

## **SECTION C - DESCRIPTION/SPECIFICATIONS**

### **PERFORMANCE WORK STATEMENT**

#### **PORTSMOUTH ENGINEERING AND TECHNICAL SUPPORT II**

##### **C.1 GENERAL AND BACKGROUND INFORMATION**

Established in 1989, the DOE Office of Environmental Management (EM) is charged with addressing the environmental legacy of over 50 years of nuclear weapons production and government sponsored research. In order to continue and build upon the momentum of the first 20 years of the EM program, and within the broader context and in support of Administration and Departmental policies, strategies, and initiatives, EM has developed the “Annual FY2012 Performance Agreement with the Assistant Secretary.” The document builds upon and integrates DOE Management Principles, EM Core Values, EM Priorities, EM’s vision, and EM’s mission by establishing the following goals for FY 2012:

Goal 1: Improve safety and quality performance towards a goal of zero accidents, incidents, and defects and continue to improve the EM Complex-Wide Safety Culture.

Goal 2: Reduce the life cycle cost and accelerate the cleanup of the Cold War legacy.

Goal 3: Improve project, budget, and contract management with the objective of delivering results on time, within cost, and with world-class technical competencies.

Goal 4: Achieve excellence in management and leadership with the objective of making EM an Employer of choice in the Federal Government.

Goal 5: Execute the EM Mission in a Sustainable Manner

In the performance of this contract, the Contractor shall support and implement actions to further the achievement of the above goals.

The Portsmouth GDP, on a 3,778 acre site located near Piketon Ohio, was constructed by the Atomic Energy Commission in the 1950’s to enrich the fissionable isotope of uranium. In 2000-2001, it was determined the enrichment operations at the Portsmouth site would cease and the plant went into Cold Standby until 2005 when the plant was placed into Cold Shut-Down. At that time, remediation activities began and a PPPO was established in Lexington, Kentucky to manage the cleanup at the site in Piketon, Ohio. Ongoing remediation activities are being conducted in accordance with a State of Ohio Consent Decree issued in August 1989, as amended from the State of Ohio Environmental Protection Agency (OEPA) and an Administrative Consent Order from the U.S. Environmental Protection Agency (USEPA) Region V. In 2010, a contract was issued for Decontamination and Decommissioning (D&D) of the site pursuant to the Consent Decree and Consent Order.

##### **C.2 SCOPE OF WORK**

The PPPO requires Environmental Technical Services (ETS) at the Portsmouth GDP site, Piketon Ohio, to support the mission of Decontamination and Decommissioning (D&D) and support DOE in the management, oversight and integration of various prime, performance based site contracts.

The Contractor will provide DOE a full range of environmental, engineering and technical support, to include the performance of project and contract management and administrative activities to support the implementation and management of the D&D project and related activities. The services, defined in this PWS are primarily to take place at this DOE Portsmouth site.

The Contractor shall perform ETS support, programmatic and administrative functions at the GDP site, including but not limited to planning, scheduling, evaluating, verifying, advising, observing, reporting, monitoring, integrating, managing and oversight of required activities to support the successful management of site contractors and the DOE mission. In addition to the work described herein, the Contractor may be requested by DOE to perform related special project activities to support achievement of critical objectives.

The Contractor staff, in the related required technical areas, shall be knowledgeable of existing and updated Federal, State and Local Regulations and DOE Orders, Directives and Policies as well as the administrative requirements of traditional Non-Management and Operations (M&O) cost reimbursement contracts, inclusive of contract change control, to provide recommendations and perform effective oversight support.

The Contractor shall support DOE to ensure all site contractors and tenants comply with applicable contractual requirements, DOE Orders, Directives and Policies, as well as Federal and State Regulations.

The Contractor shall provide Subject Matter Experts (SME) to coordinate and support internal and external DOE audits and inquiries (e.g., Internal Assessment, External Assessment, Accident Investigation, and Quality Assurance), as needed.

The Contractor shall provide direct field observation and surveillance support for daily field operations to assist DOE with its oversight activities of the site Contractors to ensure safe and compliant work execution.

The Contractor is expected to have personnel physically located at the PPPO office in Piketon, Ohio to support the aforementioned activities.

The Contractor shall perform mission related support activities, including preparation and submittal of deliverables and reports in subject matters as follows:

- Program Management
- Planning and Integration
- Environmental Safety and Health (ES&H) and Quality Assurance (QA)
- Waste Management
- Regulatory Support
- Investment Recovery
- Nuclear Material Disposition and Nuclear Safety
- Environmental Restoration and Regulatory Compliance
- D&D Oversight and Infrastructure Support
- Technical and Administrative Services

The Contractor shall fully support DOE in this mission.

All data and information collected and all reports, deliverables, and documentation related to the work performed are Government owned and shall be marked in accordance with Section D of the contract.

### **C.3 WORK DESCRIPTION**

#### **C.3.1 Contract Transition**

During the transition period, as specified in the clause in Section F entitled “Contract Term,” the Contractor shall perform those activities that are necessary to transition work from the incumbent contractor in a manner that (1) assures that all work for which the Contractor is responsible under the contract is continued without disruption; (2) provides for an orderly transfer of resources,

responsibilities, and accountability from the incumbent contractor; and (3) provides for the ability of the Contractor to perform the work in an efficient, effective, and safe manner. The Contractor is responsible for providing all necessary personnel and logistical support (office space, computers, telephone, etc.) during the transition period, unless specifically directed otherwise by the Contracting Officer. All Key Personnel designated in Section H clause entitled “*Key Personnel*” shall report to the site upon the effective date of the contract to support all contract transition activities.

The Contract shall develop for DOE approval a transition plan and budget. The plan shall include a schedule of major activities, and address at a minimum:

- Communication process among DOE and the incumbent Contractor;
- Identification of key transition issues and milestones;
- Identification of a transition team (inclusive of consultants and teaming members, if any);
- Approach to minimizing impacts on continuity of operations;
- Assumption of the support services;
- Staffing ramp up and human resource management;
- Development of any interface agreement with other site contractors in accordance with Section J, Attachment J-8, Shared Site Services and Interface Requirements Matrix; and
- Approach to ensure compliance with DOE Orders for Worker Safety and Health Program and Quality Assurance Plan in accordance with Section C.3.4 *Environmental Safety and Health (ES&H)/Quality Assurance (QA)*.

After completion of the transition activities contained in the approved transition plan and such other transition activities as may be authorized or directed by the Contracting Officer, the Contractor shall notify the Contracting Officer in writing that it is ready to assume full responsibility for the work. Upon issue of the Notice to Proceed (NTP) from the Contracting Officer, the Contractor shall assume full responsibility for the work the day after the issuance of the NTP.

### **C.3.2 Program Management**

Program Management encompasses the Contractor staff required to manage and direct resources in executing the ETS scope of work and achieve contract requirements. This includes program management, planning and integration, business systems integration, technical services and resource management, and contract business management. Program management also includes supporting site interactions with outside entities to include Congressional staffers, DOE Headquarters (HQ), Federal, State and Local Site Regulators, Site Contractors and Grant participants, and other DOE Stakeholders as required.

#### **C.3.2.1 Key Staff Responsibilities**

The Contractor shall align the ETS functional responsibilities by Work Breakdown Structure (WBS) with the contract scope of work and align management personnel, titles to be determined by the Contractor, with the DOE site managers. This functional alignment will allow the sharing of the Contractor resources across assigned projects.

The Contractor shall appoint a Program Director (PD) who shall serve as the primary interface to the DOE Contracting Officer (CO) and Contracting Officer Representative (COR) and shall have supervisory control over staff assigned to perform work under this contract. The program organization shall be led by key staff such as PD, who will maintain the authority and reporting responsibilities for all program, business, and contract related matters.

The Project Managers (PM) who will be responsible for assigned projects or areas as defined herein, and Functional Managers (FM) who will lead the cadre of core staff in performance of the assigned

projects. The PM, FM and core staff, or other titled organizational staffers, shall report directly to the PD.

