

SECTION L

INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

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SECTION L

INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUN 1999)

- (a) The Offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the Offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.
- (b) If the Offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the Offeror. For information on obtaining a DUNS number, the Offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The Offeror should be prepared to provide the following information:
 - (1) Company name.
 - (2) Company address.
 - (3) Company telephone number.
 - (4) Line of business.
 - (5) Chief executive officer/key manager.
 - (6) Date the company was started.
 - (7) Number of people employed by the company.
 - (8) Company affiliation.
- (c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet home page at <http://www.customerservices@dnb.com>. If an Offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(End of Provision)

**L.2 52.215-1 INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION
(FEB 2000) Alternate I (OCT 1997)**

(a) Definitions. As used in this provision--

"Discussions" are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the Offeror being allowed to revise its proposal.

"In writing" or "written" means any worded or numbered expression which can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

"Proposal modification" is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

"Proposal revision" is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

"Time", if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) Amendments to solicitations. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) Submission, modification, revision, and withdrawal of proposals.

(1) Unless other methods (e.g., electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the Offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the proposal must show--

(i) The solicitation number;

- (ii) The name, address, and telephone and facsimile numbers of the Offeror (and electronic address if available);
 - (iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;
 - (iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the Offeror's behalf with the Government in connection with this solicitation; and
 - (v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
- (3) Submission, modification, revision, and withdrawal of proposals.
- (i) Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposal or revision is due.
 - (ii) (A) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and—
 - (1) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or
 - (2) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or
 - (3) It is the only proposal received.
 - (B) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

- (iii) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.
 - (iv) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.
 - (v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision at 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an Offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.
- (4) Unless otherwise specified in the solicitation, the Offeror may propose to provide any item or combination of items.
 - (5) Offerors shall submit proposals in response to this solicitation in English with units of measure in Metric and U.S. customary, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR 52.225-17, Evaluation of Foreign Currency Offers, is included in the solicitation.
 - (6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.
 - (7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.
 - (8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.
- (d) Offer expiration date. Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the Offeror).

- (e) Restriction on disclosure and use of data. Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall—
- (1) Mark the title page with the following legend: This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part-- for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this Offeror as a result of--or in connection with-- the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]; and
 - (2) Mark each sheet of data it wishes to restrict with the following legend: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.
- (f) Contract award.
- (1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible Offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.
 - (2) The Government may reject any or all proposals if such action is in the Government's interest.
 - (3) The Government may waive informalities and minor irregularities in proposals received.
 - (4) The Government intends to evaluate proposals and award a contract after conducting discussions with Offerors whose proposals have been determined to be within the competitive range. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a price and technical standpoint.
 - (5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the Offeror specifies otherwise in the proposal.

- (6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.
- (7) Exchanges with Offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.
- (8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.
- (9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.
- (10) A written award or acceptance of proposal mailed or otherwise furnished to the successful Offeror within the time specified in the proposal shall result in a binding contract without further action by either party.
- (11) The Government may disclose the following information in postaward debriefings to other Offerors:
 - (i) The overall evaluated cost or price and technical rating of the successful Offeror;
 - (ii) The overall ranking of all Offerors, when any ranking was developed by the agency during source selection;
 - (iii) A summary of the rationale for award; and
 - (iv) For acquisitions of commercial items, the make and model of the item to be delivered by the successful Offeror.

[End of Provision]

L.3 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a cost reimbursement type contract resulting from this solicitation.

[End of Provision]

L.4 52.222-23 NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY FOR CONSTRUCTION (FEB 1999)

- (a) The Offeror's attention is called to the Equal Opportunity clause and the Affirmative Action Compliance Requirements for Construction clause of this solicitation.
- (b) The goals for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

Goals for Minority Participation for Each Trade	Goals for Female Participation for Each Trade
TBD	TBD

These goals are applicable to all the Contractor's construction work performed in the covered area. If the Contractor performs construction work in a geographical area located outside of the covered area, the Contractor shall apply the goals established for the geographical area where the work is actually performed. Goals are published periodically in the Federal Register in notice form, and these notices may be obtained from any Office of Federal Contract Compliance Programs office.

- (c) The Contractor's compliance with Executive Order 11246, as amended, and the regulations in 41 CFR 60-4 shall be based on (1) its implementation of the Equal Opportunity clause, (2) specific affirmative action obligations required by the clause entitled "Affirmative Action Compliance Requirements for Construction," and (3) its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade. The Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor, or from project to project, for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, Executive Order 11246, as amended, and the regulations in 41 CFR 60-4. Compliance with the goals will be measured against the total work hours performed.

- (d) The Contractor shall provide written notification to the Deputy Assistant Secretary for Federal Contract Compliance, U.S. Department of Labor, within 10 working days following award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the—
- (1) Name, address, and telephone number of the subcontractor;
 - (2) Employer's identification number of the subcontractor;
 - (3) Estimated dollar amount of the subcontract;
 - (4) Estimated starting and completion dates of the subcontract; and
 - (5) Geographical area in which the subcontract is to be performed.
- (e) As used in this Notice, and in any contract resulting from this solicitation, the "covered area" is: TBD .

[End of Provision]

L.5 52.222-24 PREAWARD ONSITE EQUAL OPPORTUNITY (Feb 1999)

If a contract in the amount of \$10 million or more will result from this solicitation, the prospective Contractor and its known first-tier subcontractors with anticipated subcontracts of \$10 million or more shall be subject to a preaward compliance evaluation by the Office of Federal Contract Compliance Programs (OFCCP), unless, within the preceding 24 months, OFCCP has conducted an evaluation and found the prospective Contractor and subcontractors to be in compliance with Executive Order 11246.

[End of Provision]

L.6 52.225-12 NOTICE OF BUY AMERICAN ACT/BALANCE OF PAYMENTS PROGRAM REQUIREMENT--CONSTRUCTION MATERIALS UNDER TRADE AGREEMENTS. (Feb 2000)

- (a) Definitions. "Construction material," "designated country construction material," "domestic construction material," "foreign construction material," and "NAFTA country construction material," as used in this provision, are defined in the clause of this solicitation entitled "Buy American Act--Balance of Payments

Program--Construction Materials under Trade Agreements" (Federal Acquisition Regulation (FAR) clause 52.225-11).

- (b) Requests for determination of inapplicability. An offeror requesting a determination regarding the inapplicability of the Buy American Act or Balance of Payments Program should submit the request to the Contracting Officer in time to allow a determination before submission of offers. The offeror shall include the information and applicable supporting data required by paragraphs (c) and (d) of FAR clause 52.225-11 in the request. If an offeror has not requested a determination regarding the inapplicability of the Buy American Act or Balance of Payments Program before submitting its offer, or has not received a response to a previous request, the offeror shall include the information and supporting data in the offer.
- (c) Evaluation of offers. (1) The Government will evaluate an offer requesting exception to the requirements of the Buy American Act or Balance of Payments Program, based on claimed unreasonable cost of domestic construction materials, by adding to the offered price the appropriate percentage of the cost of such foreign construction material, as specified in paragraph (b)(4)(i) of FAR clause 52.225-11. (2) If evaluation results in a tie between an offeror that requested the substitution of foreign construction material based on unreasonable cost and an offeror that did not request an exception, the Contracting Officer will award to the offeror that did not request an exception based on unreasonable cost.
- (d) Alternate offers. (1) When an offer includes foreign construction material, other than designated country or NAFTA country construction material, that is not listed by the Government in this solicitation in paragraph (b)(3) of FAR clause 52.225-11, the offeror also may submit an alternate offer based on use of equivalent domestic, designated country, or NAFTA country construction material. (2) If an alternate offer is submitted, the offeror shall submit a separate Standard Form 1442 for the alternate offer, and a separate price comparison table prepared in accordance with paragraphs (c) and (d) of FAR clause 52.225-11 for the offer that is based on the use of any foreign construction material for which the Government has not yet determined an exception applies. (3) If the Government determines that a particular exception requested in accordance with paragraph (c) of FAR clause 52.225-11 does not apply, the Government will evaluate only those offers based on use of the equivalent domestic, designated country, or NAFTA country construction material, and the offeror shall be required to furnish such domestic, designated country, or NAFTA country construction material. An offer based on use of the foreign construction material for which an exception was requested-- (i) Will be rejected as nonresponsive if this acquisition is conducted by sealed bidding; or (ii) May be accepted if revised during negotiations.

