

Revision 0

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**STATEMENT OF WORK
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1.0 INTRODUCTION / BACKGROUND

This contract is issued for the purchase of a double-wide mobile office in support Central Plateau Remediation Company (CPCCo) work scope. CPCCo is a prime contractor to the Department of Energy (DOE) and all work in this Statement of Work will be performed in support of the CPCCo contract with DOE.

2.0 DESCRIPTION OF WORK – GENERAL

This SOW is for the purchase and delivery of a double-wide mobile office for the T-Plant project, located in the 200W area of the Hanford site.

3.0 DESCRIPTION OF WORK – SPECIFIC

The work scope for this activity includes the resources, material and/or equipment necessary to provide a purchased trailer to CPCCo for use on the T-Plant project.

Contractor shall supply and deliver a 24 ft. x 60 ft. office trailer. The scope of work also includes the supply of all associated materials to support the set-up (stairs, blocking, leveling, anchoring, sealing, chicken wire, and insulated skirting). Installation of the trailer will be performed by others under a separate contract.

Unless otherwise approved, Contractor shall work in accordance with CPCCo contract requirements, operating policies and procedures and shall be responsible for execution of the work in accordance with the quality standards and requirements specified for the assigned project and facilities.

Contractor shall provide technically qualified person(s) that work as part of a team under the general supervision of CPCCo. The Contractor shall furnish all necessary labor, technical and professional services, supervision, materials, tools, equipment, consumables, and payment of any applicable taxes to perform all operations necessary and required to perform scope as directed by CPCCo.

3.1 Preparation Activities

Contractor shall be responsible for the following functions, requirements, and design criteria preparatory activities:

- A. Prepare and submit required documents listed on the submittal register Attachment A.
- B. The Contractor shall submit serial numbers for all trailers. (Attachment A, Submittal Register)
- C. Site conditions and known hazards include potential winds and temperatures as described in Section 3.8.

3.2 Mobilization

Contractor shall secure all necessary transportation permits for delivery from supplier's facility to T-Plant in the 200W area of the Hanford site.

Contractor must meet all the Department of Transportation (DOT) Federal Motor Carrier Safety Regulations (FMCSR) in 49 CFR Parts 40, 382, 383, 387, 390-937.

Contractor shall ensure that suspect/counterfeit items, such as non-compliant shackles and fasteners with head marks shown on the S/CI fastener head work list are not used and brought onto the Hanford site.

3.3 Delivery of Materials, Supplies, and Coordination of Subcontractors

Regarding deliveries of materials and supplies, and the coordination with other contractors and subcontractors while on the CPCCo Site, Contractor shall:

- A. Coordinate work delivery with the installation contractor in advance.
- B. Arrange for badging through the Contract Specialist.
- C. Communicate any special hazards associated with the delivery or the work (e.g., safety, security)
- D. Meet the CPCCo Delivery Point of Contact (DPOC) contact at the designated rendezvous point.
- E. Comply with DPOC direction to the specified work location.
- F. Conduct a joint pre-delivery walk down of the work location with the DPOC prior to commencing delivery.
- G. The DPOC will be physically present at the delivery site for the entire time a delivery or work is being executed to ensure that it is performed safely and in accordance with Contract requirements. Alternate arrangements may be made with the approval and concurrence of the CPCCo BTR.
- H. At completion of the delivery, the delivery driver shall exit the work site in a timely manner as directed by the DPOC.

3.4 Handling and Storage of Materials, and Hand Protection

Contractor shall use all means necessary to protect materials before and during installation.

Contractor shall use gloves (e.g., leather, canvas, cotton, etc. as appropriate for the work activity) to prevent and/or protect the hand from abrasions and contusions. Contractor shall utilize gloves that are rated as cut/puncture-resistant for activities that present the potential for a cut or puncture to the hand. Leather gloves are not rated as cut/puncture-resistant and are not permitted. Cut-resistant gloves come in different performance strengths; Contractor shall ensure that the proper type of gloves has been selected for the hazard to be encountered. CPCCo does not specify or recommend any brand-name gloves; but does require these gloves to be rated as cut/puncture resistant.