The PD shall develop work and staffing plans for all assigned work efforts and provide monthly status reports on all activities to the COR or other represented as assigned. The PD shall ensure completion of non-disclosure agreements of assigned personnel.

The PD shall develop an Annual Work Plan with detailed activities to outline what will be achieved during the year in order to achieve specific results with anticipated outcomes, the activities to be performed toward achieving the anticipated outcomes, the time frame involved, those responsible for performing the activities, and what each activity entails. The PD may be required to provide senior level risk support to DOE through environmental, engineering and technical analysis and reviews of documents and issues related to the Portsmouth Site Director. This support may require periodic travel to PPPO Lexington, Kentucky, or other locations as assigned for coordination and meetings.

### **C.3.2.2 Stakeholder Involvement**

The Contractor shall support DOE interactions with Congressional staffers, DOE HQ, Federal, State and Local Site Regulators, Site Contractors and Grant participants, and other DOE Stakeholders as required. Support may include communications with DOE/EM and Portsmouth Site Specific Advisory Boards (SSABs), development of the annual SSAB Work Plan, the community reuse and property transfer stakeholders, researching and supporting responses to Freedom of Information Act (FOIA) requests and Congressional inquiries, performing and maintaining DOE web site development, and other stakeholder support as assigned. Stakeholder involvement is vitally important to the mission and crosses all functional requirements of the contract. Support may include the development, review, and coordination of the Stakeholder Involvement Plan, work plans, presentations, agendas, action items, meeting minutes, logistical support, responding to site-wide information requests, FOIA requests, reports (i.e., Stakeholder Involvement Report), DOE Portsmouth website, and recommendations. The Contractor will be required to facilitate, coordinate and attend meetings and resolve action items. Various community relations programs shall be developed to include presentations to area schools, civic groups and local officials. Tours shall be coordinated and conducted. Internal and external requests for information and required responses will be developed, coordinated and submitted in a timely manner.

### **C.3.2.3 Grant Management**

The Contractor shall provide support to DOE for the implementation and management of site specific grants, development and review of technical reports, participate in project meetings and provide information as directed. The support will include attending of weekly or monthly meetings between the stakeholders to include the grant principals, the public and DOE. Reports (e.g., Grant Management Report), meeting minutes and action item resolution shall be accomplished (e.g., Ohio EPA grant, and Ohio University grant).

### **C.3.3 Planning and Integration**

The Contractor shall support DOE in planning and integration of all DOE site contracts to include baseline integration and oversight, fiscal planning, and analysis of projects. Impact analyses of current projects/programs regarding the issuance of new and revised Federal, State, Local or DOE publications (e.g., orders, directives, policies, guides, notices, and manuals) shall be accomplished.

#### **C.3.3.1 Program Management and Control**

The Contractor shall support DOE in performing project management and control such as maintaining project oversight control systems, performing risk analysis, preparing and/or reviewing technical

documents, plans, and project reports (e.g., Earned Value Management System (EVMS), Performance Measurement Baseline (PMB), invoices, and cost reports) in accordance with DOE Orders, Directives, Policies and Office of Management and Budget (OMB) Circulars. The Contractor shall assist DOE with the consolidation, integration, and analysis of data and information from the various projects and contracts (e.g., Weekly Activity and Oversight Assessment Report).

The Contractor shall maintain established site-wide database systems in support of the DOE oversight activities. The Contractor shall support all systems having the capability (e.g., systems and tools) to fully integrate and consolidate information using electronic data transfer of all site contractor financial accounting systems in order to attain overall cost reporting for the site in accordance with DOE requirements. The system shall also have the capabilities to present and analyze performance measurement data as related to the integrated lifecycle baseline.

### **C.3.3.2 Integrated Project Management and Baseline Support**

The Contractor shall support DOE with the oversight and maintenance of the site-wide integrated lifecycle baseline(s). The Contractor shall obtain baseline information from the site Contractors to evaluate the integrated lifecycle baseline consistent with DOE Order 413.3B, dated November 29, 2010 (or as updated) entitled Program and Project Management for the Acquisition of Capital Assets.

In support of DOE management of the integrated lifecycle baseline, the Contractor shall utilize analytical tools and techniques to perform simulations and optimization to support lifecycle oversight, and assist DOE with lifecycle evaluation to respond to changes.

This work consists of overseeing the management, configuration control, reporting, and advanced planning, required to maintain the PPPO Integrated Site-wide Life Cycle Baseline (ISWLCB), as amended by new submittals, which is composed of Fluor-B&W Portsmouth, LLC (FBP), Wastren-EnergX Mission Support, LLC (WEMS) and DOE Direct Cost contract baselines.

The Contractor shall review, and perform analysis assessments that include:

- WBS structure
  - WBS dictionary sheets at the level in which the costs are collected
  - Time-phased resource-loaded schedule
  - Basis of estimate for each WBS element
  - Time-phased cost estimate for each WBS element
- Integrated Site-Wide Life Cycle Baseline (ISWLCB)
  - Maintain ISWLCB utilizing Primavera Project Planner (P6) and COBRA software
  - Integrate and assess Contractor P6 and COBRA site-wide database submittals (i.e., Assessment of Site-Wide Database Systems Report)
  - Develop monthly performance reporting
  - Monitor Contractor Baseline Change Control Board actions
  - Develop DOE Change Requests and maintain change control
  - Provide support to the DOE independent cost estimating process
  - Develop what-if scenarios in response to emergent situations and management requests
- Risk Management and Analysis
  - Maintain DOE Risk Management Plan and Risk Register
  - Pertmaster/Crystal Ball software for integrating cost and schedule risk management
  - Monitor and Review FBP Risk Management Plan and Risk Register

- Validate FBP risk analysis
- Develop Capital Item DOE contingency
- Operations/Capital Program/Policy
  - Ensure compliance with EM Operational and Capital programs and orders
  - Review Contractor Project Management documentation and procedures
  - IPT Support
  - Coordination of External Project Reviews (Independent Project Review/External Independent Review/Program Review, etc.)
- Project Controls Support
  - Develop Project Controls System User's Manual and Procedures
  - Provide planning and scheduling support to PPPO Project Managers
  - Provide Monthly Project Status Report
  - Provide Project Controls Activity Status Report
  - Provide Weekly Independent Project Performance Report
  - Monitoring critical path and progress validation of FBP schedules
  - Review, analysis and assessment of Contractor Annual Work Plans (AWP) and Milestone submissions
  - Support technical evaluation of Contractor proposals, Requests for Equitable Adjustment (REA) and Contractor claims
  - Provide Computer-Aided Design (CAD) and large format plotting services
  - Perform Oracle, Primavera P6 and Deltek COBRA database administration (i.e., Assessment of Site-Wide Database Systems Report)
  - Tracking and documentation of Contractor Performance Based Incentives (PBI)
- Maintenance of PPPO internal schedules
  - FBP Milestones
  - Integrated Milestone Schedule
  - Comprehensive Nickel Project Schedule
  - Easements and Property Transfer Schedule
  - FBP Fiscal Year Award Fee Plan Schedule
  - PPPO Budget and Integrated Priority Listing (IPL)
  - FBP Contract Definitization and PMB Review
  - WEMS Contract Definitization and PMB Review
  - North American Electricity Reliability Council (NERC) Weekly Status Update
  - PPPO Assessment Plan
  - Regulatory Milestone Schedule
  - Site Specific Advisory Board
  - Specific Schedules as required
- Contract Management Support
  - Provide contract and procurement support as requested by Contracting Officer
  - Generate reports (e.g., Action Item Tracking Report, and Technical Evaluation Report) required to monitor contract compliance

- Develop and evaluate Award Fee Plans
- Develop and evaluate Performance Based Incentives
- Provide support for Contractor invoice and deliverable reviews
- Provide support for data calls from DOE-HQ and other agencies
- Draft contract documents, letters and other correspondence
- Assist with costing activities for proposals and contracts
- Provide support for the contract change control process including the review, analysis and coordination of proposed contract modifications
- Develop, edit, and maintain contract comprehensive deliverables lists
- Prepare, organize and maintain contract records and files documenting contract performance and compliance
- Support the Technical evaluation and review of Contractor closeout proposals
- Conduct assessments, provide recommendations for contract administration and support the evaluation of performance measurement baselines, as applicable

The Contractor will provide services related to integrating contract functions in support of PPPO operations.