[End of provision]

**L.7 52.233-2 SERVICE OF PROTEST (SEP 1996) (As Modified by 952.233-2)
(AUG 1996)**

- (a) Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

U.S. Department of Energy
Oak Ridge Operations Office
200 Administration Road
Oak Ridge, TN 37831

- (b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.
- (c) Another copy of a protest filed with the General Accounting Office shall be furnished to the following address within the time periods described in paragraph (b) of this clause: U.S. Department of Energy, Assistant General Counsel for Procurement and Financial Assistance (GC-61), 1000 Independence Avenue, S.W., Washington, DC 20585, Fax: (202) 586-4546.

[End of Provision]

L.8 52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)

- (a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(Deviation)" after the date of the provision.
- (b) The use in this solicitation of any Department of Energy provision with an authorized deviation is indicated by the addition of "(Deviation)" after the name of the regulation.

[End of Provision]

L.9 952.227-84 RIGHT TO REQUEST PATENT WAIVER (FEB 1998)

Offerors have the right to request a waiver of all or any part of the rights of the United States in inventions conceived or first actually reduced to practice in performance of the

contract that may be awarded as a result of this solicitation, in advance of or within 30 days after the effective date of contraction. Even where such advance waiver is not requested or the request is denied, the contractor will have a continuing right under the contract to request a waiver of the rights of the United States in identified inventions, i.e., individual inventions conceived or first actually reduced to practice in performance of the contract. Domestic small businesses and domestic nonprofit organizations normally will receive the patent rights clause at DEAR 952.227-11 which permits the contractor to retain title to such inventions, except under contracts for management or operation of a Government-owned research and development facility or under contracts involving exceptional circumstances or intelligence activities. Therefore, small businesses and nonprofit organizations normally need not request a waiver. See the patent rights clause in the draft contract in this solicitation. See DOE's patent waiver regulations at 10 CFR part 784.

[End of Provision]

L.10 952.233-4 NOTICE OF PROTEST FILE AVAILABILITY (SEP 1996)

- (a) If a protest of this procurement is filed with the General Accounting Office (GAO) in accordance with 4 CFR Part 21, any actual or prospective Offeror may request the Department of Energy to provide it with reasonable access to the protest file pursuant to FAR 33.104(a)(3)(ii), implementing section 1065 of Public Law 103-355. Such request must be in writing and addressed to the contracting officer for this procurement.
- (b) Any Offeror who submits information or documents to the Department for the purpose of competing in this procurement is hereby notified that information or documents it submits may be included in the protest file that will be available to actual or prospective Offerors in accordance with the requirements of FAR 33.104(a)(3)(ii). The Department will be required to make such documents available unless they are exempt from disclosure pursuant to the Freedom of Information Act. Therefore, Offerors should mark any documents as to which they would assert that an exemption applies. (See 10 CFR part 1004.).

[End of Provision]

L.11 952.233-5 AGENCY PROTEST REVIEW (SEP 1996)

Protests to the Agency will be decided either at the level of the Head of the Contracting Activity or at the Headquarters level. The Department of Energy's agency protest procedures, set forth in 933.103, elaborate on these options and on the availability of a suspension of a procurement that is protested to the agency. The Department encourages potential protesters to discuss their concerns with the contracting officer

prior to filing a protest.

[End of Provision]

L.12 970.5204-57 AGREEMENT REGARDING WORKPLACE SUBSTANCE ABUSE PROGRAMS AT DOE FACILITIES

- (a) Any contract awarded as a result of this solicitation will be subject to the policies, criteria, and procedures of 10 CFR part 707, Workplace Substance Abuse Programs at DOE Sites.
- (b) By submission of its offer, the offeror agrees to provide to the contracting officer, within 30 days after notification of selection for award, or award of a contract, whichever occurs first, pursuant to this solicitation, its written workplace substance abuse program consistent with the requirements of 10 CFR part 707.
- (c) Failure of the offeror to agree to the condition of responsibility set forth in paragraph (b) of this provision, renders the offeror unqualified and ineligible for award.

[End of Provision]

L.13 CONTENT OF RESULTING CONTRACT

Any contract awarded as a result of this RFP will contain Part I -- The Schedule, Part II -- Contract Clauses, and Part III, Section J -- List of Documents, Exhibits and Other Attachments. Blank areas appearing in these sections will be completed during or after negotiations. Part IV, Section K will be incorporated in the contract by reference.

[End of Provision]

L.14 EXCLUDED CONTRACTORS

Proposals are not solicited from firms which are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from federal procurement or nonprocurement programs.

[End of Provision]

L.15 TIME, DATE AND PLACE PROPOSALS ARE DUE

Mailed proposals shall be marked as follows:

FROM: _____

MAIL TO:

U.S. Department of Energy
Oak Ridge Operations Office
P.O. Box 2001
Oak Ridge, Tennessee 37831
ATTN: Angela P. Carroll

SOLICITATION NO. DE-RP05-01OR22717

DUE: Time: 4:00pm Date: February 1, 2001

NOTICE TO DOE MAIL ROOM: DO NOT OPEN. THIS IS A PROPOSAL UNDER THE ABOVE IDENTIFIED SOLICITATION.

Handcarried proposals shall be marked as follows:

FROM: _____

HAND CARRY TO:

U.S. Department of Energy
Oak Ridge Operations Office
200 Administration Road
Oak Ridge, Tennessee 37830
ATTN: Angela P. Carroll

SOLICITATION NO. DE-RP05-01OR22717 DUE: Time: 4:00p.m.
Date: February 1, 2001

NOTICE TO DOE MAIL ROOM: DO NOT OPEN. THIS IS A PROPOSAL UNDER THE ABOVE IDENTIFIED SOLICITATION.

- (a) All proposals are due NO LATER THAN 4:00p.m. local prevailing time on February 1, 2001. (CAUTION: See the proposal submission instructions, including the provision describing treatment of late submissions, modifications and withdrawals of proposals.)
- (b) The Offeror assumes the full responsibility of insuring that the offer is received at

the place and by the date and time specified in this solicitation.

- (c) It may not be possible to handcarry the package(s) between the hours 5:00pm and 8:00am workdays. Delivery to any other location may result in late receipt of the proposal and is strongly discouraged.
- (d) Item samples, if required, must be submitted within the time specified for receipt of offers. Unless otherwise specified in the solicitation, these samples shall be (1) submitted at no expense to the Government and (2) returned at the sender's request and expense, unless they are destroyed during preaward testing.

[End of Provision]

L.16 SMALL BUSINESS SIZE STANDARDS AND SET-ASIDE INFORMATION (UNRESTRICTED)

This acquisition is unrestricted and contains no set-aside provisions. However, for purposes of this solicitation a small business is defined as having annual receipts not exceeding \$5 million. The North American Industry Classification System (NAICS) code is 23331.

[End of Provision]

L.17 EXPENSES RELATED TO PROPOSAL OR BID SUBMISSIONS

This solicitation does not commit the Government to pay any costs incurred in the submission of any proposal or bid, or in making necessary studies or designs for the preparation thereof or to acquire or contract for any services.

[End of Provision]

L.18 AMENDMENT OF THE SOLICITATION

The only method by which any term of the solicitation may be modified is by an express, formal amendment to the solicitation generated by the issuing office. No other communication made at any scheduled preproposal/prebid conference or subsequent discussions, whether oral or in writing, will modify or supersede the terms of the solicitation. Any amendments to this solicitation (prior to submission of offers and other information) generated by the issuing office will be provided on the Internet at the address: <http://www.oro.doe.gov/duf6disposition>. It will be the responsibility of the Offeror to routinely examine the specified web site for any amendments that may be issued on this solicitation prior to submission of offer and other information.

[End of Provision]

L.19 PREPROPOSAL CONFERENCE -- SITE TOUR

(a) A preproposal conference will be held as indicated below:

Time: 8:30 a.m. Eastern Time
Date: December 8, 2000
Place: Sheraton Suites Lexington
Ballroom
2601 Richmond Road
Lexington, KY 40509
859-268-0060

Technical and contracting personnel will be available to discuss requirements and answer questions. In order to allow preparation of responses and to expedite discussion, you are requested to submit your questions in writing via fax or e-mail to the individual shown below by November 27, 2000. Each question should clearly specify the RFP area (section, page, attachment, etc.) to which it refers. When possible, questions should be phrased to permit "YES" or "NO" responses.

(b) Site tours will be conducted at the locations and dates specified below. Site tours will only be conducted for entities who actually intend to submit a proposal as indicated by submission of the information in clause L.27 "Intent to Propose." Site tour attendance is limited to four people per proposing entity/team. Only those individuals of the proposing entity/teams who have submitted the required registration information in Section L, Attachment L4, Part 1, will be permitted to take the site tours. Personnel from a proposing entity/team who are not U.S. citizens must also provide the information in Section L, Attachment L4, Part 2. Part 1 of the registration information for U.S. citizens must be submitted by November 17, 2000. Part 2 of the registration information for non-U.S. citizens must be submitted no later than November 6, 2000. Registration information must be submitted to Angela Carroll at the below address. All attendees will be required to show photo identification, e.g. drivers license, etc. upon arrival for the site tours.

