.-Thurs.) between 6:00 AM and 4:30 PM, with one-half hour designated as an unpaid period for lunch. However, the nature of construction work may require the contractor to perform alternate work schedules to prevent any impact on facility operations during the normal work week. Therefore, Contractor shall be available to perform work Friday through Sunday if required. If work is not available for a determined period of time, CPCCo maintains the right to release the Contractor personnel offsite until work is available again. Communications will come through the Contract Specialist.

## **6.0 ENVIRONMENTAL, SAFETY, HEALTH, AND QUALITY REQUIREMENTS**

The Contractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Contractor shall comply with, and assist CPCCo in complying with, Environmental, Safety, Health, and Quality (ESH&Q) requirements of all applicable laws, regulations, and directives.

Materials supplied or purchased for use in performance of this contract, to the maximum extent practical, shall be environmentally preferred as described in 40 CFR 247 and including Biobased products as designated by the USDA (see [www.biopreferred.gov](http://www.biopreferred.gov)).

The following project-specific ESH&Q requirements are applicable to this scope of work in addition to the requirements identified in the Contract [General Provisions](#) and, when work is being conducted on site, the additional ESH&Q requirements in *Special Provisions – On Site Services (SP-5)* should be followed.

Contractor shall take appropriate action, up to and including stopping work, and immediately notify CPCCo if an unplanned risk or hazard is discovered that is not covered by directions provided by CPCCo. This action includes notifying CPCCo if the work exposes their workers to hazards that require medical monitoring.

### **6.1 Environmental**

The Contractor will handle and dispose of waste in accordance with applicable federal, state, and local laws, regulations and requirements, CPCCo procedure, as well as the Contract Part IV, SP-5 Special Provisions – On-Site Services. Promptly report all spills (of non-hazardous and hazardous material) to CPCCo Field Work Supervisor (FWS). Notification shall identify waste stream and provide an estimated quantity of waste to be generated.

## **6.2 Safety and Health**

In addition, Hanford Site activities which are hazardous or complex and will be under the direction of CPCCo supervision will require the following items completed prior to NTP being granted to the Contractor. Safety and Health Program: The Contractor and its Subcontractors shall be responsible to comply with On Site Services (SP-5). Contractor may submit with proposal, for approval, an alternate safety program. The alternative program shall comply with federal, state, and local codes, CPCC-MP-SH-32219, 10 CFR 851, CPCCo Worker Safety and Health Program Description, and all applicable CPCCo, DOE, and endorsed procedures. Contractor shall submit a plan describing how they will implement these requirements into their daily work activities.

**NOTE: Special Provisions – On Site Services (SP-5) is available at the following link:**  
[https://CPCCo.hanford.gov/files.cfm/SP-5\\_Rev1.pdf](https://CPCCo.hanford.gov/files.cfm/SP-5_Rev1.pdf).

Contractor and its Subcontractors shall be responsible to comply with all applicable sections of SP-5.

The Contractor occupational safety and industrial hygiene pre-qualification form (A-6004-812) and supporting documentation in accordance with CPCCO-PRO-SH-40078, will be required to be completed and submitted when requested by the buyer . Information from the submitted form and submitted documents will be evaluated to determine if there are any deficiencies that require compensatory measures prior to award.

Contractor shall perform work in compliance with facility-specific procedures and requirements documents applicable to the work area. These procedures and requirements comply with state, federal, and DOE requirements or regulations. Where there is a difference in regulations or requirements, the most stringent shall apply.

Contractor shall utilize the Site Inomedic Health Applications (IHA) to obtain the identified medical examinations. Contractor shall use the Site IHA for first aid treatment and return to work evaluations and the Hanford Fire Department (HFD) for ambulance service for urgent medical situations requiring care and transport.

Contractor shall take appropriate action, up to and including stopping work, and immediately notify the BTR if an unplanned risk or hazard is discovered that is not covered by directions provided by. This action includes notifying the CPCCo FWS/BTR if the work exposes their workers to hazards that require medical evaluation/monitoring. If an injury/emergency were to occur the Contractor will notify CPCCo's FWS and BTR.

Contractor may be required to participate in emergency drills. Exemptions may be requested by the Contractor to the Emergency Preparedness Manager. The Contractor should assume participation in a monthly drill with a duration of approximately 3 hours. Note: Participation of drill's is not subject to a work delay/downtime notification.

The Contractor shall conduct a weekly safety and health inspections for all active construction activities, per CPCC-PRO-SH-40499, Safety and Health Inspections.