The Contractor shall support DOE in meeting the data requirements of the DOE Integrated Planning, Accountability and Budgeting System (IPABS) and Project Assessment and Reporting System (PARS II); determining assessment and information requirements; reviewing scope, budget, and schedule; and performing audits and evaluations.

The Contractor shall monitor the systems to integrate, track, analyze and report data concerning project management, project control, life cycle planning, budget formulation, budget execution and financial management. The Contractor shall support DOE in performance evaluation and reporting oversight of the site Contractors.

The Contractor shall consolidate project management information from all site Contractors to support DOE on a monthly basis in reviewing project progression status, budget, cost and schedule.

The Contractor shall provide consolidated data to DOE in the form of schedules, reports, briefing materials, life cycle planning submittals, data calls, and other requests as assigned. The Contractor shall support DOE evaluation of risks and risk management for the project.

The Contractor shall support the oversight of an integrated lifecycle baseline review and analysis that includes logic-linked network schedules compatible for use by DOE in conducting DOE project risk management assessments and analyses for the integrated lifecycle project baseline.

The Contractor is responsible for coordinating with other site Contractors and consolidating information to ensure the integrated lifecycle baseline incorporates "cross-cutting" risks and risk management on a continuing basis.

### **C.3.3.3 Fiscal Planning, Analysis and Reporting**

In support of DOE federal budget process, the Contractor shall provide support for budget and funding in all areas through planning, formulating information, analyzing, reviewing trends for impacts, providing projections and by performing funding and budgeting reconciliation (e.g., Spend Plan). Responsibilities include reviewing and analyzing existing and updated DOE guidance and policies and providing reviews and recommendations for compliance. Activities will include

researching and responding to requests for information and reports from various levels within and outside of DOE. In support of DOE oversight of site contractor's financial management, the Contractor shall provide assistance in the evaluation of financial management information and documents.

Activities include, but not limited to the following items:

- Annual DOE-HQ Budget Requests and Briefings
- Fiscal Reports to Support Budget Formation
- Trend and Strategic Analysis (i.e., Identify actual costs and potential funding deficiencies)
- Funding Scenario and Cash Flow Projection Reports
- Perform Environmental Liability Audits and Reporting
- Pension and Post-Retirement Benefit Cost Analysis
- Proposals and Requests for Equitable Adjustments
- Monitor, validate and reconcile contractor monthly accrual submissions
- Monitor DOE direct cost, including electric power and gas
- Maintain Earned Value Measurement Performance Reporting in IPABS and PARS II systems
- Maintain staff tracking for integrated contractor/labor categories
- Perform detailed financial and labor audits of contractor invoices to identify deficiencies
- Consolidate invoice review comments/questions and coordinate contractor responses.
- Develop and coordinate invoice review forms and review packages for DOE approval
- Develop annual Work Authorizations and related estimates to allocate DOE direct costs to site tenants
- Perform financial data calls and reporting to support DOE requests
- Develop, evaluate, monitor and track Procurement Consent Packages

#### **C.3.4 Environmental Safety and Health (ES&H), Quality Assurance (QA) and Field Services**

The Contractor shall support the evaluation and oversight of contractor safety programs including the contractor's adherence to policies and procedures are of particular importance. The support requires the Contractor to support regulatory documentation and compliance (e.g., ES&H/QA Program Activity and Oversight Assessment Report), contractual requirements, perform requirements research and compliance interpretations, develop findings and observation recommendations, perform audits, assessments, surveillance and oversight to support full compliance for the mission of successful and safe D&D. The ES&H and QA support will require document reviews, reporting, investigations of accidents/incidents (e.g., Accident/Incident Investigation Report), trending of findings and observations, reviewing and analyzing ES&H/QA Corrective Action Plans and providing recommendations and follow up to ensure compliance. Impact analyses of current programs/projects regarding the issuance of new and/or revised Federal, State, Local or DOE publications shall be accomplished.

Activities include, but not limited to the following items:

- Support DOE scheduled audits and surveillances by providing Subject Matter Experts (SME) in the fields of Radiation Safety, Industrial Hygiene, Chemical Safety, Fire Protection, Engineering, Industrial Safety and associated areas of the Integrated Safety Management System (ISMS) program.
- Based on PPPO procedures and schedule (e.g., Integrated Assessment and Surveillance Schedule) perform team assessments.
- Provide a Daily Status Report by project, including producing, reviewing and posting information for review by Contractors and DOE.

- Develop and distribute a DOE Weekly Summary Status Report by project, DOE Weekly Facility Representatives Report, and DOE Monthly Safety Statistics Report.

The Contractor shall be required to provide day-to-day support to assist DOE with its oversight activities of other site contractors' implementation of safety programs, including but not limited to 10 Code of Federal Regulations (CFR) 851, Worker Safety and Health Program; Integrated Safety Management System (ISMS); 10 CFR 835, Occupational Radiation Protection; DOE O 458.1, Radiation Protection of the Public and the Environment, Nuclear Safety Management (10 CFR 830); and the DOE Occurrence Reporting and Processing System.

Activities include, but not limited to the following items:

- Support includes direct field observation and surveillance activities. Field Service personnel support DOE Facility Representatives by performing daily field observations, monitoring contractor activities, achievements and progress in meeting DOE objectives.
- Conduct trend analyses of ES&H/QA findings and observations and document results in monthly reports and participate in weekly Facility Representative Meetings.
- Cover ES&H/QA issues during weekly staff meetings.
- Assist with operational readiness activities, including participating in contractor Management Assessments and Readiness Reviews.
- Develop Lines of Inquiry (LOI) or Criteria Review Approach Documents (CRAD) for each assessment and surveillance.
- Provide input to the Annual Report to Congress in the form of a summary of site activities and reviews with the contractors and dispute resolution including compiling data for PPPO.
- Support PPPO in monitoring and reviewing field element and contractor implementation of DOE Orders and State of Ohio and other federal codes/standards (e.g., U.S. Environmental Protection Agency (EPA), U.S. Department of Transportation) to minimize risks to DOE, including technical review of PPPO and contractor correspondence support.
- Support with quarterly review, approval and tracking of contractor Start-up Notification Reports (SNR).
- Support with development, planning, and approval of DOE Readiness Plan of Actions, Implementation Plans and required level Readiness Assessments and Operational Readiness Reviews.
- Support accident investigations and accident investigation boards. Regulatory documentation and compliance includes, but is not limited to, oversight of the site contractor's regulatory compliance in the areas of site-wide permits, licenses, environmental standards, and milestones.

Field Service personnel perform field observations, evaluate work control documents, participate in development of contractor worker safety and health programs, provide daily project summary reports, and respond to issues in assigned areas including, but not limited to, the following:

- Work Packages
- Job Hazard Analysis
- Procedure Adherence
- Training Requirements
- Activity Hazard Analysis
- Engineering Evaluations
- Radiological Work Permits
- Technical Safety Requirements
- Accurate Supervisor /Station Logs
- Nuclear Safety Criticality Compliance
- Employee Participation and Feedback

- Radiological and Hazardous Material Controls

In the conduct of the work performed under this contract, the Contractor shall establish and/or maintain a Quality Assurance Plan (QAP) and Worker Safety and Health Program (WSHP), and follow any Quality Assurance and Worker and Safety and Health requirements provided by PPPO as set forth in DOE Order 414D, *Quality Assurance*, and 10 CFR 851, *Worker Safety and Health Program*, respectively. Any subcontracts in support of this work shall require subcontractors to comply with the PPPO's QAP and WSHP.