Oak Ridge, Tennessee

Time: 8:30 a.m. Eastern Time
Date: December 4, 2000
Place: American Museum of Science and Energy
Auditorium
300 S. Tulane Avenue
Oak Ridge, TN 37830

Paducah, Kentucky

Time: 8:30 a.m. Central Time
Date: December 5, 2000
Place: Paducah Information Age Park
Resource Center
2000 McCracken Boulevard
Paducah, KY 42001

Portsmouth, Ohio

Time: 8:30 a.m. Eastern Time
Date: December 7, 2000
Place: Ohio State University Piketon Research Center
Conference Room
1864 Shyville Road (off State Route 32)
Piketon, OH 45661

Angela Carroll, AD-42
Fax No.: (865) 241-1410

Voice Mail (865) 241-1658
E-Mail: Duf6SEB@oro.doe.gov

[End of Provision]

L.20 DISPOSITION OF PROPOSALS OR BIDS

Proposals or bids will not be returned (except for timely withdrawals).

[End of Provision]

L.21 PROPOSAL PREPARATION INSTRUCTIONS--GENERAL

(a) General. To aid in evaluation, proposals shall be clearly and concisely written as well as being neat, indexed (cross-indexed as appropriate) and logically assembled. All pages of each part shall be appropriately numbered, and identified with the name of the Offeror, the date, and the solicitation number to the extent practicable.

(b) Overall Arrangement of Proposal.

(1) The overall proposal shall consist of three (3) physically separated volumes, individually entitled as stated below. The required number of each proposal volume and the required packaging and grouping is also shown in the matrix below.

Volume I -- Offer and Other Documents
Total Copies Required: 12

Volume II -- Technical and Business Mgmt.
Total Copies Required: 20

Volume III -- Cost
Total Copies Required: 12

- (2) Each group, designated above, is to be packaged individually. This does not preclude packaging more than one, or all, groups in a single overall package. Mark the group number on the outside of the individual package or packages.
- (3) Copy No. 1 of the proposal or bid shall contain the signed original of all documents requiring signature by the Offeror. Use of reproductions of signed originals is authorized in all other copies of the proposal or bid.

[End of Provision]

L.22 PROPOSAL PREPARATION INSTRUCTIONS--VOLUME I, OFFER AND OTHER DOCUMENTS

(a) General.

Volume I, Offer and Other Documents, consists of the actual offer to enter into a contract to perform the desired work. It also includes, required representations, certifications, and other statements of the Offeror, make or buy program, identification of technical data to be withheld, request for waiver of patent clauses, any other administrative information, and a summary of exceptions and deviations taken.

(b) Format and Content.

Volume I, Offer and Other Documents, shall include the following documents (in the order listed):

- (1) The Standard Form 33 with blocks 12 through 18 completed by the Offeror.
- (2) Section K, Offeror Representations, Certifications, and other statements of the Offeror fully executed.
- (3) Additional Information to be furnished by the Offeror.
- (4) Exceptions and Deviations taken to the contract.
- (5) Summary of Exceptions and Deviations taken in other Volumes.

(c) The Standard Form 33

- (1) Use of the Form. The Standard Form 33 is to be executed fully and used as the cover sheet (or first page) of each copy of Volume I, Offer and Other Documents.
- (2) Acceptance Period. The acceptance period entered on the Standard Form 33 by the Offeror shall not be less than that prescribed in solicitation Part IV-- Section L, which shall apply if no other period is offered.
- (3) Signature Authority. The person signing the Standard Form 33 must have the authority to commit the Offeror to all of the provisions of the proposal, fully recognizing that the Government has the right, by terms of the solicitation, to make an award without further discussion if it so elects.

(d) Representations and Certifications

Offeror, each subcontractor and each member of the proposing joint venture (if applicable), should complete the representations and certifications according to the instructions contained in Part IV - Section K.

(e) Additional Information to be Furnished.

- (1) Data to be inserted in blanks in Sections B (Cost and Fee).
- (2) Offerors shall propose in association with its award fee proposal, criteria upon which the Offeror is willing to utilize as specific performance requirements for evaluation during operation of the conversion facilities. These performance requirements should be as objective as possible, reflect the offeror's willingness to set performance requirements that require aggressive efforts to meet DUF₆ program needs, reflect the Offeror's confidence in its proposed technology/process, and reflect confidence in its ability to successfully operate these facilities in an efficient and effective manner. Such performance requirements shall include cost per kilogram of DUF₆ processed, number of kilograms processed, the number of cylinders shipped from ETTP to Portsmouth, and may also include disposal and transportation, end use, cost efficiencies, etc.
- (3) Schedule dates to be inserted in Section F.
- (4) Remittance Address. If the Offeror's remittance address is different from the address shown on the Standard Form 33, such address shall be furnished, including ZIP Code.

(5) Key Personnel

The Offeror shall propose Key Personnel who will be subject to the clause in Section H entitled "Key Personnel."

(6) Small Business Subcontracting Plan

The Offeror shall submit a subcontracting plan which contains all the elements required by the provisions of the clause in Section I entitled "Small Business Subcontracting Plan."

(7) Performance Guarantee

The offeror shall complete the Performance Guarantee Agreement in Section J, Appendix O in accordance with the clause entitled "Performance Guarantee" in Section H.

(8) NEPA Support Data

The Offeror is required to include in its proposal, a stand alone document for DOE's use in preparing appropriate preliminary NEPA documentation per 10 CFR 1021.216. This document, in the format shown in Attachment L3 of this Section L, shall include information associated with the development of NEPA documentation, such as environmental critique and synopsis. Information on emission releases should be in terms of minimum, maximum, and average values rather than qualitative statements such as "insignificant or minimal," which are subject to interpretation.

- (f) Exceptions and Deviations to the contract. The Offeror shall identify and explain any exceptions or deviations taken or conditional assumptions made with respect to the Solicitation, Representations, Certifications, and Other Statements of Bidders/Offerors (Section K), the requirements of this Section and other matters. Any exception or deviation should be specifically addressed in Volume I, Offer and Other Documents, including the reporting requirements. Any exception, or deviation taken must contain sufficient amplification and justification to permit evaluation. The benefit to DOE shall be explained for each exception taken. Such exceptions will not, of themselves, automatically cause a proposal to be determined unacceptable. A large number of exceptions or one or more significant exceptions not providing benefit to DOE, however, may result in rejection of the Offeror's proposal(s).

[End of Provision]

L.23 PROPOSAL PREPARATION INSTRUCTIONS--VOLUME II, TECHNICAL AND BUSINESS MANAGEMENT PROPOSAL

(a) General.

Volume II -- The Technical and Business Management Proposal (hereinafter referred to as the Technical Proposal) consists of the Offeror's technical and business management aspects of the acquisition, its capabilities and what it will do to satisfy the requirements of the Statement of Work. Since the Technical Proposal will be evaluated against the evaluation criteria stated in Section M of this solicitation, it should be specific and complete in every detail. The proposal should be practical and be prepared simply and economically, providing a straightforward, concise delineation of what it is the Offeror will do to satisfy the requirements of the Statement of Work.

(1) In order that the Technical Proposal may be evaluated strictly on the merit of the material submitted, no contractual cost/price information is to be included in the Technical Proposal. Where estimated labor hours will provide clarity, they shall be quoted in labor hour figures only, with no indication as to the cost of these labor hours.

(2) Technical Proposal Page Limitation.

(i) The Technical Proposal shall not exceed 300 pages. For interpretation of page guidelines, the front and back of a single sheet are counted as two pages. Except for illustrations, the proposed text shall be typed and printed, unreduced, on size 8 ½-inch by 11-inch paper with minimum left and right margins of ½-inch. Illustrations and tables shall be legible and no larger than 11-inch by 17-inch foldouts, as appropriate for the subject matter. Each 11-inch by 17-inch fold-out is considered two pages when determining the number of pages. The front and back of an 11-inch by 17-inch page is considered to be four pages when determining the number of pages if information is provided on both the front and back sides. Type size shall not exceed 12 characters per inch average over one full line of text. Pages shall be sequentially numbered with the page number on each page. The page guidelines constitute a limitation on the total amount of material that may be submitted for evaluation. No material may be incorporated in any proposal by reference, attachment, or appendix, as a means to circumvent the page limitation. Video tapes, audio tapes, and floppy discs will not be reviewed.