3.5 Specific Requirements – One 24 ft. x 60 ft. Office Trailer

- A. The trailer shall have the minimum nominal dimensions of 24 ft. x 60 ft.
- B. The trailer shall have two (2) wall pack HVAC units.
- C. The trailer shall have up to six (6) offices and one (1) self-contained bathroom with a kitchenette with sink setup adjacent to the bathroom and an open central bay area.
- D. The trailer shall be designed for a minimum floor live load of 50 lbs. per sq. ft.
- E. The floor finish shall be of commercial grade carpet.
- F. The trailer shall have a minimum of two (2) general use receptacles in each office and one (1) general use receptacle on the common room side of each wall office.
- G. The trailer shall have a minimum of three (3) general use receptacles on each east and west side wall, in common areas.
- H. Electrical service to operate the units shall be 120/240 VAC, single phase.

- a. There shall be one (1) tie-in point suitable for service or two (2) service-rated disconnects to supply the two units.
- b. Available power at owner interface is 240A, single phase.
- I. The trailer shall have not more than four (4) general use receptacles on each 20 AMP circuit.
- J. The trailer shall have two (2) dedicated 20 Amp receptacle circuits labeled for a refrigerator and microwave (by kitchenette).
- K. Provide heat trace for freeze protection of piping under the units with heat trace thermostat set to begin heating at 40 degrees Fahrenheit. Provide 120V ground-fault equipment protection (GFEP) circuit breaker to power heat trace. All heat trace shall have operational light indicator mounded on the exterior of the building.
- L. The trailer shall have skirting to prevent debris accumulation in the crawl space.

3.6 Special Requirements

Trailer furnished by Contractor shall meet the following requirements:

See: Exhibit A for requested trailer layout.

- A. The unit shall meet the Washington Administrative Code (WAC) 296-150F, for Factory Built Housing and Commercial Structures. The serial numbers of the trailer and modular unit manufacturer's data sheets and associated certifications shall be submitted for review in advance of delivery for approval.
- B. Trailer shall have (1) one self-contained bathroom.
- C. The trailer shall meet the NFPA 101 (2009) requirements for "New Business Occupancy."
- D. Trailer shall have a minimum of two (2) NFPA 101, Life Safety Code for New Business compliant exterior exits. NFPA 101 compliant entrance doors with exterior lights and stairs are required.
- E. Trailer shall have two (2) outdoor perimeter lighting fixtures, and shall be LED type.
- F. Trailer shall have standard indoor lighting.
- G. Stairs and hand rails are to be compliant with NFPA 101, Life Safety Code for New Business and any portion of the stairs and /or platform for which the walking surface is in excess of 30 inches above grade shall be equipped with 4-inch guarding. Platforms must be a minimum of 60 inches by 60 inches.
- H. Doors shall be a minimum of 36 inches in width and have an adjustable door closure.
- I. Exterior door hardware to be standard level lock with the doors to each unit keyed alike.
- J. Exit signs shall be mounted directly over each door and be NRTL approved or listed photo luminescent.
- K. Windows shall meet or exceed trailer manufacturer's standards.
- L. Standard mini-blinds shall be installed on each window to fit between the window frames.
- M. Interior wall and ceiling finish shall be module type Class A, Flame spread rating of 25 and Smoke Development rating of 450. Fire retardant paint is not acceptable.