Activities include, but not limited to the following items:

- Support PPPO in ensuring facilities, activities, and programs under contractor purview operate in compliance with requirements of the DOE Orders and contractor requirements documents.
- Support PPPO in ensuring contractors integrate safety management requirements into work planning and work execution, including participation in weekly planning meetings, attending PPPO functional area planning and review meetings and participation in weekly and monthly safety forums, area safety meetings and presenting PPPO safety statistics on a weekly basis.
- Compile data and produce the DOE Monthly Safety Statistics Report, DOE Monthly Total Recordable Cases Chart, DOE Monthly Days Away Restricted Transfer Chart and DOE Monthly Negative Trend Analysis Report.

### **C.3.5 Waste Management**

The Contractor shall support the evaluation and oversight of waste management including regulatory documentation and compliance guidance, including, but not limited to, site-wide permits, licenses, environmental and waste regulations and standards, transportation documentation, contractual documentation, and contractual milestones. Other activities include reviewing and coordinating asset recovery/waste minimization, regulatory documents with all affected parties to include DOE, site contractor personnel and Federal, State or Local entities. The responsibilities include monitoring, tracking, and trending the waste management activities (e.g., Waste Management Activity Oversight, Assessment and Tracking Report), including treatment and storage permit requirements and modifications. Impact analyses of current projects/programs regarding the issuance of new and/or revised Federal, State, Local or DOE Directives shall be accomplished.

The scope includes reviews, reports and comment disposition of waste management documentation, potential on-site waste disposal cell documentation and construction, and coordination with Federal recovery requirements. This includes review of DOE Directives, site waste profiles and treatment plans, site management plans and procedures, forecasts and reporting (e.g., Radioactive Waste Disposition, Shipping Forecast and Accomplishment Analysis Report), quarterly and annual reports, waste management, packaging support and oversight include, but are not limited to, the inspection of packaging and items in staging areas for recycled or items in waste storage areas.

Transportation oversight through direct field observation and documentation verification will support DOE to ensure safety and regulatory compliance and verification of performance associated with transportation of materials, reuse, recycling and waste shipped off-site. Support will include reporting of compliance and noncompliance circumstances with regulatory and contractual conditions. This element includes observation, evaluation, and documentation for shipments via truck and rail transportation. Potential impact evaluations and recommendations on proposed transportation regulations and policies will be provided as well as support for independent regulatory audits and investigations.

#### **C.3.5.1 On-site Disposal Cell (OSDC) Design and Construction**

The Contractor will provide technical support and coordination to the DOE to manage pre-design

geotechnical documents, siting and design criteria documents and the 30%, 60%, 90% On-site Disposal Cell (OSDC) Design Engineering packages for review and oversight as associated with D&D OSDC Design and Construction under the D&D Waste Management Program. This scope will include the following:

- Participate in technical and status summary meeting conducted with Ohio EPA.
- Facilitate and coordinate review of OSDC Design & Construction technical documents by appropriate DOE staff.
- Provide technical review of pre-design geotechnical documents, siting and design criteria documents and 30%, 60%, 90% OSDC design engineering documents.
- Ensure appropriate comments and responses bring DOE's documents to completion.

### **C.3.6 Regulatory Support**

The Contractor shall monitor site contractor compliance with regulatory and contractual requirements. The Contractor shall be knowledgeable of all required updates to Federal, State and Local regulatory requirements and DOE Directives. Regulatory requirements pertaining to D&D include working with outside stakeholders to coordinate and recommend activities related to real property, archaeological survey and analysis of potential oil and natural gas reserves and historical surveys of farmsteads. Activities include evaluating and coordinating the review of regulatory documents and resulting recommendations with DOE, contractor personnel, consultants, and Federal, State or Local regulatory and community stakeholders. The scope effort includes reporting and documenting findings and overall administration of DOE's responsibilities under the D&D Director's Final Findings and Orders for Removal Action and Remedial Investigation and Feasibility Study and Remedial Design and Remedial Action (DDF&O). Oversight may require preparation and transmittal of correspondence and attendance of meetings to support compliance. Impact analyses of current programs/projects regarding the issuance of new and revised Federal, State, Local or DOE publications shall be accomplished.

Regulatory support will include oversight, project management and support to enable the successful transfer of real property to appropriate entities as required. Future reindustrialization of the site is being considered, therefore, the scope includes monitoring of the site wide environmental assessment, participation in public meetings and preparing and submitting appropriate documentation for support.

Included herein is the applicable list of regulatory requirements as the site moves through the D&D mission.

- Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA)
- Consent Decree of 1989
- Consent Order 1994, revised 1997
- Director's Final Findings and Orders for Removal Action and Remedial Investigation and Feasibility Study and Remedial Design and Remedial Action (DDF&O)
- National Environmental Policy Act of 1969 (NEPA)
- National Historic Preservation Act of 1966 (NHPA)
- Nuclear Material Control and Accountability (NMC&A)
- Nuclear Regulatory Commission (NRC)
- Resource Conservation and Recovery Act of 1976 (RCRA)
- Toxic Substance Control Act of 1976 (TSCA)
- Annual Site Environmental Report (ASER)

### **C.3.7 Investment Recovery**

The Contractor shall support the DOE in developing Investment Recovery (IR) as a component of the D&D and facilitating the implementation of IR during D&D. The primary objectives of IR are to establish D&D material reuse and recycle as possible alternatives to traditional land waste disposal and realize significant cost recovery benefit to the Government and regional economic base by recovering the valuable D&D materials as assets. The Contractor will provide support in accomplishing these broad objectives by drafting recommendations, developing cost-benefit analysis of alternatives and participating in meetings to develop strategies, plans and methods of potential IR accomplishment. Responsibilities include monitoring IR requirements and implementation and providing stakeholder communication support for the SSAB and public outreach. In addition, responsibilities include assistance in facilitating actions toward the success of the community reuse program. Actions include preparation of briefings, presentations, graphical displays as well as facilitating the disposition of materials through the reuse program. Impact analyses of current projects/programs regarding the issuance of new and/or revised Federal, State, Local or DOE publications shall be accomplished.

The Contractor shall verify and validate the site contractor material database (e.g., Investment Recovery Activity Oversight, Assessment and Tracking Report), develop and recommend forecasts and IR targets, monitor regulations and funding requirements, and perform field oversight verification of the process.

### **C.3.8 Nuclear Material Management/Disposition and D&D Safety Basis**

The Contractor shall be knowledgeable of required updates of Federal, State and Local regulatory requirements and DOE publications. Responsibilities include analyses, recommendations, and performing turnaround assignments for special projects and unique applications. This includes support in areas of nuclear safety, excess uranium inventory, uranium inventory management, characterization, processing, storage, packaging and transportation, value estimation and trending, marketing, and disposition.

Responsibilities include support and performance of independent assessments (e.g., Nuclear Material Management/Disposition Activity Oversight, Assessment and Tracking Report) of the site D&D contractor's application of NMC&A practices; analyze excess uranium inventory and management. Impact analyses of current programs/projects regarding the issuance of new and revised Federal, State, Local or DOE directives (i.e., orders, manuals, guides, notices, directives, and policies) shall be accomplished.

Uranium management includes planning for the disposition of uranium inventories, including activities such as updating the inventory data in the DOE Excess Uranium Inventory Management Plan and maintaining oversight of ongoing activities and plans to ensure consistency with DOE mission and regulatory requirements. Inventory updates and analysis may include off-site analysis of location, quantities, containers/cylinders, characteristics, disposition path, marketability, potential shipping and transfer issues, and estimated market value. Data will be developed proactively and maintained in the form of tables, graphs, and schedules and provided, as appropriate, in briefings and meetings with management, and maintained for ready reference. Required uranium characteristics include maintaining a history of the uranium, including conversion. Data shall include assessment of independent unit market prices and identification of optimum tails for enrichment or barter.

Contractor oversight of nuclear safety, nuclear criticality safety and Non-Destructive Assay (NDA) measurements includes document reviews, assessments and walk downs, coordination and review of D&D Basis of Interim Operation (BIO), D&D Documented Safety Analysis (DSA) and NDA measurement plans.