(ii) If a Technical Proposal is received which exceeds the page limitation, the additional pages will not be read and evaluated by DOE.

(3) For purposes of evaluating technical and business management proposals the Offeror shall include all subcontractors and teaming partners. For Evaluation

Criterion 5 and 6, the Offeror shall also include parent companies of newly formed subsidiaries and members of a joint venture or LLC. Failure to provide the information requested in Section L as well as providing inaccurate or incomplete information may be considered by the Government as an indication of lack of competency and may be evaluated as a weakness under the respective Criterion.

(b) Format and Content

Volume II, Technical and Business Management Proposal, shall include the following components and include as a minimum the information in paragraph (c) through (j) below. The information requested in (c) through (h) does not describe additional evaluation criteria. The proposals will be evaluated using the evaluation criteria in Section M.

- (1) Table of Contents
 - (2) List of Tables and Figures
 - (3) Technology/Design
 - (i) DUF₆ Conversion
 - (ii) Waste and Conversion Product Disposition
 - (4) Project Management
 - (i) Method of Accomplishment
 - (ii) Project Management Systems
 - (5) Business Management
 - (6) Environmental, Safety, and Health
 - (7) Experience
 - (8) Past Performance
- (c) **Technology/Design** - Information requested for evaluation of Section M, Criterion 1 is as follows:
- (1) DUF₆ Conversion

- (i) Describe the design concept for the conversion process system addressing flow of material from receipt or retrieval through preparation for final shipment. Include general site utilization, generic equipment layout, and equipment and facility life expectancy. Specifically include:
 - (A) Expected conversion technology performance output and provide supporting published data and corresponding citations.
 - (B) Conversion process flow sheets and descriptions to include mass and energy balances per metric ton of depleted UF_6 processed with worst case chemical and radiological analysis bounded in the Statement of Work.
 - (C) The proposed methods for measuring the volumes or mass of DUF_6 converted.
 - (D) A description of all additive process materials flowing into the conversion process at any point and a description of physical and chemical reactions occurring in each major functional component.
 - (E) A description of off-gas and liquid effluent volumes and compositions produced from any portion of the conversion process; and mass, volume, material physical state and chemical composition (compounds).
- (ii) Discuss how the chemical and radioactive characteristics associated with DUF_6 , including contaminants, may affect processing and control. Specifically define the levels of Pu, Tc, and Np that affect the conversion operations and how they affect processing.
- (iii) Describe the maturity of the proposed technology/process. Describe the scale of the proposed technology, whether it is demonstrated or currently in production, and the production level achieved. Describe approach to scaling up to the required production level and indicate any anticipated scaling problems and/or risks that might be encountered.
- (iv) Describe the approach for plant operations and the quantity of depleted UF_6 to be processed over the life of the plant (not to exceed 25 years and assume \$100M per year funding in FY2000 constant dollars) and on an annual basis during the term of the contract. This should include degree of automation, operating shifts required, and manpower projections.
- (v) Provide a description of the pre-conversion cylinder inspection including, but not limited to, visual inspections, segregation, special assay, and other variables expected to affect the conversion operations. Define the specific

cylinder conditions that cause the cylinders not to be processed in the normal manner (i.e., types, sizes, minimum wall thickness, chemistries, dent, overfilled, etc.) and how these cylinders will be processed.

- (vi) Describe end products for which there is a use/reuse and the process for disposition of end products. Describe whether the use/reuse is intended for Government or commercial use, the level of demand for use/reuse, and the degree of commitment of other parties to utilize use/reuse end products. Describe contingency plans for disposition of use/reuse end products in which the intended use/reuse does not materialize.
- (vii) Provide a description of the transportation method, applicable requirements and regulations, and compliance thereof, for moving cylinders from ETPP to the Portsmouth, Ohio conversion facility. Describe the packaging forms required, including container types and materials, and demonstrate how compliance with applicable requirements and regulations will be achieved.

(2) Waste and Conversion Product Disposition

- (i) Provide description of waste generated and conversion products not destined for use/reuse; describe at what points in the conversion process they are generated; describe quantities involved; describe waste management; describe methods of stabilization; and describe actual or calculated waste chemical and physical properties originating from conversion processing and after stabilization.
- (ii) Describe the process for ultimate disposition of all waste and conversion products.
- (iii) Describe approach to meeting all waste form certification requirements and demonstrate an understanding of the waste acceptance criteria for each site proposed for waste and conversion product disposition and ability to meet the criteria.
- (iv) Describe the approach for waste characterization, to include all pre-treatment and post-treatment requirements.
- (v) Define proposed characterization data to be obtained pre and post conversion.
- (vi) Describe approach for waste minimization and pollution prevention.

(d) **Project Management** - Information requested for evaluation of Section M, Criterion 2 is as follows:

(1) Method of Accomplishment

- (i) The Offeror should describe its proposed teaming/subcontract structure and organization, and how the structure best fulfills the multifaceted requirements of the Statement of Work such as: conversion facility design, procurement, construction, operations, and maintenance; cylinder surveillance and maintenance; transportation, and product disposition, including:
 - (A) How this structure contributes to the successful accomplishment of the Statement of Work. Describe the composition of the structure, which activities will be performed by any teaming organizations, and which will be performed by subcontractors, including the rationale for the proposed approach, its cost-effectiveness, appropriateness to activities, ability to achieve competition, and flexibility. Describe potential risks and how they may be mitigated.
 - (B) The functions and responsibilities of each entity in the structure and how that entity's qualifications, particular strengths, and existing resources are applicable to the project.
 - (C) The ability of the entities to function in an integrated manner, including the rapid integration of future competitively selected subcontractors and the establishment and maintenance of effective communication and project management administration across organizational entity lines.
 - (D) The extent and degree to which the Offeror can effectively and efficiently accomplish appropriate portions of the work through award of competitive subcontracts, including fixed-price subcontracts, to produce the best value to DOE in meeting technical, cost, and schedule requirements. Describe the proposed term of subcontracts, the selection process and procurement practices, performance incentives, and administration and oversight.
- (ii) Describe the approach to execution of the design and construction efforts that will result in constructed facilities that fully meet all operational requirements. This includes such areas as conceptual, preliminary, and final design; construction management; long-lead procurement; subcontractor selection and management; inspection and acceptance; pre-operational testing; and operational readiness reviews.

(2) Project Management Systems

The Offeror should describe its proposed project management systems and

their application in accomplishing the multifaceted activities of the Statement of Work. The Offeror should describe the following:

- (i) Its plan for establishing and applying project management processes and systems for this project which will define, plan, integrate, and administer the activities of the project, in a disciplined manner, with appropriate risk management.
- (ii) The ability of the Offeror's system and approach to establish and maintain technical, schedule, and cost baselines and ensure accurate, timely, and properly controlled changes.
- (iii) The Offeror's level of expertise in application of integrated earned value reporting systems and its ability to utilize the systems established for this project to yield practical and meaningful performance indicators to provide early warning of project problems, and timely, valid, and traceable baseline performance and trend data.
- (iv) Quality assurance (QA) programs such as ISO 9000, ISO 9001, or other, that will be used to facilitate meeting 10 CFR 830. Explain how quality will be integrated into the overall project scope. Identify the QA requirements for the applicable disposal facility's waste acceptance criteria and describe how implementation will be achieved. For all use/reuse products, identify the QA requirements, their source, and describe how implementation will be achieved.
- (v) Its initial Work Breakdown Structure (WBS), expanded down to a level necessary to capture all the elements of the Statement of Work. In addition, provide an initial Organizational Breakdown Structure correlated to the WBS.
- (vi) An initial integrated project critical path schedule, in accordance with the Offeror's schedule proposed in response to Section F, at the expanded WBS level.

(e) **Business Management** - Information requested for evaluation of Section M, Criterion 3 is as follows:

- (1) How the overall organizational structure is configured to efficiently accomplish the Statement Of Work.
- (2) The functions and roles/responsibilities for each element of the organization. The Offeror shall provide an organizational chart that depicts the Offeror's proposed organizational structure.