- N. The units shall have shed type roofs of 2" rise and 12' run or a CPCCo-approved substitution.
- O. Standard residential rain gutters shall be installed on the entire of roof line above the entry door side of the building with one down spout at each end of the gutter to direct water away from walkways where feasible. (Not required if the slope of the roof is away from exterior doors)
- P. Contractor shall provide all supports, anchorage, and tie downs in accordance with trailer manufacturer instructions. Anchorage design shall be for an ultimate design wind speed (peak gust) of 110 mph, Importance Factor "1.0", and Exposure Category "C" in accordance with ASCE-7-10 for wind. Seismic design shall be per IBC 2012, Site Class D, $S_s=0.46$, and $S_1=0.15$.
- Q. Seal all penetrations to prevent access of cold air and vermin to the underside of the unit (vented T111 skirting or like excluded).
- R. The unit shall have a central HVAC system for both heating and cooling. The HVAC unit shall be mounted on the end wall of each module that comprises the unit and include its own electrical disconnect.
- S. Trailer wiring and fixtures shall not have any shared neutrals.
- T. All electrical materials and equipment (including HVAC units) shall be listed by a Nationally Recognized Testing Laboratory (NRTL) and installed in accordance with the listing requirements.
- U. Panel-board loads shall be balanced evenly between the panel-board phases.
- V. Main electrical panels shall be accessible from the interior of the building to shut down the HVAC systems in the event of an emergency.
- W. Provide a panel schedule for the electrical distribution panel, filled in with connected loads.
- X. Label electrical outlets indicating the panel and circuit number where power originates. Electrical receptacles shall be GFCI as required by code.
- Y. Contractor shall be responsible to suspend delivery of trailer units when winds exceed 25 mph.
- Z. The units supplied under this order shall be fully functional (i.e. HVAC units, etc.) and prepared to commence operation when delivered.
- AA. The units shall meet all appropriate OSHA, ANSI, DOT, TBC and Federal Motor Carrier Commercial Vehicle specifications and regulations for operation. Certification at time of shipment is required. Prior to occupancy of the trailers, CPCCo will complete an inspection to ensure compliance. If trailer does not pass inspection, the Contractor shall be responsible for compliance and any incurred costs.
- BB. The trailer used in this program shall be new manufactured.

3.7 Trailer Anchorage Requirements

Contractor shall provide design and calculations for blocking and anchorage. The design shall be for an ultimate design wind speed (peak gust) of 110 mph, Importance Factor "1.0", and Exposure Category "C" in accordance with ASCE-7-10 for wind and IBC 2012 – Site Class D, Importance Factor (I_p) = 1.0, $S_s = 0.46$ and $S_1 = 0.15$ for earthquake loads. Contractor shall submit anchorage and blocking design details and supporting calculations sealed by a licensed Professional Engineer in the State of Washington.

3.8 Work Not Included

- A. CPCCo will provide a designated spotter for all deliveries and positioning of the trailer.
- B. Trailer set-up and connection to utilities are not included in this Contract work scope.
- C. Office furniture, computers and copiers will be supplied by others.

3.9 Acceptance Criteria

Trailer provided shall meet all applicable CPCCo requirements as outlined in this SOW. Trailer will be off-loaded at T-Plant in the 200W area of the Hanford site. It will be inspected and if any issues are noted they shall be corrected by Contractor at no cost to CPCCo.

3.10 Organizational Interfaces

Contractor shall interface with various CPCCo (and other) organizations through the CPCCo Contract Specialist, Buyer's Technical Representative, or Field Work Supervisor, as required.

The Buyer's Technical Representative (BTR) for this Contract is TBD.

3.11 Site Coordination Requirements

Contractor shall coordinate trailer delivery with CPCCo and interface with the trailer installation contractor.

3.12 Work Control Requirements

Work shall be released and controlled under CPCCo Work Instructions. Contractor shall perform all Hanford-site work under CPCCo supervision.

3.13 Work Location

Contractor shall deliver the trailer to T-Plant in the 200W area on the Hanford site.

3.14 Site Conditions and Known Hazards

The Hanford site conditions and/or known hazards are weather conditions ranging from -15 degrees to 115 degrees Fahrenheit with severe winds gusting to around 85 mph.

4.0 TECHNICAL REQUIREMENTS

Any proposed Contractor standards, substitutions or deviations from the following specified requirements shall be identified and formally submitted with Contractor's proposal for review and approval by CPCCo.