### **C.3.9 Environmental Restoration and Regulatory Compliance**

Environmental Restoration (ER) responsibilities include providing DOE with regulatory documentation review and support, and compliance guidance including, but not limited to, site-wide permits, licenses, environmental regulations/standards, contractual documentation, and contractual milestones. Other activities include reviewing and coordinating the regulatory documents with contractor personnel, and regulatory stakeholders and the community and evaluation of contractor work plans and technical documents. The review and oversight of the site contractor's submittals shall include reports such as the Quarterly Surveillance and Monitoring Reports, Quarterly Progress Reports, Annual Groundwater Reports, Annual Site Environmental Reports, Quarterly Radiological Discharge Monitoring Reports, Integrated Surveillance and Maintenance Plans, Environmental Monitoring Plans, Monthly National Pollutant Discharge Elimination System Reports, Burn Plans, Annual Leachate Management Monitoring Reports, and Air Emissions Reports.

Regulatory Compliance will support the evaluation of contractor project plans and regulatory documents. Oversight of contractor regulatory documentation and compliance includes, but is not limited to, site-wide permits, licenses, environmental regulations/standards, contractual documentation, and contractual milestones. Oversight includes support to compile comprehensive listings, evaluation and providing recommendations for site compliance documents and anticipated document receipt, and required review period to include comment resolution, revision, and final submittal.

In addition, the Contractor shall provide support activities during the development and establishment of the regulatory framework and process, such as data collection, assessment, and evaluation of reports (e.g., Regulatory Activity Oversight, Assessment and Tracking Report) and data, and organization and presentation of data. Impact analyses of current programs/projects regarding the issuance of new and revised Federal, State, Local or DOE publications shall be accomplished and documented in a report (e.g., Regulatory Report to Identify Issues, Corrective Actions and Resolutions).

The Contractor will assist DOE in the development and integration/consolidation, and quality of site-wide environmental and regulatory reports, actions, and responses from the site contractors, including, but not limited to, site-wide radioactive waste disposition and shipping forecasts, Five-Year Plans, performance metrics, trending, and analysis as required.

### **C.3.10 D&D Oversight and Infrastructure Support**

The Contractor shall support DOE project management and contractual oversight by monitoring and evaluating site contractors work performance and assisting DOE in developing and monitoring the overarching master plan for the site. The plan will incorporate and integrate DOE's strategic vision for performing D&D and remediation, while servicing other site tenants and other stakeholders. The master plan will include maps and comprehensive site-wide facility and Solid Waste Management Unit (SWMU) lists, and facility transition status. The Contractor shall integrate information data, obtaining necessary documentation from the site contractors to ensure consistency and up-to-date, integrated information of the mission. Impact analyses of current projects/programs regarding the issuance of new and/or revised Federal, State, Local or DOE publications shall be accomplished.

As the DOE D&D mission progresses, many of the site facilities and infrastructure will move through phases going from being occupied and in operation, to unoccupied and shut-down, remediation, decontamination, and then finally demolition. The Contractor shall support DOE in accomplishing the mission whether it is to monitor and evaluate issues related to the occupancy and operation of the facility, facility surveillance and maintenance activities and oversight, or performance of the site demolition and remediation oversight (e.g., Infrastructure Activity Oversight, Assessment and Tracking Report). The Contractor shall review and support the facilitation of compliant document submittals to meet DFF&O milestones and requirements. The Contractor shall include compliance

with regulatory and contractual requirements of site contractors. Requirements may include support for utility optimization, environmental management, nuclear regulatory compliance, waste management, waste packaging, health and safety, storage, traffic, and subcontractor management oversight. While many areas of this PWS may cross into this paragraph such as waste management and regulatory support, this paragraph identifies those specific infrastructure related activities.

Throughout the period of performance, the following areas will require support. The Contractor shall perform oversight of health, safety and regulatory compliance, field investigation, characterization and verification of performance (e.g., D&D Safety Basis Activity Oversight, Assessment and Tracking Report). Activities may be performed through direct field observation and documentation verification for Facility Surveillance and Maintenance; Field Services Support; Process Building D&D; Balance of Plant D&D; Site Contractor Support Work for Others; and other areas as assigned. ETS may include review and oversight of work authorizations and work performance packages of the site contractors. The Contractor shall ensure compliance with regulatory, contractual and work package documentation. Oversight may include photographic documentation of work activities.

The Contractor shall support DOE's effort to adequately define requirements and develop scopes of work for additional requirements or to align scope due to budget impacts. In addition, DOE may request support for developing government cost estimates for new or deleted requirements.

Special Projects may be assigned for ETS to be performed by the Contractor. Such activities shall be identified as required as decisions are made throughout the above defined process. Actions may include review and analysis of design and construction plans and related data. Future actions could include support for transfer of site facilities currently under lease to site tenants back to DOE. Funding may be provided for special projects and support to identify, track, monitor and report special activities when required.

### **C.3.10.1 Property Transfer**

This work scope includes assisting DOE in compliance with the requirements applicable to property transfer, including, but not limited to, DOE Orders, NHPA, NEPA, CERCLA 120(h), and other federal requirements as needed. This work scope includes general oversight, project management functions, and technical support to enable the transfer of real property from DOE to other appropriate entities pursuant to 10 CFR 770, and/or the assignment of easements pursuant to the Atomic Energy Act § 161(g).

Technical support areas for property transfer include:

- Screening proposed real property actions against existing NEPA documents, including categorical exclusions and the EA for reuse (in development).
- Preparation of CERCLA 120(h) or equivalent environmental baseline information to support real property transfer, including environmental due diligence research, such as title and deed research, spill and release records review, and risk analysis efforts using data provided by DOE or its contractors to demonstrate suitability to transfer. This also includes coordination with EMCBC on transfer documentation content and suitability for submittal to DOE-HQ.
- Participation in the DOE-HQ Property Transfer working group to provide information on the status of Portsmouth activities and to seek guidance on transfer topics of interest, such as lessons learned, applicable to PPPO sites.
- Provide information to DOE on additional NEPA reviews that may be needed, including their scope and content, if the existing documentation is not sufficient to support a proposed property transfer.
- Coordination with EMCBC on real property aspects of transfer, including work on metes and bounds surveys, property appraisals and real property law interpretation as pertains to real property transfers and easement assignments.

- Periodic support and assistance to Southern Ohio Diversification Initiative (SODI) in the areas of transfer package development, including assistance in responses to DOE comments on future plans, economic projections, and other details that may be needed to further a transfer package at DOE-HQ.

### **C.3.11 Technical and Administrative Services**

The Contractor shall provide a wide range of support to DOE. Included in technical and administrative services are those support services which may not fit into another section of the PWS. These services may be general in nature, occurring intermittently or occurring regularly to support the DOE mission. Administrative services related to other PWS areas shall be supported. Support services may be technical and administrative to include document control, and Records Management functions to include, but not limited to, planning, oversight (e.g., Technical and Administrative Services Activity Oversight, Assessment and Tracking Report), evaluating, advising, reporting (e.g., Technical Evaluation Report), monitoring, integrating and management.

#### **C.3.11.1 Reviews, Audits, Assessments and Documentation**

The Contractor shall perform reviews, audits, and assessments as requested by DOE. The Contractor's responsibilities, as assigned, will include technical and cost analysis of proposals, claims, or requests for equitable adjustments. The analysis and documentation may include reviewing outside audits and cost recommendations. The requirement will include researching, developing, monitoring and filing official documentation required to complete the proposal, claim or modification action. Contract close-out activities related to scope evaluation, document preparation, accrual and invoicing research, technical and cost analysis and recommendations shall also be accomplished.

The Contractor may also be assigned to prepare, edit, audit, proofread, format, graph, calculate, evaluate or manage files containing site-wide program/project plans, work plans (e.g., Contractor Oversight and Administration Program Implementation Plan), milestones, invoices (e.g., Invoice Audit/Review Report), contractual processes, safety plans and procedures, regulatory verification and compliance issues, remediation plans or other documents as assigned, including time-sensitive deliverables related to the D&D project or site contractors.

