

1.0 INTRODUCTION / BACKGROUND

The work is for the performance of *Manhattan Project National Historical Park (MAPR) Facility Management Services* in support of Central Plateau Cleanup Company (Buyer/CPCCo). 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 CPCCo contract with DOE.

The Manhattan Project National Historical Park (MAPR) includes the 105B “B Reactor” National Historic Landmark and is the world's first full-scale plutonium production reactor. It is located approximately 45 miles north of the city of Richland Washington. More than 30 buildings and 20 service facilities were part of B Reactor operations. From 1969 through 2006, all were dismantled and removed except for the reactor building, main exhaust stack and the river pump house, which still pumps water used for modern site activities. Improvements to the reactor began in 2008 to support public access (e.g., life safety code upgrades, signage, creating storm doors, and designing safety approaches) and the first public tours of B Reactor took place in early 2009 with visitors reaching an average of about 10,000 each year.

With its designation as a National Historic Landmark, the presence of visitors and tour groups, and as a legacy building of the Hanford Project that is still a radioactively contaminated and controlled site, the B Reactor and its surrounding locations requires stable management of its operations and maintenance.

The MAPR facilities and infrastructure include the B Reactor facilities, mobile/modular offices, roads, parking lots, fences and storage containers, and pre-Hanford structures that existed prior to the Manhattan Project including the old Hanford High School, the White Bluffs Bank, and the Bruggeman family river-rock warehouse. Associated equipment and utilities include a fire main, electrical, heating/ventilation systems, fire alarms, and storm drainage.

Buyer is responsible for the MAPR’s overall maintenance and operations as a major visitor and historical site. However, given that DOE’s desired focus under the Buyer’s prime contract is the accelerated cleanup of high-risk environmental liabilities and returning Hanford land for its projected future use, the Buyer recognizes that the B Reactor site requires focused attention to manage the essential on-going needs of such an important national monument.

The objective of this requirement is to obtain a professional services contractor to plan, manage, and coordinate the day-to-day maintenance and operations of the MAPR.

2.0 DESCRIPTION OF WORK – GENERAL

The work shall include activities necessary to provide safe, efficient, cost-effective facilities and infrastructure preservation, operation, planning, and activation services at the MAPR complex. The Contractor shall manage the total work effort associated with the services required herein to meet the performance objectives and standards. Contractor shall plan, manage, and coordinate their activities by applying knowledge and experience in project management, operations, logistics, safety/technical oversight, and acquisitions/subcontract program management. The contractor services include:

- Planning, scheduling, organizing, supervising, and controlling the work to be performed at the MAPR complex.
- Interfacing with the DOE and National Park Service and other project leads on a day-to-day basis for planning and executing programs and projects.
- Coordinating, overseeing, and managing visitor and site tour services.
- Coordinating and monitoring of work with other site contractors that perform maintenance work to verify conformance to Hanford site requirements
- Monitoring and overseeing facility improvement projects.
- Investigating and providing recommendations on facility maintenance and upgrades or corrections.
- Performing project planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality control.
- Administering and managing facility requirements with responsibility for assigned personnel and budgets.

Contractor shall assign personnel at levels required to provide these services and be responsible for independently planning, and organizing these administrative/technical duties in support of the successful completion of the deliverables under this contract. The Contractor shall be skilled in the use of personal computers and networks and proficient in Microsoft Windows and the Microsoft Office (Word, Excel, PowerPoint, Access, etc.) suite programs. It is preferred that dedicated Contractor support be provided to ensure efficient and cost effective services are received and Contractor is familiar with the Buyer's requirements.

3.0 DESCRIPTION OF WORK – SPECIFIC

Contractor, working closely with Buyer staff and leadership, shall be responsible for management and oversight of the MAPR. These professional services establish a single key interface between Buyer field and function organizations, DOE, facility users, and program owners. This work requires close coordination with Buyer projects and functional organizations as well as DOE and the National Park Service to carry out the following responsibilities/work activities:

3.1 Facility Support Services

The Contractor shall provide a wide range of services relating to Buyer's responsibilities for the MAPR. The services includes facility management, oversight, analysis, and acquisition support. Contractor is expected to develop and implement the management techniques and processes to maintain the facilities in an appropriate state suitable for its intended purposes. This work includes local travel as may be required to perform oversight and management duties. Accordingly, anticipated local travel is to be included in the services rendered including any coordination activities with Buyer, other site contractors, the National Park Service, and DOE.