- (3) The staffing (number of personnel and disciplines) required for the various phases of the contract and how staffing will be accomplished.
- (4) How the organization will operate in a “seamless” manner, including lines of authority and an explanation of how effective communication, oversight, and self-assessment is carried out across organizational lines.
- (5) How external communication with DOE (and other Contractors) is achieved.
- (6) If a joint venture, LLC, or a teaming arrangement is proposed, the offeror shall identify one party responsible and accountable for the work under the contract.
- (7) Identify the personnel to fill each Key Personnel position and provide a resume which substantiates the individual’s depth of relevant experience, demonstrated performance, experience with multi-firm project integration, education, professional credentials, accomplishments, and qualifications to demonstrate that the proposed individual can fulfill the requirements of the position. Resumes shall also indicate individual’s employment commitment. Each resume shall follow the format in Attachment L2 to Section L and shall not exceed two pages in length, with the exception of the resume for the overall program/project manager which may not exceed four pages. Offerors are advised that the Government may contact any or all references in the resume and third parties. Key personnel proposed shall include these functional areas as well as the other key personnel positions the Offeror proposes:
 - Program/Project Management
 - Architect/Engineering (A/E) Services
 - Construction of Conversion Facilities
 - Operation/Maintenance of the Conversion Facilities
 - Operation/Maintenance of DUF₆ Cylinders/Cylinder Storage Yard
 - Waste Management
 - Nuclear Material Management
 - Environmental Safety Health &Quality

A Management Team Questionnaire shall be completed for each proposed team member by each reference listed in the resume. The questionnaire shown in Attachment L5 to Section L, shall be provided to the reference by the Offeror; and the Offeror is responsible for assuring, to the extent possible, that the questionnaire is returned to DOE. The questionnaire shall be sent directly to DOE to the address or fax number specified in paragraph (h) of this section no later than (10) calendar days after the date for receipt of proposals. Offerors are advised that DOE may contact any or all references and other third parties. DOE reserves the right to use any information received as part of its evaluation of the management team regardless of the number of questionnaires returned.

- (8) Its overall management approach to employment (including hiring preferences), labor relations, compensation (pay and benefits) and training.
 - (9) Its approach for increasing opportunities to fully use the talents and capabilities of a diverse work force in all employment areas; community involvement and outreach; subcontracting including utilization of small, small disadvantaged, HUBZone, and woman-owned small businesses, historically black colleges and universities (HBCU), and other minority educational institutions; training; economic development; environmental justice; policies and practices; recruitment strategies; and employee concerns.
 - (10) Its proposed planning and approach for the transition of the cylinder surveillance and maintenance activity from the existing contractor to the Offeror's proposed organizational entity, including compliance with Workforce Transition requirements of the contract and the plan and schedule for bringing the Offeror's team on-board, accepting transition of the current contractor's employees, and accepting responsibility for the work in a smooth and non-disruptive manner.
- (f) **Environment, Safety, and Health** - Information requested for evaluation of Section M, Criterion 4 is shown below.
- (1) The proposal shall address, as a minimum, the offeror's approach to the following:
 - (i) Defining roles, responsibilities, authorities, and accountability for an integrated safety management system;
 - (ii) Developing, implementing, and maintaining technical safety requirements consistent with laws, regulations, and contract requirements including hazard analysis, tailoring for different conditions, developing written procedures for operations, maintenance, testing, and training of personnel; and assuring understanding, agreement, and buy-in by accountable parties;
 - (iii) Flow-down of ES&H requirements and oversight of subcontract activities;
 - (iv) Obtaining and maintaining permits and licenses necessary for the construction and operations of the facilities;
 - (v) Developing performance indicators, conducting self-assessments, incorporating lessons learned, and administering achievement incentives/penalties;
 - (vi) Use of corporate resources for support and assistance;

- (vii) Establishing and maintaining environment, safety, and health accountability at all levels of the organization; and
 - (viii) Tailoring environment, safety, and health standards to control hazards within the framework of integrated safety management guiding principles and core functions to safely accomplish the work. This should address strategies for appropriately tailoring standards-based requirements to the levels of hazards encountered in the workplace, including the standards for hardware-based engineering controls; standards for key administrative control processes; standards for important staff technical competence; and standards for oversight.
 - (ix) Offerors's approach to managing the authorization basis.
- (2) The proposal shall identify major environment, safety, and health concerns for the project.
- (g) **Experience** - Information requested for evaluation of Section M, Criterion 5 is as follows:

The Offeror shall provide information for contracts completed within the last three years or currently on-going which include similar work and complexity to that in the Statement of Work. The contracts may be with Federal, State, or local governments and/or private entities. The Offeror shall describe for each contract: integration of multi-faceted, large scale projects; fixed price construction; design and construction; construction management; operational start-up; operations; DUF₆ conversion technology; chemical and nuclear materials management; waste management; transportation of chemical and nuclear materials; interfacing with local, State, and Federal governments, regulatory agencies, the community and other stakeholders; labor management experience with multiple unions addressing complex jurisdictional issues; maintaining good safety, health, and environmental programs; and attaining a diverse workforce. The Offeror shall also include the following information for each contract:

- Contract number
- Issuing entity
- Contract cost
- Contact name, address, and phone number
- Scope of the project and contract
- Duration of contract
- Innovation or unique actions used to reduce cost or schedule
- Other information about the contract which provides the Government with a thorough description and will assist with the Government's understanding of its relevance to this contract.

The Offeror may provide information on problems encountered on the contracts identified above and corrective actions taken to resolve those problems. Offerors should not provide general information on their performance on the identified contracts. General performance information will be obtained from the references.

- (h) **Past Performance** - Information requested for evaluation of Section M, Criterion 6 is as follows:

Past performance information will be gathered by means of a Questionnaire submitted by the Offeror's references. The Offeror is responsible for forwarding the Past Performance Questionnaire included in Section L, Attachment L1, to each contact listed for each relevant contract provided in (g) above. Each contact shall complete the Past Performance Questionnaire and return it directly to the Department of Energy at the following address:

U. S. Department of Energy	Phone: (865) 241-1658
Oak Ridge Operations Office	Fax: (865) 241-1410
ATTN: Angela P. Carroll, AD-42	E-mail: duf6seb@oro.doe.gov
P. O. Box 2001	
Oak Ridge, TN 37831	

The "Sample Transmittal Letter" also included in Section L, Attachment L1, is provided as an example of a letter the Offeror may wish to use to allow its clients to release past performance information to DOE. The Offerors will provide a copy of all transmittal letters to DOE at the above address.

Past performance information is proprietary source selection information. The Government will only discuss past performance information directly with the Contractor that is being reviewed. Other contractors that have formed business arrangements with the Contractor under review such as prime-subcontract relationships, joint ventures, and teaming partners, can only be informed that there is a problem with the Contractor under review. The details of the problem will not be provided unless the affected Contractor agrees.

In addition, The Offeror will submit with its proposal, for each relevant contract provided in (g) above, the "Offeror Past Performance ES&H Form" included in Section L. Attachment L6.

- (i) **Other Pertinent Information**

This section shall contain any other pertinent information which will supplement or aid in the understanding and evaluation of the Technical and Business Management Proposal.

(j) Technical Exceptions and Deviations

This section shall identify and explain any exceptions or deviations taken or conditional assumptions made with respect to the technical requirements of the solicitation. Any exceptions taken must contain sufficient amplification and justification to permit evaluation. All benefits to the Government shall be explained for each exception taken.

[End of Provision]

L.24 PROPOSAL PREPARATION INSTRUCTIONS - VOLUME III, COST PROPOSAL

- (a) Submission of certified cost or pricing data is not required.
- (b) To allow for evaluation of the reasonableness and cost realism of the proposed effort, a cost estimate shall be provided for the major activities and sub-activities as specified in Section g(1)-(6) below. Proposed costs shall be provided by major cost elements: direct labor (including labor categories, and labor hours and labor rates for each category), fringe benefits, indirect cost allocations (by pool type and rate), material, equipment, supplies, travel, relocation, subcontracts (subcontracts identified and considered a part of the selection and award of this contract shall be provided by major cost elements), and all other cost elements. If cost element information is not available under the Offeror's normal methodology for estimating the work scope for a major activity or sub-activity, the Offeror's normal estimating methodology is acceptable provided that proposed cost is provided for each major activity. The Offeror shall describe its estimating methodology for each activity/sub-activity for which cost element information is not available under its normal estimating methodology.
- (c) The Offeror shall provide information explaining the nature and amount of contingencies included in the cost proposal.
- (d) Proposed costs shall be provided by fiscal year. The Offeror shall identify the escalation factor used for each cost element and year.
- (e) The total dollar amount of cost or charges for royalties required to be included in Offeror's proposal by Section K.12, Royalty Information, shall be provided for each appropriate major activity.
- (f) Separate estimates are required for work scope related to and/or performed at Paducah, Portsmouth, and East Tennessee Technology Park.
- (g) A cost estimate shall be provided for each of the following major activities and sub-activities. If the Offeror's proposed estimating methodology includes sub-activity

work scope not included in the following instructions, the Offeror shall include the sub-activity cost with the appropriate major activity.