The Contractor shall take all reasonable precautions in the performance of the work to protect the safety and health of employees and of members of the public. Where there is a difference in regulations or requirements, the most stringent shall apply.

Contractor shall utilize the Site Inomedic Health Applications (IHA) to obtain identified medical examinations. Contractor shall use the Site IHA for first aid treatment and return to work evaluations and the Hanford Fire Department (HFD) for ambulance service for urgent medical situations requiring care and transport. First Aid Facility Inomedic Health Applications Inc. Locations are:

- 200W Area Bldg 2719WB
- 1979 Snyder St Suite 150 Richland, WA

All illnesses and/or injuries shall be reported immediately to the CPCCo FWS who in turn will continue the proper notifications to all applicable contacts. In addition, an event report shall be submitted to CPCCo FWS within 48 hours of the illness or the event. This shall be submitted to Case Management within 48 hours of the event.

Prior to the Contractor bringing chemicals onto the Hanford site the Contractor shall fill out and submit for approval a Chemical Inventory Worksheet (form A-6004-750), in accordance with special provisions SP-5, and shall submit the Safety Data Sheets (SDS) for the chemicals for Buyer approval.

### **6.3 Hazard Identification**

To achieve the level of safety desired, hazard identification is required by the worker. The Contractor shall address specific work activities and hazards associated with the specific work and to identify the controls necessary to eliminate or control the hazards.

All work performed under CPCCo jurisdiction shall have a Job Hazard Analysis (JHA) performed.

To ensure worker safety, and in response to severe weather (I.E: winter storms, high winds, lightning, wildfires, and/or extreme smoky conditions), CPCCo may close the Site or release Contractor's employees early. If so, CPCCo will make appropriate announcements and coordinate the closure or early dismissal. DOE issues notification via radio system, public announcement, or in person for inclement weather, excessive wind, and lightning that may result in site shutdowns, delayed start, and early release. In the event of a site shut down, delayed start

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or early release, the Contractor shall not be additionally compensated in terms of cost or schedule. Please use the Hanford mobile app to get early notification of site delays/closures.

#### **6.4 Quality Assurance and Control**

This work will be performed under Quality Level 3 (General Service). The Contractor labor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to requirements included in this SOW.

The Contractor is responsible for the achievement and the verification of the quality of the activities performed in the completion of the described work scope. Compliance with Codes, Standards, and Requirements is the responsibility of the Contractor. At the conclusion of the construction activities, the BTR or designee (typically, the PM, Facility Manager, or Construction Manager) may conduct a Final Acceptance Walkthrough during which time, all work will be inspected for compliance with contract requirements before work is deemed contract compliant.

### **7.0 MEETINGS AND SUBMITTALS**

#### **7.1 Meetings**

Contractor shall attend meetings, including work planning meetings and periodic progress meetings, necessary to achieve overall success. Meetings may be held at the Contractor's local office or CPCCo offices, including work site locations.

#### **7.2 Site Labor Conference**

Before start of Work, Contractor shall conduct a conference at a time and Hanford Site location agreed upon by Contractor and the Labor Organization representatives.

Invited attendees shall include CPCCo, Contractor, subcontractors, Labor Organizations representing utilized crafts, and others having an interest in Hanford Site labor requirements.

Purpose of the conference is familiarization of project participants with Hanford Site labor requirements. Conference shall last approximately one hour and shall include a presentation by the Contractor of the proposed craft utilization and work plan.

#### **7.3 Preconstruction Conference**

Before start of the Work, CPCCo will conduct a conference at a time and Hanford Site location agreed to by Contractor and CPCCo.

Invited attendees will include CPCCo, Contractor, subcontractors and others having an interest in the Work

#### **7.4 Submittals**

The Contractor shall submit the following documents as part of the proposal, prior to starting work, prior to arriving on site, prior to completion, and/or with the final invoice.

The Contractor submittals identified on the Submittal Register shall be submitted by the Contractor using the Contractor Document Submittal Form (CDSF) A-6004-757 (available at [Submittals, Forms & Docs – Central Plateau Cleanup Company \(hanford.gov\)](http://hanford.gov)). Instructions for completion of the CDSF are included with the form.

Generally, documents shall be provided with an electronic file submitted in the current site standards. Clean originals of all figures, tables, or other graphics not contained in the text file shall also be provided and separate files submitted. Submittals shall be provided in electronic format unless available only as a hard copy.

CPCCo’s Document Management and Control System (DMCS) will be used to electronically manage document submittals and RCIs for this contract. The address to transmit submittals and RCIs to is [PDCDC@rl.gov](mailto:PDCDC@rl.gov).