3.1.1 Facility Management

Contractor shall manage the total work effort associated with the operations and all other services required herein to meet the performance objectives and standards. Such management includes but is not limited to planning, scheduling, cost accounting, report preparation,

establishing and maintaining records, and quality control. Facility Management includes the following activities:

- A. Ensure maintenance, operations, and facility improvement planning maintains the industry standard for life cycle costs of facility ownership through the development and implementation of an effective maintenance program. The Contractor shall
 1. Effectively identify and program out year maintenance and repair requirements. The employed maintenance strategy is to maximize operability and efficiency while minimizing life cycle costs. It includes preventative, predictive, reactive, and proactive maintenance activities;
 2. Schedule, plan, and estimate existing maintenance and repairs;
 3. Document any maintenance issues and make arrangements/schedule maintenance service calls to be performed by others;
 4. Track preventive maintenance performance to ensure work requirements are completed within specified time limits;
 5. Inspect completed and in-progress maintenance to ensure all work is complete and operational.
 6. Provide periodic adjustments as conditions of the facilities change;
 7. Ensure industry best practices are applied to the storage and warehousing of Government Furnished Equipment and materials and;
 8. Ensure clean appearance of the assigned facility grounds and interior spaces.
 9. Provide project management of major repairs and upgrades to include but not limited to the 105B roof repairs and cement masonry unit block repainting.
- B. Provide expert management and guidance as well as planning, programming, budgeting, and executing in all facets in the management of the MAPR. This shall include providing detailed input to Buyer management reports for cost, schedule, and budget performance.
- C. Perform regular routine surveillances and monitoring of facilities and facility systems to ensure each are operational and conforming to functional requirements for its intended use. The Contractor shall take special care to protect Government property from damage or disfigurement.
- D. Use communication and organizational skills to maintain day-to-day contact with the Buyer for planning, reporting, and executing B Reactor work-scope.
- E. Apply industry standard criteria to evaluate or propose facility solutions given Buyer requirements and constraints.
- F. Interact with other Hanford contractors as required to expeditiously and efficiently service Buyer facility needs at B Reactor. The Contractor may be required as part of the performance of this effort to work with other contractors working on the Hanford site. Such other contractors shall not direct Contractor in any manner.
- G. Provide visitor coordination services that includes maintaining safe, effective, and compliant building entrance/exit, steps, landings, sidewalks, roadways, parking areas and any other hard surface areas subject to vehicle or pedestrian traffic that are used for tours and special events.
- H. Provide oversight of work performed by service providers at B Reactor locations. Such oversight shall include supervising/coordinating necessary engineering evaluations performed by others that allow for preservation of the MAPR locations consistent with its historic integrity. Ensure all on-site work is conducted in compliance with all applicable

Buyer occupational safety, health, environmental, transportation, and quality requirements.

- I. Review and analyze relevant historic, new, and emerging data and information including but not limited to new and proposed budgets, regulations, procedures, and executive orders to assess the impact on services and to report such research and analysis to Buyer.
- J. Perform follow-up actions on any information (invoices, service calls, facility/equipment performance) concerning Buyer's transaction from start to finish.
- K. Participate in meetings and reviews as requested by Buyer to ensure adequate communication to Buyer personnel, DOE, and other stakeholders.

3.1.2 Facility Acquisition Support

Contractor shall assist Buyer in identifying MAPR solutions to satisfy project requirements. The contractor is considered a key participant in the acquisition process and may be called upon to perform subcontracting services.

The Contractor shall coordinate with the Buyer and perform the following functions:

- A. Identify facility requirements and potential sources of supply for appropriate solutions to perform required work.
- B. Coordinated with Buyer on the determination of whether Government-Furnished Services is available for use.
- C. When appropriate, collect information, support, and assist in the performance of acquisition planning consistent with Buyer's make/buy policy.
- D. Develop, process and approve scopes of work and/or procurement requisitions for acquisitions using Buyer's established templates and Asset Suite System.
- E. Prepare and/or develop draft rough plans and specifications for building alterations and other specialty facility services. Provide oversight on execution and acquisition of subcontractor services.
- F. Coordinate with Buyer's procurement organization to source services through the Buyer's network of subcontractors. Evaluate the technical aspects of subcontract proposals.
- G. Although it is preferred the Buyer's employee perform this role, the Contractor may serve as the Buyer's Technical Representative on lower-tier subcontracts/task orders and ensure all on-site work is conducted in compliance with all applicable Buyer occupational safety, health, environmental, transportation, and quality requirements
- H. Coordinate, track, expedite (if required), and report on procurement actions.