Design

(1) Permitting and Design Activity - Paducah and Portsmouth

Estimates for permitting and design shall be provided for each of the following sub-activities: project management, system requirements, permitting, conceptual design, preliminary design, final design, and contingency. The Offeror's proposed cost shall be set forth in Section B.2 (a) of the Contract.

Construction

(2) Demolition and/or Renovation of Existing Facilities Currently Located on Conversion Facility Sites Activity- Paducah and Portsmouth

The Offeror shall provide a cost estimate for demolition and/or renovation of existing buildings, utilities, and infrastructure necessary to make way for the conversion facility. The information may be submitted in the Offeror's preferred format and shall be of sufficient detail to allow for evaluation of the reasonableness and cost realism of the proposed effort. Project management costs shall be separately identified. The Offeror's proposed cost for Paducah shall be included in the amount set forth in Section B.2 (b) of the Contract. The Offeror's proposed cost for Portsmouth shall be included in the amount set forth in Section B.2 (c) of the Contract.

(3) Conversion Facility Construction Activity - Paducah and Portsmouth

Estimates for conversion facility construction shall be provided for each of the following sub-activities: project management; site preparation; utilities and building services piping; structures; process equipment; process systems; electrical; instrumentation and controls; general requirements safety and training; pre-operational testing; operational readiness reviews; and contingency. For the structures sub-activity, the Offeror shall provide a separate estimate for each proposed structure. Labor rates should be adjusted for small tool surcharges, special hazard pay, overtime or shift premiums, and productivity factors related to weather, and quality assurance requirements. The Offeror's proposed costs for Paducah shall be included in the amount set forth in Section B.2 (b) of the Contract. The Offeror's proposed costs for Portsmouth shall be included in the amount set forth in Section B.2 (c) of the Contract.

Operations

(4) Conversion Operations Activity - Paducah and Portsmouth

- (i) Estimates for conversion operations shall be provided for each of the following sub-activities: project management, feed/conversion, waste packaging, transportation, disposal, sampling/characterization, contingency, and revenue from sale of product or byproduct. The Offeror shall also provide the kilograms of DUF_6 to be converted during each year of operation. The Offeror's proposed costs shall be included in the amount set forth in Section B.2 (d) of the Contract.
 - (ii) For the purpose of proposal preparation, the amount of funds that will be available for each fiscal year of the 5 year contract period of conversion operations and cylinder management is estimated to be \$100 million in Fiscal Year 2000 dollars escalated 2% annually.
 - (iii) For the feed/conversion sub-activity, the Offeror shall also provide a breakdown of utilities (including the utility type and total cost for each utility type); consumable materials (including the consumable material type and total cost for each material type) for the following consumable material types: maintenance materials, replacement equipment/parts, and process chemicals. The Offeror shall also separately list the description and cost of each equipment replacement item with an acquisition cost of \$250,000 or more.
 - (iv) The Offeror shall provide proposed cost for the waste packaging, transportation, disposal, and sampling/characterization sub-activities for each conversion product and waste. The Offeror shall also provide the quantities involved and number of waste containers and waste shipments. If the Nevada Test Site is the proposed disposal site, the Offeror shall use a disposal fee of \$9/ft³.
 - (v) The Offeror shall provide sufficient detail for proposed revenue from sale of product or byproduct to permit DOE to evaluate the reasonableness and cost realism of the proposed revenue.
- (5) Cylinder Management Activity- Paducah and Portsmouth

Estimates for cylinder management costs shall be provided for each of the following sub-activities: project management, cylinder surveillance and maintenance, and contingency. The Offeror shall also provide the estimated number of cylinders requiring surveillance and maintenance remaining at the beginning of each fiscal year. The Offeror shall not propose costs for design and construction of new cylinder storage yards, and cylinder surveillance and maintenance costs shall be proposed assuming new cylinder storage yards will not be constructed. The Offeror's proposed costs shall be included in the amount set forth in Section B.2 (d) of the Contract.

(6) Cylinder Management Activity- East Tennessee Technology Park

Estimates shall be provided for each of the following sub-activities: project management, cylinder surveillance and maintenance, cylinder transport to Portsmouth, and contingency. The Offeror shall also provide the estimated number of cylinders requiring surveillance and maintenance remaining at the beginning of each fiscal year. For the cylinder transport to Portsmouth sub-activity, the Offeror shall also provide the number of cylinders transported annually, the total cost of overpacks, the number of overpacks, and the cost per overpack. The Offeror shall not propose costs for design and construction of new cylinder storage yards, and cylinder surveillance and maintenance costs shall be proposed assuming new cylinder storage yards will not be constructed. The Offeror's proposed costs shall be included in the amount set forth in Section B.2 (d) of the Contract.

(h) Additional Information and Required Data

- (1) The Offeror shall provide a summary of annual and total cost by major activity and sub-activity. The total of this summary shall tie back to the costs proposed in Section L.24 (g)(1)-(6), Proposal Preparation Instructions - Volume III, Cost Proposal, and to the total estimated cost proposed by the Offeror in Section B.2, Estimated Cost.
- (2) Project Management Cost. The Offeror shall provide a description of its methodology for allocating project management costs to the major activities.
- (3) Points of Contact. Offerors shall provide the name, address, and telephone number for the cognizant Administrative Contracting Officer and the cognizant Audit Agency Office, if any. Offerors shall also provide the name, address, and telephone number of person(s) authorized to provide any clarifying information regarding the Volume III, Cost Proposal.
- (4) All pages in the cost proposal, including forms, tables, and exhibits, must be numbered and identified in a table of contents or index. The cost proposal shall be sufficiently complete so that cross-referencing to other volumes is not necessary. None of the information contained in this Volume III should be included in any other proposal volume unless specifically requested in this solicitation. There is no page limitation on the cost proposal.
- (5) Additional Information Other Than Cost or Pricing Data. DOE reserves the right to request any additional information deemed necessary to properly evaluate Volume III, Cost Proposal.

(i) Determination of Financial Capability

- (1) FAR 9.104-1(a) requires a prospective Contractor to have adequate financial resources to perform the contract or the ability to obtain them in order to be determined responsible. It is the Offeror's responsibility to demonstrate its financial capability to complete the contract. Information provided by the Offeror shall include, but not be limited to, the following, if it exists:
- (i) A current balance sheet and a profit/loss statement covering all quarters completed in the current Fiscal Year and projected data for the balance of the year;
 - (ii) An audit opinion (rendered by an independent CPA firm) and the related audited financial statements and notes to the financial statements for the last two Fiscal Years;
 - (iii) The information in (i) and (ii) above for all participants if the Offeror is a teaming arrangement and for any selected subcontractor whose estimated cost exceeds 25 percent of the total proposed cost. If the Offeror is a limited liability company or similar entity created for the purpose of performing this contract and lacking financial resources, the above information should be submitted for the parent corporate entity(ies) or other guarantors.
- (2) The determination of financial capability to complete this contract shall be made by DOE. However, a financial capability review may be performed by the Defense Contract Audit Agency for DOE's consideration.

[End of Clause]

L.25 AVAILABILITY OF REFERENCED DOCUMENTS

The current listing and location of documents available for your information and use in connection with this Request for Proposal can be found at internet address, www.oro.doe.gov/duf6disposition/. Certain of these documents are located at the Department of Energy Public Reading Rooms referred to below. Requests for duplication of materials will be provided free of charge. Copies may also be obtained by written request to the facsimile numbers or E-mail addresses listed below:

Oak Ridge, Tennessee
U.S. Department of Energy
Public Reading Room
230 Warehouse Road, Suite 300
Oak Ridge, TN 37830
Telephone: (865) 576-0885
Facsimile: (865) 576-1665
E-mail to perrywn@oro.doe.gov

Paducah, Kentucky:
U.S. Department of Energy
Public Reading Room
175 Freedom Blvd.
Kevil, KY 42053
Telephone: (270) 462-2550
Facsimile: (270) 441-5191
E-mail to keelingrk@bechteljacobs.org

Portsmouth, Ohio:
U.S. Department of Energy
Public Reading Room
P.O. Box 628
Piketon, OH 45661
Telephone: (740) 289-3317
Facsimile: (740) 897-2507
E-mail: vt5@ornl.gov

[End of Provision]

L.26 INTENTION TO PROPOSE

Offerors are requested to complete the following and mail to the address below within ten calendar days after release of the RFP.

RFP Number: DE-RP05-01OR22717

____ We do intend to submit a proposal.

____ We do not intend to submit a proposal for the following reasons:

Name and Address of Firm or Organization (Include Zip Code)

PRIME:

SUBCONTRACTOR(S): _____

Individuals attending site tours representing firm:

1. _____
2. _____
3. _____
4. _____

Typed Name and Title: _____

Date: _____

NOTE: Unless otherwise stated in the RFP, no other solicitation materials should be returned if you do not intend to submit a proposal.