Contract Number and Name:				Revision:		
1. No.	2. Type and Format	3. Description / Document Title	4. Submittal Date (Work Days)	5. Approver Organizations	6. CPCCo Review Time (Work Days)	7. Paragraph or Requirement Reference
1	APW / E	Employee Job Task Analyses (EJTAs)	A + 6	CM/IS&H	4	5.1
2	APW / E	Hanford Safety Record/Training Verification Matrix	A + 8	CM/IS&H	4	5.1
3	APW/ E	Chemical Inventory	SC - 4	CM/IS&H/FPE	4	6.2
4	APW/ E	Safety Data Sheets (SDS)	SC - 4	CM/IS&H/FPE	4	6.2
5	AP / E	Daily Field Reports	Weekly	CPM/CM	4	7.6
6	APW/ E	Product Data Sheets (for Materials	A + 8	CM/ENG/QA	4	4.3.9
7	AP	Weekly Safety Inspection	Weekly	CM/IS&H	4	6.2
8	AP	Manufacturer Warranty	EC	ENG/BTR	4	3.1.4
9	AP	Certificate of Conformance	EC	ENG/QA/BTR	4	4.1

- Typically a numerical sequence (i.e., 1, 2, 3...). However, other numbering systems may also be used.
- Submittal type, number of copies and format:

**APW** = Approval Required Prior to Work (CPCCo must approve the Contractor’s submittal prior to the Contractor being authorized to proceed with any activity/work associated with the submittal).

**AP** = Approval Required (CPCCo must approve the Contractor’s submittal, however, work associated with the submittal may proceed prior to CPCCo approval).

Format: Describes the type of submittal required (electronic or printed):

**DWG** An AutoCAD drawing using the Hanford standard formatting (See PRC-STD-EN-40279 Engineering Drawing Standards).

**MFC** Microsoft Format Compatible application (Word, Excel, Access, PowerPoint)

**P3** A Primavera Project Planner schedule

**GEN** General or Open Format/Media

**PDF** Adobe Acrobat (Portable Document Format)

3. Technical submittals are Engineering or Quality affecting submittals. A Yes in this column designates the need for formalized comments, and a formalized comment disposition process by the Contractor. Examples of Technical Submittals would include Engineering or Fabrication Drawings, or Certificates of Conformance.
4. Vendor Information for project record purposes.
5. Description / Document Title. Describe submittal.
6. Required submittal date or its relationship to project milestones. Examples are July 14, 2009, or Award + 15 days, Contract Completion +30 days.

**A** Date of Award

**CD** Conceptual Design Complete

**PD** Preliminary Design Complete

**FD** Final Design Complete

**M** Mobilization

**SC** Start of Construction

**EC** End of Construction

7. Approver Organization. Examples are Construction Manager, Safety, Quality, Radiation Protection, Waste Management.

8. The number of Workdays required for review of the submittal.

Contract Reference: Cross reference to the Contract requirement that defines this submittal

### **7.5 Accrual Report**

The Contractor shall provide a consolidated monthly management report to be delivered to CPCCo on or before the 10<sup>th</sup> calendar day of the month following the reporting period. This report shall include the following:

Progress for the period – an accurate, up-to-date summary account of tasks completed during the CPCCo fiscal month.

Activities planned for the next reporting period as well as the status of any deliverables, including planned deliver date(s) and actual and/or anticipated delivery date(s).

Problem encountered - identification of any problems, issues or delays and recommendations as to their resolution, and any corrective action that was taken to correct identified problems.

### **7.6 Time Reporting**

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The Contractor shall complete Construction Daily Field Report (DFR) (Form A-6004-822) on a daily basis. The DFR shall identify at a minimum the following: craft by name/hours worked and company, supervision by name/hours worked and company, any detailed problems/issues/delays, vehicles/equipment used, detailed work activities planned for the next day, safety observations, and Lost Time/Work Delay as applicable, etc. Construction DFRs shall be submitted by Contractor to CPCCo by 10:00 a.m. each workday documenting the previous workday's activities. DFRs will be filled out until the project is completed or terminated. A DFR shall also be submitted on days (normal workdays) where no work has been performed.

## **8.0 DELIVERABLES AND PERFORMANCE SCHEDULE**

### **8.1 Deliverables**

Deliverables are defined within this SOW in Section 3.0 and Appendix A, *Submittal Register*.

### **8.2 Performance Schedule**

Milestone dates including period of performance are identified in the contract document.

**ATTACHMENT 1**

**SITE MAP**