In the event the Contractor is required to issue a lower-tier subcontract for the acquisition of non-commercial and commercial supplies and services (normally self-performed by Buyer), authorization to perform such action(s) will be made in writing by Buyer through a contract modification that would authorize Contractor to make such expenditures. No purchase may be initiated without the prior approval of the Buyer.

3.1.2.1 Task Order Development

The Contractor shall assist Buyer in developing proposal(s) to the DOE for operation and maintenance of the MAPR facilities. Support may include:

- A. Evaluating and supporting the development of project schedules and cost estimates for consistency with project management principles, and consistency with project plans and milestones.
- B. Providing support to prepare, review, and improve CPCCo basis of estimate for B Reactor work scope.
- C. Evaluating project risks, identify vulnerabilities, and coordinate with senior management to minimize/mitigate vulnerabilities.
- D. Identifying, reviewing, and analyzing actual or potential planning and project management/execution problems.
- E. Participating in reviewing/editing schedule/cost information prepared by others.

3.1.3 Reports

The following minimum requirements for reporting and record-keeping will be in effect for the term of the contract.

3.1.3.1 Weekly Report

The Contractor shall generate a weekly report for delivery to the Buyer before 10AM each Monday. A single activity report may be submitted to cover work for all activities listed in Section 3 above. Submission of Weekly Activities Reports is required until the contract work is completed. On weeks where no work has been done, the Contractor's Weekly Activity Report shall contain a statement to such effect. The weekly report shall be in a memo format and shall include from the previous week's activity:

- A. Summary of all technical operations and maintenance work activities performed for the previous work week period,
- B. A forecast of the technical operations and maintenance that will be accomplished in the following week,
- C. Any detailed problems, issues, or risks in completing assigned work that are appropriate for weekly communication,

3.1.3.2 Monthly Reports

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

- A. Progress for the period – an accurate, up-to-date summary account of tasks completed during the previous month.
- B. 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).
- C. 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
- D. Strategy revisions – recommended changes to include any lessons learned.

3.1.3.3 Annual Assessment

Annually at the conclusion of each Government fiscal year (October – September), but no later than November 30 of each year, the Contractor shall conduct a comprehensive analysis and assessment and provide a narrative assessment report on the condition of facilities managed by the Contractor. The report shall focus on buildings and grounds within the MAPR Hanford complex to be used by Buyer for identifying investment priorities and support predictable funding for the MAPR facilities. Contractor's report shall summarize the overall site infrastructure and facility conditions to provide an overview of requirements and assign priorities to each identified condition. The Contractor shall prioritize each condition according to the following criteria:

- **Priority 1** – Currently Critical. These are needs and/or project which require immediate action to return a facility to normal operation, stop accelerated deterioration, or correct a cited safety hazard, especially those conditions which potentially pose a significant risk to health and safety.
- **Priority 2** – Potentially Critical, Will Become Critical. These needs and/or projects will become critical within a year if not corrected expeditiously. Situations in this category include intermittent interruptions, rapid deterioration, and potential safety hazards.
- **Priority 3** – Necessary, Not Yet Critical. These needs and/or projects include conditions requirement reasonably prompt attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.

As required, Contractor shall work with existing operations and management personnel and other Buyer's organizations. If opportunities for improvements are determined, the Contractor shall support the development and implementation of Buyer corrective actions.

The analysis shall contain a Contractor recommendation for each condition identified.

3.2 Acceptance Criteria

Deliverables including all submittals shall be accurate, legible, and reproducible. Before delivery, the Contractor shall review its work products, as applicable, for technical adequacy, completeness, and appropriate content. Acceptance shall be based on validation by CPCCo that Contractor has accurately completed all work and resolved and/or incorporated all CPCCo comments within the timeframes allotted.

The Buyer will monitor performance and review performance reports furnished by the Contractor to determine how the contract is performing against communicated performance objectives. The Buyer will make decisions based on performance measurement and notify the contractor of this decisions. The contractor will be responsible for making required changes in processes and practices to ensure performance is managed effectively.

The Buyer will provide written notification of acceptance or rejection of all deliverables; both draft and final. All rejections will include the specific reason(s) for rejection. The Buyer will provide written acceptance and/or rejection comments within 15 working days from receipt by Buyer of all required deliverables. Upon receipt of the Buyer comments of rejection, Contractor shall have 15 working days to revise and re-submit the Contract deliverable.