The Contractor shall support and assist DOE with other contract management activities as required. site-wide contractor invoices shall be reviewed for accuracy and contract compliance. Evaluation includes coordination through to invoice approval. Contract deliverables shall be evaluated and verified for contract compliance and recommendations shall be developed and presented to support acceptance or signatory decisions. Support for other contractual requirements include Award Fee Plans and evaluations, Earned Value Management System (EVMS) submissions (e.g., EVMS Variance Report), letters and directions, certifications, annual work plans, program management baselines and subcontracts.

The Contractor shall support DOE efforts to adequately define requirements and develop scopes of work for additional requirements that may be identified. In addition, DOE may request support for developing government cost estimates for any new requirements.

#### **C.3.11.2 Administrative Services**

##### **C.3.11.2.1 Daily Operations**

In support of DOE daily operations of site contractor management and oversight, the Contractor shall provide administrative support services to accomplish the daily operation and execution of DOE's responsibilities for the D&D project. Support services include, but are not limited to, mail delivery, printing, courier services, records management, preparation for briefings, public presentations, and

search, review, reproduction and distribution of such documents, both electronically (soft copy) and physically (hard copy). This administrative support may include the following:

- Preparation, proofreading, formatting and technical editing of all applicable correspondence and documents generated at the site.
- Provide graphical expertise to the DOE Program Office for DOE-HQ presentations and other public meetings.
- Provide guidance for and oversight of the Administrative Consent Order Administrative Records (ARs), CERCLA ARs, AR Files, and Information Repository. The CERCLA AR and AR files are to be maintained under CERCLA for the D&D/Remedial Action Project. To the extent practicable, the CERCLA AR will be consistent with and coordinated with the existing AR established in support of the Administrative Consent Order.
  - AR Support
  - Processing, quality checking, verification and filing (electronic and paper)
  - Derivative Classification Officer Clearance
  - Environmental Information Center AR file review
  - AR Index Pre-Proposed Plan Review Preparation
  - AR File Prep for Decision Document (two Records of Decision (ROD))
  - Quarterly Resource Conservation and Recovery Act of 1976 (RCRA) Index Review

#### **C.3.11.2.2 General Office Support**

In support of DOE daily operations of site contractor management and oversight, the Contractor shall provide general office support to DOE site staff, DOE site management and other site tenants as required. This administrative support includes the following:

- Mail pick-up and distribution.
- Order and control office supplies.
- Track and update telephone listing.
- Maintain the Portsmouth Site D&D Library and other such libraries (e.g., NEPA, and NHPA).
- Greet and direct visitors to appropriate DOE personnel. Facilitate visitor access support requirements for DOE visitors as required.
- Coordinate scheduling, Federal Automotive Statistical Tool reporting, and maintenance of DOE fleet vehicles.
- Answer DOE telephones, make public address announcements, record and deliver messages.
- Conduct training and orientation for new hires and other office personnel, as needed.
- Schedule conference rooms and maintain DOE staff calendars.
- Track, scan, develop work flows, and file all incoming and outgoing correspondence.
- Prepare DOE travel vouchers, including travel plans, reservations, and expense reports.
- Provide administrative support to the Program Management office for ETS contract implementation.
- Update organizational charts, responsibility assignment matrix, and project oversight assignments.
- Integrated Project Team (IPT) support to include coordination, agendas, minutes, and action tracker.
- Plan of the Week coordination and agenda.
- Reconciliation of DOE documents for Livelink, record retention, storage or disposition for a document.
- Provide administrative support for the Portsmouth Shared Site process including coordination, agendas, and minutes.
- Prepare and disseminate field services summary reports.

- Provide support for the Management Tracking System, including entering information, status updates and provide daily reports.
- Support the development and dissemination of the daily turnover report.
- Support resolution of the file backlog and shipment of files to Consolidated Business Center (CBC).

Site tours, visits and demonstrations shall be conducted as required for Federal, State, or local dignitaries, managers and students.

The Contractor has complete responsibility for achieving the quality level required for documents submitted to DOE.

The Contractor shall identify specific roles and responsibilities, interfaces, and points of contact for their organization.

### **C.3.11.2.3 Record Management**

In support of DOE daily operations of site contractor management and oversight, the Contractor shall provide support services necessary to conduct Records Management functions in accordance with Title 44 USC, Chapters 21, 29, 31, 33 and 35; and 36 CFR, Chapter 12, Subchapter B (Records Management); DOE O 243.1A (Records Management Program), DOE O 243.2 (Vital Records), DOE O 471.3 (Identifying and Protecting Official Use Only Information), DOE M 471.3-1 (Manual for marking OOU), and specific PPPO policies and procedures for both unclassified and classified records. These functions include, but are not limited to, work associated with the creation/receipt, maintenance/use and disposition of records:

- Maintain active file support and maintenance, including record/non-record determinations, proper file series assignments, shepherding records into established files and disposition of records no longer needed in active holdings. Conduct an annual review of files eligible for destruction.
- Develop spreadsheets, charts, or data which provides tracking documentation for the various records management/document management activities performed.
- Assist with records management activities; such as file plan development/reviews, review of policies/procedures, revising of various reports, fact sheets, updating of databases, spreadsheets (i.e., excel format), electronic records management/document management system, and developing/updating of training materials, if required.
- Perform inventory and categorization/file plan maintenance and/or modifications.
- Implement the PPPO file system for electronic and paper records (active/inactive).
- Organize, analyze and interpret active and inactive records to assess their retention based on the DOE Records Disposition Schedules and the PPPO File Plan.
- Scanning services may be needed; these services include documentation preparation, scanning and quality control checks.
- Preparation of records disposition transferring documentation when records are eligible for long-term or permanent storage.
- Perform reference services of active and inactive files for record searches; retrieve records from on and off site storage facilities, including electronic system in support of requests for information (i.e., Freedom of Information Act, Privacy Act, litigation, etc.).
- Other records activities include lifting and stacking boxes, pulling and moving folders, assembling boxes, assisting customers in locating records, refilling of records, and creating labels.

The Contractor shall be responsible for the Administrative Record (AR) to ensure it is maintained consistency and in accordance with the September 20, 2010 “Revised Guidance on Compiling Administrative Records for CERLCA Response Actions” and that all regulatory documents and correspondence required by the AR are incorporated.

The Contractor shall perform document management and tracking functions to support DOE; these functions include, but are not limited to, correspondence tracking, configuration control, routing, coordinating, filing and tracking documents to ensure timely receipt/response of all site contractor reports, requirements and submittals. The Contractor shall submit weekly summary reports of incoming and outgoing documents and a monthly site-wide summary report forecasting upcoming deliverables and regulatory requirements.

All records generated during the contract period of performance shall comply with the above requirements for managing records in all formats, including early capture and control throughout their lifecycle. The Contractor shall develop and submit a Records Management Plan and Procedures that shall be written to show a clear understanding of the Records Management regulations/requirements, including specialty categories like electronic, email, audiovisual, quality assurance, vital records, management of classified records, official use only records, Privacy Act records, etc. Receive metrics for tracking records management activities, performance and recommendations for transition from prior contractor. The plan shall be reviewed and approved by the Contract Officer (CO) or designee (i.e., PPPO Records Management Field Officer at the Environmental Management Consolidated Business Center (EMCBC)).

The Contractor shall develop and maintain other database systems in support of the DOE mission activities as requested.

**C.4 CONTRACTOR ACCESS TO GOVERNMENT FACILITIES**

Contractor clearance investigations shall be conducted for full-time employees as required that require daily access. Certain facilities may require clearances of either Q (Top Secret Restricted Data) or L (Confidential Restricted Data) as identified. If required, the Contractor shall request Security Clearance Investigations for facility access. Occasional access to the general office building may be granted for limited time periods if Contractor personnel sign-in as a visitor and are accompanied by an escort.