4.1 Codes and Standards

All components shall be designed, procured, tested, and/or inspected in accordance with recognized industry codes or standards. It is the Contractor's responsibility to identify all applicable codes or standards. All components shall be designed, procured, tested, and/or inspected in accordance with recognized industry codes or standards. It is the Contractor's responsibility to identify all applicable codes or standards that apply to each component. Unless specified otherwise, the current edition or revision of the code in effect on the date of award shall be used.

The following codes and standards shall be used as a minimum:

- ANSI/IEEE C2-2007, *National Electrical Safety Code* (NESC).
- DOE-STD-1066-2012, *Fire Protection*, Appendix C – Relocatable Structures
- NFPA 70-2014, *National Electric Code* (NEC)
- NFPA 101-2015, *Code for Safety to Life from Fire in Buildings and Structures*.
- Washington Administrative Code (WAC) 296-150F, for Factory Built Housing and Commercial Structures.

4.2 Drawings

Contractor shall provide drawings of the unit by serial number/unit number in electronic AutoCAD 2008 and/or PDF. As a minimum, drawings shall include floor plans, blocking plans, tie-down/anchorage details, electrical panel schedules, and locations of HVAC units, electrical panels, lights, receptacles, doors, stairs, and tongues. A general arrangement drawing for the trailer shall be developed suitable for indicating at least the location of exits, path of egress, and fire extinguishers, first aid equipment, and emergency supplies.

4.3 Electrical Safety Requirements

- A. All electrical control panels and electrical equipment (a general term including material, fittings, devices, appliances, luminaries [fixtures], apparatus, and the like used as a part of, or in connection with, an electrical installation) delivered or brought onto the site in performance of this contract must be labeled by an organization currently recognized by OSHA as an NRTL.
- B. All electrical equipment installed as part of this contract must comply with the National Electrical Code (NEC), NFPA 70-2014. The Buyer (CPCCo) reserves the right to inspect electrical equipment and installations. Contractor is responsible for notifying CPCCo when installations are available for inspection.
- C. Electric motors shall be built and manufactured in accordance with NEMA MG-1 or listed by an organization currently recognized by OSHA as an NRTL.
- D. Electrical equipment and devices must be Listed or Labeled by UL or another organization currently recognized by OSHA as an NRTL.
 - a. The Canadian Standard Association (CSA) marking is currently recognized by OSHA as an NRTL marking.
 - b. The European Union “CE” marking, Directive 93/68EEC, is NOT currently recognized by OSHA as an NRTL marking.
 - c. The International Electrotechnical Commission (IEC) Standard 60529 for enclosures is NOT currently recognized by OSHA as an NRTL label.
 - d. Electrical equipment for which there is no listing category must be evaluated or tested using a method submitted to and approved by CPCCo prior to delivery of the equipment.
- E. Electrical equipment is also subject to the “Counterfeit Suspect Item Program.”

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualification

- A. CPCCo General Employee Radiological Training (GERT) is required for this task. Evidence of successful completion of employee training shall be provided prior to performing work.
- B. Proof of DOT qualifications for trailer delivery drivers shall be provided.

5.2 Security and Badging Requirements

- A. Contractor staff shall wear CPCCo-issued site security badges while on the Hanford site. A minimum of two working days advance notice is needed for site badging.
- B. Contractor staff shall not personally carry or transport prohibited articles on the Hanford site.

5.3 Site Access and Work Hours

Work on the Hanford site is done on a 4 x 10 schedule. The standard workday consists of ten (10) hours of work between 6:00 AM and 4:30 PM, with one-half hour designated for lunch. No work occurs on the non-working Fridays. If schedule alternative is required BTR will communicate to Contractor's contact

6.0 ENVIRONMENTAL, SAFETY, HEALTH, AND QUALITY REQUIREMENTS

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. 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.

In addition, the following project specific safety requirements are applicable to this specific scope of work and are tailored to the hazards and controls applicable to this scope of work.

6.1 Safety Requirements

- A. Contractor and its subcontractors shall be responsible to comply with State, Federal, and DOE requirements or regulations. Where there is a difference in regulations or requirements, the most stringent shall apply.
- B. Contractor shall take appropriate action, up to and including stopping work, and immediately notify the Contract Specialist if an unplanned risk or hazard is discovered that is not covered by directions provided by Contract Specialist. This action includes notifying the Contract Specialist if the work exposes their workers to hazards that require medical monitoring.