It is anticipated that one draft review cycles will be necessary to complete the primary deliverable for 3.1.3.3.

3.3 Organizational Interfaces

The Contractor primary technical interface shall be the Buyer Technical Representative.

3.4 Work Not Included

Contractor will not be managing or directing Buyer personnel, providing maintenance or repair labor, administering or awarding lower-tier non-commercial and commercial supplies and services, (unless previously authorized), or performing engineering evaluations.

3.5 Buyer Furnished Materials and Equipment

CPCCo personnel will be made available to provide technical input, answer questions, review completed draft deliverables, provide feedback, and provide shipping directions for deliverable products. CPCCo will provide office space as described in Section 4.6 below.

3.6 Site Coordination Requirements

Contractor site coordination and interface requirements include communicating/coordinating all field work with the applicable CAM/PM/BTR or designee, ensuring adequate training and work document release is obtained prior to starting work.

The site conditions and/or known hazards that are common to project/construction areas are listed in the below table. Contractor shall stay aware of changing site conditions and locations that may impact their work including performing oversight duties for delivery, pickup, maintenance, and movement of equipment.

Falls	Overhead Lines	Bio-hazards and vermin
Uneven walking surfaces	Portable hand tools	Ergonomic hazards
Lifting	Falling objects	Noise sources
Elevated work surfaces	Sharp objects	Heavy Equipment
Radiological		

4.0 TECHNICAL REQUIREMENTS

Contractor will perform in accordance with the terms and conditions of this contract including, confidentiality of information and intellectual property safeguards.

4.1 Project Management

The Contractor shall employ a project manager (PM) who shall possess relevant experience at a comparable level of responsibility in projects of similar size, scope and complexity. The PM or alternate shall have full authority to act for the Contractor on all contract matters relating to this

contract. The PM or alternate shall be on-site or available during the Buyer's regular working hours.

4.2 Information Protection – Controlled-Use Information

Contractor information generated as part of this work may include information that is classified as Controlled-Use Information that has specific requirements relating to identification, marking, protection, and non-disclosure. When performing work under this contract, the Contractor shall ensure compliance with the General Provision Clause “Confidential and Controlled-Use Information” and the process and requirements established in CPCC-PRO-IRM-184 ‘Information Protection and Clearance.’

4.3 Organizational Conflicts of Interest – Prohibition of Follow-on Contracts

As the contractor is preparing or assisting in preparing a statement of work and other documents to be used in competitively acquiring services as well as participating in proposal evaluations, the contractor is prohibited from furnishing any services either as a prime or as a subcontractor that may result from award of any subcontract from a statement of work that was developed as a deliverable under this subcontract (reference Federal Acquisition Regulations 9.505-2)

4.4 Nondisclosure Agreement

Contractor personnel performing services under this contract may be required to sign a nondisclosure agreement if required to participate in task order proposal development.

4.5 Document Format

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. Electronic formats must be non-password protected in Microsoft® Word 2016 or Excel® format or other formats as otherwise agreed to by Buyer.

4.6 Work Location / Access Requirements

Work may be performed at Contractor’s and Buyer’s facilities. Site visits are required for performing field coordination and oversight activities. The Contractor is required to make regular visits to Hanford Site B Reactor location(s). CPCCo will provide Contractor personnel with general turn-around office space with desk, phone, and computer in the 100 Area at the Hanford site and at other location in Richland, WA (i.e. 825 Jadwin, 200 Logston Blvd).

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualification

- A. The Contractor is expected to provide appropriately trained and qualified staff to perform the type of work specified. This shall include necessary expertise and training including necessary continuing training programs to assure contractor personnel maintain current understanding of laws, requirements, and industry standards. Buyer will not authorized training for Contractor employees to attend seminars, symposiums, or user group conferences unless required for the performance of the contract, and such training is approved in advance.

- B. Contractor individuals assigned to perform the technical services shall have knowledge and experience in the DOE complex work environment. Individual shall be able to provide high-level functional analysis, technical management and direction for problem definition, analysis, and requirements development and implementation.
- C. Contractor employees shall be U.S. citizens, fluent in the English language, able to communicate orally and in writing, and have a basic familiarity with general office procedures. The contractor employees must be sufficiently trained and qualified to be able to assume duties at the worksite with only general orientation to internal office procedures.
- D. Contractor shall have knowledge of facility management and DOE site operations.
- E. Buyer will schedule and furnish Hanford Site-specific training courses at no cost to the Contractor including task or facility specific training as required for site and facility access and safe performance of assigned tasks. The Contractor shall be responsible for all wages of their employees while attending any required training courses.