**C.5 SECURITY**

The Contractor shall be restricted to certain areas until the applicable security clearances are obtained. At that time, access to certain facilities or documents may be granted on a case-by-case basis at the discretion of the Government. Contractor management and staff shall be required to apply for, receive and maintain appropriate security clearances for document and computer access as well as facility access. Below are the Security Clearance requirements by labor classification:

<b>Labor Classification</b>	<b>Security Clearance Post Award</b>
Program Director	Q
Senior Project Manager	Q
Certified Project Manager	Q
Senior Engineer	Q
Program Analyst	L
Admin Assistant II	L
Senior Waste Engineer	Q
Project Planning Specialist	L
Construction Management Specialist/Engineer	L

Construction/Fire Protection Safety Specialist/Engineer	L
Lead Scheduler	L
Cost Estimator	Q
Project Controls Engineer	L
Safeguards/Security Specialist	Q
Subject Matter Expert	L or Q as applicable for assignment
Senior Regulatory Specialist	L
Regulatory Specialist	L
Senior Environmental or Civil Engineer or Physical Scientist	L
Process/Facility Engineer (Industrial/ Mechanical/Nuclear)	Q
Nuclear Safety Engineer	Q
Certified Safety Professional	L
Nuclear Criticality Engineer	Q
Fire Protection	L
Certified Health Physicist	L
Document Control Specialist	Q
Senior Technical Writer/Editor	L
Technical Writer/Editor	L
Senior Certified Industrial Hygienist	L
Public Affairs Specialist	L
Graphics Designer	L
Senior QA Specialist	L
QA Specialist	L
Field Technician	L

**C.6 REPORTING REQUIREMENTS**

The contractor shall provide reports and other requirements in accordance with Section J, Attachment 3.

**C.7 CONTRACTOR IDENTIFICATION WHILE ON A DOE INSTALLATION**

On-site contractor personnel working within Government facilities on a continuous basis, part-time or full-time, must be recognizable as contractors while in government facilities. This may be accomplished by wearing of appropriate identification badges (to be issued by PPPO) as applicable by site location. Additionally, contractor personnel whose duties include answering telephones at Government work sites shall identify themselves as contractor employees.

**C.8 CONTRACTOR EMPLOYEE TRAINING**

Contractor’s Responsibility: The contractor shall provide fully qualified and trained personnel from its own resources to support PPPO requirements. The contractor is responsible for ensuring that employees remain cognizant and knowledgeable of emerging and proven technologies applicable to the work to be performed under the task order.

Mandatory Training: The contractor shall ensure that all employees attend DOE-provided security and/or safety training, as directed by the DOE COR or site Safety Officer or representative (usually within 30 days of the first date of performance on this contract and at least once annually thereafter). The Contractor shall ensure that every employee is instructed to safely and competently perform the work.

**C.9 DELIVERABLES AND REPORTS**

The Contractor shall provide deliverables and reports as defined in Section J, Attachment J-3. If required, the deliverables shall be provided to DOE in sufficient time for review before the document is to be delivered to any required outside entities. All documents shall be delivered in soft copy and hard copy if required.

**C.10 GOVERNMENT FURNISHED PROPERTY**

The Government will provide computer, software, and support required to work under this PWS.

Government Item	Quantity
1. DOE Portsmouth- PPPO office space – 6’ x 6’ (36 sq ft)	1 per individual
2. Government owned computer system	1 per individual
3. Telephone service	1 per individual

The Government shall provide the contractor’s personnel with access to the DOE network and project management and controls application software (Primavera).

Any Government-furnished personal property to be provided for use by contractor employees for work under this contract will be controlled by the DOE Property Personnel responsible for the property at PPPO.

**C.11 TRAVEL**

The Contractor is expected to have personnel physically located at the PPPO office in Piketon, Ohio to perform the requirements of the contract. DOE will limit reimbursement of Contractor employee’s travel cost on extended personnel assignments thirty (30) days after contract award consistent with Federal Travel Regulations, DOE Travel Manual DOE M 552.1-1A, and any DOE supplementary policies. Lodging will be limited to actual expenses, and together with other subsidies, the total will be limited to 55% of the Federal per diem rate. Subject to the approval of the Contracting Officer, DOE will not reimburse costs associated with salary premiums, per diem, or lodging/other subsidies for Contractor employees on extended personnel assignments after one (1) year from the date of contract award.

Contractor personnel will be required to periodically travel between PPPO sites in Paducah, Piketon, and Lexington.

## C.12 MINIMUM LABOR QUALIFICATIONS

For the performance of the PWS, the Contractor shall provide skilled labor workforce with the minimum labor qualifications specified below:

1. **Program Director** - Must have at a minimum of a Bachelor's Degree from an accredited school in a related field. Possess at least 15 years' experience in the appropriate field or twenty years related experience. Must be able to research and define project scope, schedule and budgets. Must demonstrate an enterprising, innovative, proactive management approach. Must be able to research and define multiple project scopes, schedules and targets. Desired: PMP Certification, DOE Experience, D&D project experience and/or nuclear facility experience.
2. **Senior Project Manager** - Must have at a minimum of a Bachelor's Degree from an accredited school and over 10 years of project management experience. Must have the ability to manage and direct larger and more complex engineering, environmental or constructions projects. Must demonstrate innovative and proactive project management approach along with strong verbal and written communication skills. Responsible for all aspects of project planning and scheduling, cost estimating and monitoring, and quality review. Relies on extensive experience and judgment to plan and accomplish goals. Must have the ability to direct and coordinate a variety of professional disciplines to achieve project goals. Desired: Project Management Professional (PMP) Certification, DOE Experience, D&D project experience and/or nuclear facility experience.
3. **Certified Project Manager** - Must have at a minimum of a Bachelor's Degree from an accredited school and 5 to 10 years of project management experience. Must possess strong verbal and written communication skills, must have the ability to manage and direct engineering, environmental or constructions projects. Responsible for project planning and scheduling, cost estimating and monitoring, and quality review. Relies on extensive experience and judgment to plan and accomplish goals. Must have the ability to direct and coordinate a variety of professional disciplines to achieve project goals. Desired: PMP Certification, DOE Experience, D&D project experience and/or nuclear facility experience.
4. **Senior Engineer** - Must have a Bachelor's Degree in Engineering and 10-15 years' experience in engineering, PE preferred. Requires working knowledge of DOE operations, facility design, S&M and/or D&D; perform calculations and analyses of design components, equipment operations or corrective actions.
5. **Program Analyst** - Must have at a minimum an Associate Degree in Business from an accredited school or a minimum of 10 years' experience. Knowledgeable of Microsoft Office Suite; good attention to detail; database management, and office administration such as planning meetings, handling security and travel arrangements, and invoicing.
6. **Administrative Assistant II** - Must possess five years of general business experience, excellent communication skills, Microsoft Office proficiency. Must be able to prepare, proofread and format complex reports, presentations, and contract/task order documents using standard software. Must be able to complete documents, including reproduction, collation and delivery and be able to effectively handle a variety of competing job tasks and use good judgment in handling information.
7. **Senior Waste Engineer** - Must have a Bachelor's Degree in Engineering or equivalent and 10-15 years of waste management experience. Broad experience in all aspects of LLW, Mixed-LLW, TSCA and PCB waste management, radiological controls, hazardous materials transportation and waste storage operations.