6.2 Quality Assurance and Control

Contractor shall be responsible for performing quality workmanships and shall conduct the quality control measures necessary to ensure work conforms to requirements noted within this SOW.

6.3 Quality Assurance/Inspection Requirements

The quality assurance/inspection requirements applicable include an inspection of each unit by CPCCo.

6.4 Environmental Requirements

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. www.biopreferred.gov

In accordance with Federal Acquisition Regulation 52.223-15, Energy Efficiency in Energy-Consuming Products, the Contractor shall ensure that energy-consuming products are energy efficient products (i.e., ENERGY STAR® products or FEMP-designated products) at the time of contract award.

7.0 SUBMITTALS

The Contractor submittals identified herein on the Submittal Register shall be submitted by the Contractor using the [CPCCo Contractor Document Submittal Form \(CDSF\), A-6004-757](#). Instructions for completion of the CDSF are included with the form. When any submittal is returned to the Contractor with a request to resubmit, the Contractor shall resubmit all corrected documents within the time specified on the returned submittal form.

7.1 Submittal Register

The Contractor shall submit the following documents as part of the proposal or prior to starting work on site.

Contract Number and Name:							Revision:		
1. No.	2. Type, and Number of Copies	3. Technical Submittal	4. Vendor Information	5. Description / Document Title	6. Submittal Date (Calendar Days)	7. Approver Organizations	8. CPCCo Review Time (Work Days)	9. Contract Paragraph or Requirement Reference	
1	APW, E, PDF	No	No	Office Trailers Drawings	With proposal or 2 days after Notice of Award	BTR or Engineering	5 Days	SOW 4.2	
2	APW, E, PDF	Yes	Yes	Serial numbers of trailers and modular unit manufacturer's data sheets and associated certifications	With proposal or 2 days after Notice of Award	BTR or Engineering	5 Day	SOW 3.6.A.	
3	APW, E, PDF	Yes	No	Anchorage and blocking design details and supporting calculations sealed by a licensed Professional Engineer in the State of Washington	2 days prior to work on site	BTR Engineering	5 Days	SOW 3.7	

4	APW, E, PDF	Yes	Yes	Panel schedule for the electrical distribution panel, filled in with connected loads.	5 Days after Notice of Award	BTR Engineering	5 Days	SOW 3.6.U.
5	APW, E, PDF	Yes	Yes	Contractor's Verification of Condition of Structural, Finish, Electrical, and Conformance to Requirements	5 Days after Notice of Award	BTR Engineering Manager	5 Day	SOW 3.6.Z.

- 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 (CHPRC 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 (CHPRC must approve the Contractor's submittal, however, work associated with the submittal may proceed prior to CHPRC approval)

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

DWG An AutoCAD drawing using the Hanford standard formatting (See CHPRC-00263, *Off-Site Vendor Instructions for the Preparation and Control of Engineering Drawing*).

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

MPP Microsoft Project Files

P6 A Primavera Project Planner schedule

GEN General or Open Format/Media

PDF Adobe Acrobat (Portable Document Format)

E Electronic

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 is 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 work days required for review of the submittal.
9. Contract Reference: Cross reference to the Contract requirement that defines this submittal.

8.0 DELIVERABLES, PROJECT CONTROLS, MILESTONES, AND PERFORMANCE SCHEDULE REQUIREMENTS

Final acceptance of the trailer will be upon delivery of the units and review and approval of certifications, documentation required by this Statement of Work, and a final walk down. In the event that a noncompliance is identified during CPCCo walk-down, Contractor shall correct all non-compliances before CPCCo accepts delivery of the trailers constituting final acceptance.

8.2 Milestones

Anticipated trailers delivery date: December 30, 2022

8.3 Performance Schedule

Contractor shall provide a schedule for the delivery of each unit.