5.2 Security and Badging Requirements

General site access badging is required. All Contractor staff that require routine access to the Hanford Site supporting this Work shall complete the requisite Hanford-site training and obtain a site badge in accordance with the Contract. Foreign Nationals shall not be considered for this work.

5.3 Site Access and Work Hours

The CPCCo standard workday consists of ten (10) hours of work between 6:00 AM and 4:30 PM, with one-half hour designated for lunch. Typically, CPCCo does not perform work on the non-working Fridays and the Contractor shall consider this schedule as they coordinate deliverables and work routines with CPCCo. It should be noted that during the tour season (April – November), work supporting tours/visits will be required from the Contractor during Fridays and Saturdays.

5.4 Personal Protective Equipment

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

5.5 Cellular Telephones

In order for Buyer to access Contractor personnel during regular business hours and as otherwise agreed to, all Contractor personnel performing work on the Hanford site under this contract shall have a cellular telephone. Any charges for cellular telephone service use shall be borne by the Contractor and not billed directly to Buyer under the Contract.

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 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:

- A. Contractor shall meet all applicable CPCCo OS&IH requirements including but not limited to CPCC-MP-SH-32219, 10 CFR 851 CHPRC/CPCCo Worker Safety and Health Program Description, Appendix B.
- B. Contractor shall assist and support Buyer in the development and approval of Employee Job Task Analysis (EJTA) for Contractor employees. Working with BUYER, the Contractor shall perform a preliminary hazards assessment to identify anticipated chemical/physical hazardous exposure(s) likely to be encountered during performance of the contracted work. This assessment will be documented on a BUYER draft EJTA and submitted to the BTR. The BTR will enter the data into the CPCCo EJTA system for review and approval. The Hanford Site Occupational Medical Provider will schedule any needed medical exams and notify Contractor point of contact. Contractor shall be responsible for notifying Contractor employees of medical exam appointment dates, times, and locations.
- C. Prior to on-site work, Contractor shall submit for approval to CPCCo, a completed JHA covering the intended work scope. Unless specifically directed by the Contract Specialist, the Contractor may elect to use one of the following two methods: the CPCCo provided JHA/AHA for Subcontractors, described in Appendix I using Site Forms A-6004-784 and A-6005-785, or other documented safety analysis as chosen by the Contractor and approved by the BTR.
- D. 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.
- E. Contractor and its subcontractors shall be responsible to comply with all applicable sections of Special Provisions 5 – On Site Services.
- F. Contractor shall perform work in compliance with facility-specific procedures and requirements documents applicable to the work area.
- G. 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 Quality Assurance Requirements

Contractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to the requirements above. Quality workmanship is expected and shall follow standard commercial quality practices. The Contractor shall provide accurate data/reports and meet contract objectives, with emphasis on overall success and positive impact to the CPCCo acquisition program and organizational mission.

7.0 MEETINGS AND SUBMITTALS

7.1 Meetings

- A. Contractor shall participate in an initial contract kickoff meeting
- B. Regular/weekly status meetings via telephone/teleconference as required.

7.2 Submittals

- A. Reports in 3.1.3.1 and 3.1.3.2 shall be submitted to the BTR via email.
- B. All Weekly Reports will be submitted as an attachment to each monthly invoice.

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

- A. Deliverables - The contractor shall follow the deliverable schedule as directed in the chart below.
 - a. All days are indicated in calendar days.
 - b. All documents shall be in compliance with Section 4.0 and be prepared in MS Word, using 12 point Times New Roman, Arial or similar font.
 - c. For Task 3.1.3.3, the Contractor shall submit one electronic copy of each draft and final deliverable. Contractor shall send to the BTR, and courtesy copying the Contract Specialist on email submission of deliverables.

Task	Deliverable	Due Not Later Than
1	3.1.3.1 Weekly Activity Reports	Monday, by 10AM each week
2	3.1.3.2 Monthly Report	By the 10 th day each month
3	3.1.3.3 Annual Report	November 30 th of each year

- B. Schedule - Contractor shall be responsible for the management of its personnel work schedule(s) in accordance with Buyer needs.
 - a. It is expected a majority of the work performed on the Hanford site will be completed in accordance with Section 4.6 (Work Location) and Section 5.3 (Site Access and Work Hours).
 - b. The Contractor shall communicate any changes to the schedule to the BTR in advance of the schedule change.