8. **Project Planning Specialist** - Must have an Engineering or Business degree or equivalent experience and five years' experience. Working knowledge of project planning, scheduling and budgeting tools, task definition, interface with engineering for development of work control packages and job sequencing.
9. **Construction Management Specialist/Engineer** - Must have a Bachelor's Degree in Engineering or a minimum 10 years' experience in construction or D&D. Hands on experience with DOE facility S&M, modifications and repairs or D&D of radioactive contaminated facilities; work planning and scheduling, use of heavy construction equipment and supervision of union labor.
10. **Construction/Fire Protection Safety Specialist/Engineer** - Must have a Bachelor's Degree in Engineering or a minimum 10 years' experience in fire protection safety. Hands on experience with DOE facility S&M, modifications and repairs specifically related to fire protection; performance of fire hazards analyses; and design and operations of fire protection systems.
11. **Lead Scheduler** - Must have at a minimum a Bachelor's Degree in Construction Management, Engineering or related discipline. Ten or more years of experience with P6 Scheduling Software, Cobra and Earned Value Management working for Federal, Military, and commercial building construction and renovation projects. Must be familiar with DOE Orders, Cost Guides and DOE Order 413.3B.
12. **Cost Estimator** - Must have at a minimum a Bachelor's Degree in Construction Management, Engineering or related discipline. Four or more years of experience in conceptual estimating and design/build delivery working for Federal, Military, and commercial building construction and renovation projects.
13. **Project Controls Engineer** - Must have at a minimum a Bachelor's Degree in Construction Management, Engineering or related discipline. Fifteen or more years of experience with P6 Scheduling Software, Cobra and EVM working for Federal, Military, and commercial building construction and renovation projects. Must be familiar with DOE Orders, Cost Guides and DOE Order 413.3B.
14. **Safeguards/Security Specialist** - Must have a minimum of a Bachelor's Degree in Science or Engineering Degree from an accredited school or a minimum of 15 years in DOD or DOE safeguard and security. Expert knowledge of applicable DOE orders and security requirements, nuclear operation considerations and tracking and conducting security exercises and training.
15. **Subject Matter Expert** - Must have at a minimum, of a Bachelor's Degree in a related field from an accredited school. Must possess at least 15 years of relevant, practical experience. Candidate must have a Bachelor's Degree in a related field from an accredited school and at least 15 years of relevant, practical experience. Experience in lieu of Bachelor's Degree is acceptable provided the candidate has at least 20 years of relevant, practical experience.
16. **Senior Regulatory Specialist** - Must have at a minimum of a Bachelor's Degree from an accredited school in environmental or physical science and/or demonstrated experience in the environmental area with 10-15 years of regulatory related experience. Requires an understanding of current business issues, utility design, construction activities, regulatory requirements, safety orders, government standards, and policies. Knowledge of Department of Transportation (DOT), EPA, State, Federal and local regulations and the effect they have on region operation business units. Desired: Experience working with the EPA, and Ohio/Kentucky environmental regulatory agencies, DOE experience, D&D project experience, and/or nuclear facility experience.

17. **Regulatory Specialist** - Must have at a minimum of a Bachelor's Degree from an accredited school in environmental or physical science and/or demonstrated experience in the environmental area with 5-10 years of regulatory related experience. Requires an understanding of current business issues, utility design, construction activities, regulatory requirements, safety orders, government standards, and policies. Knowledge of DOT, EPA, State, Federal and local regulations and the effect they have on region operation business units. Desired: Experience working with the EPA, and Ohio/Kentucky environmental regulatory agencies, DOE experience, D&D project experience, and/or nuclear facility experience.
18. **Sr. Environmental/Civil Engineer or Physical Scientist** - Must have at a minimum a Bachelor's Degree in environmental science or engineering from an accredited school and 10-15 years of environmental experience. Requires working knowledge of environmental regulations, environmental regulations, preferably from DOE sites, development of regulatory strategies and interpretations, preparation of EM program descriptions, and tracking compliance and technical support for public meetings. Must have the ability to become a Classification Officer/Derivative Classifier.
19. **Process/Facility Engineer** - Must have at a minimum BA/BS in Science, Engineering, or related field from an accredited school. Facility Engineering: Minimum 6 years' experience in Construction, Engineering, Manufacturing, Project Management or Facilities Operations organizations. Knowledge and application of safe work practices. Ability to read and understand drawings. Desired: DOE experience, nuclear facility experience.
20. **Nuclear Safety Engineer** - Must have at a minimum a Bachelor's Degree in Nuclear and/or Mechanical Engineering from an accredited school. Minimum 5-10 years direct experience in nuclear safety analysis. Knowledge of fundamental nuclear, mechanical, electrical theory and engineering principles, nuclear regulations and regulatory processes. Ability to define problems collect information, evaluate data, draw valid conclusions, and develop solutions in a time-critical environment. Desired: DOE experience, NRC experience, D&D project experience and/or nuclear facility experience.
21. **Certified Safety Professional** - Must have at a minimum a Bachelor's Degree in Engineering from an accredited school. Must be a practicing Board Certified Safety Professional (CSP) with 10 to 15 years of experience in this field. Desired: DOE experience, NRC experience, D&D project experience and/or nuclear facility experience.
22. **Nuclear Criticality Engineer** - Must have at a minimum a Bachelor's Degree in Engineering from an accredited school and minimum 15 years' experience in NCS, including development of NCSEs, recent working knowledge of MCNP, KENO or similar models and use of double contingency principle, and support of DOE operations and designs. Desired: DOE experience, NRC experience, D&D project experience and/or nuclear facility experience.
23. **Fire Protection** - Must have at a minimum a Bachelor's Degree in Fire Protection from an accredited school or related science/engineering field, CFPS (Certified Fire Protection Specialist) or CSP (Certified Safety Professional). Minimum of 2 years safety, health or emergency response experience. Demonstrated knowledge of governmental safety, emergency response and security regulations including ANSI (American National Standards Institute), NFPA (National Fire Protection Association); demonstrated knowledge of industrial fire protection systems.
24. **Certified Health Physicist** - Must have a Bachelor's Degree in Science and/or Engineering from an accredited school and 10 years' experience. Requires Certification by the American Board of Health Physics (CHP).

25. **Document Control Specialist** - Must have at a minimum an Associate's Degree from an accredited school or minimum of 5 years in records management. Working knowledge of DOE requirements for management of environmental and project records, preparation of compliance documents as required for regulatory permits and in support of DOE operations. Desired: experience with database systems.
26. **Sr. Technical Writer/Editor** - Must have, at a minimum, a Bachelor's Degree in English or a related field from an accredited school. Must possess at least 10 years of technical writing experience. Must possess above average proficiency in Microsoft Word, strong organizational skills, and excellent communication skills.
27. **Technical Writer/Editor** - Must have, at a minimum, a Bachelor's Degree in English or a related field from an accredited school. Must possess at least 5 years of technical writing experience. Must possess average proficiency in Microsoft Word, strong organizational skills, and excellent communication skills.
28. **Sr. Certified Industrial Hygienist** - Must have at a minimum a Bachelor's in Science and/or Engineering from an accredited school or equivalent and 10 to 15 years of experience. Must be a practicing Board Certified Industrial hygienist (CIH).
29. **Public Affairs Specialist** - Must have at a minimum a bachelor's or master's degree in a related field from an accredited school or possess at least 10 years of relevant, practical experience in establishing and maintaining relationships with the general public, the news and information media, key officials, agency stakeholders, industry representatives, and/or community groups in order to communicate and disseminate program information which results in an understanding of the agency's mission and activities.
30. **Graphics Designer** - Must possess, at a minimum, an Associate Degree in a related field from an accredited school. Must possess 5 years of graphic design experience. Must possess strong conceptual and creative abilities, above average communication skills, and an understanding of design concepts. Must be highly skilled in advanced graphic principles and able to review documents for grammar corrections and compliance with company standards. Requires proficiency in graphic designing software such as PageMaker, CorelDraw, PowerPoint and Photoshop.
31. **Sr. Quality Assurance (QA)/Quality Control (QC) Specialist** - Must have at a minimum a Bachelor's Degree in Engineering and/or Science from an accredited school and 15 years of QA experience on DOE projects. Requires expert knowledge of 10 CFR 830, Subpart A and NQA-1, developing and conducting assessments, controls of S/CIs, and oversight of DOE contractor's QA programs.
32. **QA Specialist** - Must have at a minimum a Bachelor's Degree in Engineering from an accredited school and 5-10 years QA experience on DOE projects. Requires working knowledge of 10 CFR 830, Subpart A and NQA-1, developing and conducting assessments, controls of S/CIs, and oversight of DOE contractor's QA programs.
33. **Field Technician** - 10 years related experience and AA/AS/equivalent.