Mail To:

Department of Energy
Oak Ridge Operations Office
ATTN: Angela P. Carroll
Box 2001
Oak Ridge, Tennessee 37831

If you prefer, you may mail this form electronically to Angela Carroll at the following address: DUF6SEB@oro.doe.gov

PAST PERFORMANCE QUESTIONNAIRE AND TRANSMITTAL LETTER

To:

Company Name:

Phone Number:

Fax Number:

The Department of Energy (DOE), Oak Ridge Operations Office is asking for your assistance in an acquisition effort. (Offeror's Name) is participating in a proposal for DUF₆ Conversion Services. We are asking you to complete the attached questionnaire to help DOE evaluate (Offeror's Name) performance in several areas. In accordance with Federal Acquisition Regulation Part 15.306 your identity as a provider of this information will not be disclosed to other parties.

Contract Number of Reference:

Project Title:

Date of Contract:

Commenced:

Completed:

Initial Contract Price:

Final Amount Invoiced or Invoiced to date:

Location of Work:

Description:

Status:

Please feel free to provide an explanatory narrative under Remarks. If more space is needed, please attach additional pages. We greatly appreciate your time and assistance in completing this questionnaire.

cc: Angela Carroll DOE, SEB Contract Specialist

Past Performance Questionnaire

Name of Offeror under RFP: _____

Name of company/organization evaluated: _____

Project Title: _____

Dates of work performed: _____ Contract amount: _____

Ratings Definitions:

- 0 - Unsatisfactory - The contractor failed to meet the minimum contract requirements.
- 1 - Marginal - Performance was less than expected. The contractor performed below minimum contract requirements. Major Customer resources were required to ensure achievement of contract requirements.
- 2 - Average - Performance met expected levels. The contractor met the minimum contract requirements. Minor Customer intervention was required to ensure achievement of contract requirements.
- 3 - Above Average - Contractor performance exceeded expected levels. The Contractor performed above minimum contract requirements and displayed a thorough understanding of contract requirements.
- 4 - Exceptional - Contractor performance substantially exceeded expected levels of performance. The Contractor consistently performed above contract requirements, displayed an overall superior understanding of contract requirements, and used innovative approaches leading to enhanced performance.
- NA - Not applicable
- DK - Don't know. No knowledge available to rate this question.

Information to be provided by _____ (date) to:

U.S. Department of Energy	Fax: 865-241-1410
Oak Ridge Operations Office	E-mail: duf6seb@oro.doe.gov
Contracts and Property Division	Phone: 865-241-1658
Attention: Angela Carroll, AD-42	
P.O. Box 2001	
Oak Ridge, TN 37831	

Questionnaire completed by: Company name: _____

Address: _____

Individual name: _____

Title: _____

Phone: _____

Past Performance Questionnaire

(1) Adherence to Cost, Schedule, Performance Baselines

- | | | | | | | | | |
|----|--|---|---|---|---|---|----|----|
| A. | Did the Contractor adhere to contract delivery schedules and/or response times? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| B. | Did the Contractor meet the proposed cost estimates and stay within budget? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| C. | Was the Contractor proactive in all areas in the day-to-day management of this contract which enabled them to meet all required performance baselines? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| D. | Did the Contractor provide cost-effective solutions to business and technical problems? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| E. | Was the work performed by the Contractor of a consistently high quality? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| F. | Did the work performed by the Contractor meet the intent of your contract? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| G. | Did the Contractor demonstrate the ability to create teaming/partnering relationships with the subcontractors to achieve project goals? | 0 | 1 | 2 | 3 | 4 | NA | DK |

REMARKS:

(2) Maintenance of Acceptable Environmental, Safety, and Health Performance

- | | | | | | | | | |
|----|---|---|---|---|---|---|----|----|
| A. | Did the Contractor establish and maintain an effective ES&H self-assessment and corrective action program? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| B. | Did the Contractor demonstrate initiative in resolving ES&H problems without direction or intervention? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| C. | Did the Contractor integrate safety into the business (work) of the organization? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| D. | Did the Contractor effectively transfer their ES&H contract requirements to subcontractors and hold them accountable? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| E. | Was the Contractor's ES&H program successful in preventing workers' injuries and illnesses? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| F. | Did the Contractor maintain good relations with regulatory authorities? | 0 | 1 | 2 | 3 | 4 | NA | DK |

REMARKS:

(3) Compliance with Contract Requirements

- A. Did the Contractor develop and reach an agreement on a comprehensive management plan? 0 1 2 3 4 NA DK
- B. Did the Contractor achieve business management requirements of the contract? 0 1 2 3 4 NA DK
- C. Did Contractor personnel respond to your direction consistent with the contract terms and conditions? 0 1 2 3 4 NA DK
0 1 2 3 4 NA DK
- D. Did the Contractor provide timely, innovative, and cost-effective solutions to business and technical problems to meet the contract requirements? 0 1 2 3 4 NA DK
- E. Were the Contractor’s key personnel proactive in meeting contract requirements?

REMARKS:

(4) Leadership

- A. Was the Contractor successful in retaining key personnel? 0 1 2 3 4 NA DK
- B. Did the Contractor provide replacements, when necessary, for key personnel with qualifications comparable to those originally proposed? 0 1 2 3 4 NA DK
- C. Were the Contractor’s key personnel effective and reliable working as a team? 0 1 2 3 4 NA DK
- D. Was the Contractor able to recruit and retain qualified personnel? 0 1 2 3 4 NA DK
- E. Was the Contractor’s choice of personnel adequate to meet the full spectrum of the contract requirements? 0 1 2 3 4 NA DK
- F. Did the Contractor’s technical personnel perform consistently and reliably? 0 1 2 3 4 NA DK

REMARKS:

(5) Achievement of Customer Satisfaction

- | | | | | | | | |
|---|---|---|---|---|---|----|----|
| A. Did the Contractor maintain an effective point(s) of contact to manage and resolve problems? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| B. Was the Contractor effective in assessing the impacts of changes on other associated projects, tasks, and efforts? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| C. Was the Contractor responsive to your needs? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| D. Was the Contractor effective in interfacing with your personnel to resolve problems? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| E. Did the Contractor's home office effectively support your contract? | 0 | 1 | 2 | 3 | 4 | NA | DK |

REMARKS:

(6) Resolution of Unanticipated Problems

- | | | | | | | | |
|---|---|---|---|---|---|----|----|
| A. Did the Contractor commit adequate resources in a timely fashion to meet contract requirements and to successfully solve problems? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| B. Was the Contractor proactive in notifying you of problems? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| C. When entities outside the Contractor (e.g., the public, the Government) recommended solutions to problems, was the Contractor flexible in considering these solutions? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| D. Did the solutions to unanticipated problems consider budget constraints? | 0 | 1 | 2 | 3 | 4 | NA | DK |

REMARKS

(7) Management of Complex and Sensitive Human Resource and Labor Issues/Achievement Regarding Diversity

- | | | | | | | | |
|--|---|---|---|---|---|----|----|
| A. Did the Contractor manage labor relations to minimize disruptions or impact to the work? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| B. Did the Contractor effectively manage contract transition issues, including human relations and labor issues? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| C. Has the Contractor been effective in working with organized labor, regulators and other stakeholders? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| D. Did the Contractor establish an effective small, small disadvantaged, and women-owned small businesses program? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| E. Did the Contractor implement an effective diversity program in support of DOE/Federal Government's diversity programs? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| F. Were the Contractor's key personnel proactive in the community? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| G. Did the Contractor embrace the principles of Environmental Justice by complying with all applicable environmental regulations and by focusing on non-discrimination in its programs that affect human health and the environment? | 0 | 1 | 2 | 3 | 4 | NA | DK |
| | 0 | 1 | 2 | 3 | 4 | NA | DK |

REMARKS

Optional Question

- Would you recommend this Company?

Yes ___ No ___ (If no, please explain in the space provided.)

RESUME FORMAT

Name:

Proposed Position with Offeror:

Duties and Responsibilities in Proposed Position:

Experience:

(Identify employers, position titles, dates of employment, specific duties and responsibilities. Address specific information on the qualifications, experience, and demonstrated performance relevant to the proposed position, including individual leadership qualities.)

Education:

(Identify institution, degree earned, dates)

Professional development and Achievement:

(Identify professional memberships, special training, professional registrations, etc.)

References:

(Name, title, company/organization, address, phone number)

Commitment Statement:

If {name of Offeror} is awarded the contract, I agree to accept full-time employment in the above stated position.

SIGNATURE OF INDIVIDUAL

CATEGORY	REQUIREMENTS
Facility Descriptions	Provide physical and functional descriptions of all proposed facilities and structures, including their dimensions, materials of construction, and intended use. State if the facilities will be constructed new or will be modifications of existing facilities.
Process Descriptions and Material Flows	Describe the proposed chemical and physical processes from receipt of the depleted UF ₆ cylinders through the preparation for final shipment offsite or for long-term disposition on site of all the products, byproducts, and wastes generated. Provide materials flow diagrams that identify all processes and unit operations; all the products, byproducts, and wastes; and potential emissions/effluents to the environment. Provide the physical/chemical state of the materials and the input/output rates per metric ton of depleted UF ₆ processed. Provide the concentrations of hazardous substances including radionuclides in each output stream. Specify the quantity of DUF ₆ to be processed on an annual basis.
Anticipated Waste Generation	For each type of hazardous, mixed, radioactive, and non-hazardous waste to be shipped offsite or disposed onsite, provide the following: annual generation rate by volume and mass following any on-site treatment, physical and chemical characteristics, estimated concentrations of hazardous constituents, PCBs, asbestos or radionuclides, as applicable, and a description of final packaging, if any.
Anticipated Air Emissions	Estimated emissions of criteria air pollutants from construction activities during peak construction year. Estimated annual emissions of criteria air pollutants and hazardous air pollutants including radionuclides during operations.
Anticipated Liquid Effluents	Annual amounts of liquid effluents (including storm water runoff), description of effluents, and expected concentrations of toxic and conventional pollutants and radionuclides in the effluents. Specify how the effluents will be discharged.
Waste Minimization and Pollution Prevention	Describe the waste minimization and pollution prevention activities planned for the proposed facilities.
Anticipated Water Usage	Annual use expected during operations and the peak construction year.
Anticipated Energy Consumption	Quantity of electricity and fuel (e.g., natural gas, diesel fuel) to be used during the peak construction year and annually during operations.
Anticipated Materials Usage	Amounts of materials to be used for construction (e.g., concrete, steel) and annually during operations (e.g., process chemicals). An indication of the availability of the required materials.
Anticipated Toxic or Hazardous Chemical Storage	Total amount of each extremely hazardous substance (See 40 CFR 355, Appendix A) expected to be present at any one time at the facility at concentrations greater than one percent by weight, regardless of location, number of containers, or method of storage, and a description of the storage container(s) or vessel(s).

CATEGORY	REQUIREMENTS
Wastes Generated During Facility Disposition and Disposal	For each type of waste (mixed, hazardous or radioactive) provide the quantity anticipated by volume.
Flood Plain and Wetland Information	If the proposed facilities are located in a Flood plain or wetland, provide the proposed mitigation measures and any practicable alternatives to locating in a Flood plain or wetland.
Noise	Describe the expected noise levels by source during construction and operation, proximity of the workers and the public to sources of noise, and proposed mitigation measures.
Land Use	Describe the location and amount of land needed for buildings, parking lots, utilities, etc. during construction and operation.
Employment Needs	Expected numbers of employees during construction and operation of the proposed facilities broken down by job category (e.g., managers, professionals, laborers.)
Anticipated Transportation Needs	Annual quantities and the number of shipments to and from the site of the materials used or produced in the proposed facilities on site. Identify the expected mode of transportation (e.g., by truck, train, barge) and describe the packaging to be used, if any.
Safety Analysis Data	<p>Using the available technology specific-information or data based on similar technologies, provide descriptions and expected frequencies for and environmental releases from potential accidents during facility operations. If possible, provide the above data for one or more accidents in each of the following four frequency ranges: greater than 0.01 per year, between 0.01 and 0.0001 per year, between 0.0001 and 0.000001 per year, and less than 0.000001 per year. If this information is not yet available, provide a discussion of the expected safety issues based on current technology concepts or similar technologies.</p> <p>Describe the approach to be taken to protect worker safety and health. If the project presents a potential safety hazard beyond project boundaries, provide emergency response plans. Discuss hazards and mitigation measures related to construction activities and facility operations.</p>
Biological Resources	To the extent information is readily available in the public domain, <u>briefly</u> describe the types of plants and animals, as well as their habitat, that you believe may be affected by the construction and operation of the conversion facilities. Species of concern, state and federally listed threatened and endangered species, and their critical habitats affected or likely to be affected should be identified.

TOUR REGISTRATION SHEET

I will be attending (check applicable blocks):

<input type="checkbox"/>	Paducah, KY Site Tour	<input type="checkbox"/>	Oak Ridge, TN ETPP Site Tour
<input type="checkbox"/>		<input type="checkbox"/>	Portsmouth, OH Site Tour

(Tour Attendees must bring photo identification, i.e., driver's license, military identification, or passport.)

PLEASE TYPE OR PRINT

Full Name: _____
(as it appears on your photo identification)

Title: _____

Company Name _____

Address _____

Telephone Number _____

Fax Number _____

Social Security Number _____

Date of Birth _____

Place of Birth _____

Citizenship _____

Home Address _____

Home Telephone Number _____

UFV&A Long Format		
Visitor/Assignee:		
*First Name: _____	*Middle: _____ *Last: _____	
*Gender (circle one): Male Female	Is Visitor currently in the US?: Yes No	
*Permanent Resident Alien: Yes No		
*Country of Citizenship: _____	*Date of Birth (mm/dd/yyyy) _____	
*Country of Birth: _____	*City of Birth: _____	
Employer Information		
Affiliation or Company Info:		
*Institution or Company Name: _____	Phone Number: _____	
Street (1): _____	Fax Number: _____	
Street (2): _____	E-mail Address: _____	
City: _____	State: _____	
Zip Code: _____	*Country of Employer: _____	
*Title or Position and Duties: _____		
Aliases		
First Name: _____	Middle: _____	Last: _____
First Name: _____	Middle: _____	Last: _____
First Name: _____	Middle: _____	Last: _____
Visa Information	Passport Information	
Visa Number: _____	Passport Number: _____	
Visa Type: _____	Country of Issue: _____	
Expr Date (mm/yy): _____	Expr Date (mm/yy): _____	
Place of Work (if different from Employer)		
Company Name: _____		
Street (1): _____	Phone Number: _____	
Street (2): _____	Fax Number: _____	
City: _____	E-mail Address: _____	
Zip Code: _____	State: _____	
Country of Employer: _____	Title or Position: _____	
Interpreter Needed? (circle one) : Yes No		
Business Type conducted by Employer: _____		
Educational Background: _____		
Field of Research: _____		
Current U.S. Address		
Street (1): _____	City: _____	
Street (2): _____	State: _____	
	Zip Code: _____	
Permanent Address		
Street (1): _____	City: _____	
Street (2): _____	State: _____	
Country: _____	Zip Code: _____	

* denotes required information

Date Printed: 06/20/2000

MANAGEMENT TEAM QUESTIONNAIRE

Name: _____
—

Proposed Position with Offeror: _____
—

Represented University/Company/Other: _____
—

1. Please provide a description of your working relationship with this person. Specifically identify the project, program, or other item worked on; the position held by the person and the duration of the time worked together.

(1) What would be your overall performance rating of this person?

_____	Exceptional	Comments: _____
—		
_____	Above Average	_____
—		—
_____	Average	_____
—		
_____	Marginal	_____
—		
_____	Unsatisfactory	_____
—		_____

2. Was this person responsive to client requests for changes/implementation of new initiatives?

_____	Highly responsive	Comments: _____
—		
_____	Responsive	_____
—		
_____	Marginal	_____
—		
_____	Unsatisfactory	_____
—		

4. Describe strengths you observed in this person's performance.

5. Describe any areas of performance where this person could improve.

6. If you had a vacancy similar to the position for which this person is proposed for this Contract, would you hire this person?

Yes ___ No ___ Maybe ___ Why or Why not?

Your Name and Title: _____

Organization: _____ Phone No.: _____

OFFEROR PAST PERFORMANCE ES&H INFORMATION FORM

SAFETY PERFORMANCE PER YEAR (Beginning with 1995 or last 5 years of the contract, as applicable)					
Year					
Workers Compensation Claims Paid (\$/200,000 hr.)					
Lost Workday Rate (# of days/200,000 hr.)					
Total Recordable Incidence Rate (#/200,000 hr.)					
Lost Workday Case Rate					
Fire Loss Rate					
Experience Modification Rates (with comparison to regional average from same Standard Industrial Classification Code)					
Federal and state regulatory agency inspections, including fines and penalties					
Compliance: Describe any significant ES&H compliance issues, along with the basis and the actual or proposed resolution.					