

Radiation Protection Program Support Services
for the West Valley Site Management Program
Request for Proposal (RFP) 3002

Proposals Due: January 6, 2015 by 5:00 PM Eastern Time*

The New York State Energy Research and Development Authority (NYSERDA) seeks proposals from firms and/or individuals to perform Radiation Protection Program Support Services for NYSEDA's West Valley Site Management Program at the Western New York Nuclear Service Center (Center) near West Valley, New York. The primary objectives of this solicitation are to: provide the expertise and equipment necessary to implement and support the radiation protection programs for the Center including the New York State-Licensed Disposal Area (SDA) and the balance of the Center property (i.e., Retained Premises [RP]). To achieve these objectives, proposals should demonstrate the ability to provide the following services:

- Radiation Protection Instrumentation services
- Dosimetry services
- Radiation Protection Emergency Response Services
- Radiation Surveys in support of the SDA and the RP
- Radiation Protection On-Call Support Services for both the SDA and RP

The initial term of the contract will be a two-year period, with the option to renew biennially for up to four additional years at NYSEDA's discretion. The contract is expected to start on or about April 1, 2015.

Proposers must submit eight copies of the proposal and one CD of the proposal with a completed and signed Proposal Checklist attached to the front of each copy, one of which must contain an original signature. Proposals must be clearly labeled and submitted to:

Roseanne Viscusi, PON/RFP 3002
NYS Energy Research and Development Authority
17 Columbia Circle
Albany, NY 12203-6399

Any technical questions concerning this solicitation should be directed to Douglas Coble at (716) 942-9960, ext. 4027, or douglas.coble@nyserda.ny.gov. If you have contractual questions concerning this solicitation, contact Venice Forbes at (518) 862-1090, ext. 3507, or venice.forbes@nyserda.ny.gov.

No communication intended to influence this procurement is permitted except by contacting Douglas Coble (Designated Contact) at (716) 942-9960, ext. 4027, or douglas.coble@nyserda.ny.gov. Contacting anyone other than the Designated Contact (either directly by the proposer or indirectly through a lobbyist or other person acting on the proposer's behalf) in an attempt to influence the procurement: (1) may result in a proposer being deemed a non-responsible offerer, and (2) may result in the proposer not being awarded a contract.

*Late proposals will be returned. Incomplete proposals may be subject to disqualification. It is the bidder's responsibility to ensure that all pages have been included in the proposal. Faxed or emailed proposals will not be accepted. Proposals will not be accepted at any other NYSEDA location other than the address above. If changes are made to this solicitation, notification will be posted on NYSEDA's web site at www.nyserda.ny.gov.

I Introduction

A. Goals and Objectives

The New York State Energy Research and Development Authority (NYSERDA) is seeking proposals for Radiation Protection Program Support Services for the NYSERDA's West Valley Site Management Program (WVSMP) at the Western New York Nuclear Services Center (Center) located near West Valley, New York, including the New York State-Licensed Disposal Area (SDA) and the balance of the Center property (referred to as the Retained Premises [RP]). The objectives of this contract are to provide NYSERDA with the services, expertise, and materials needed to implement and support the WVSMP Radiation Protection Programs (RPPs) for the Center. Services will include radiation safety support for environmental monitoring, operations, maintenance, and management activities conducted in and around the SDA, and within the RP.

B. Background

On behalf of the people of New York State, NYSERDA holds title to the 3,331-acre Center, the site of the West Valley Demonstration Project (WVDP), and the SDA. The area designated as the WVDP, which is approximately 151 acres, is under the exclusive use and possession of the U.S. Department of Energy (DOE). The SDA and the RP are managed solely by NYSERDA for the protection of public health, safety and the environment. NYSERDA assumed management responsibility of the SDA in 1983. For radiation protection purposes, the SDA and the RP are managed under two separate programs to ensure the safety of the general public, workers and the environment.

West Valley Demonstration Project (WVDP) - The WVDP is located adjacent to the SDA and within the 3,331-acre Center located primarily in the town of Ashford in northern Cattaraugus County. WVDP facilities occupy a security-fenced area of approximately 151 acres. The areas and facilities that became the WVDP were the site of the first commercial nuclear fuel reprocessing plant in the United States. The reprocessing plant operated from 1966 until 1972. In 1972, the reprocessing facility closed for expansion; however, due to regulatory and other issues, the site operator, Nuclear Fuels Services, notified NYSERDA that they would be discontinuing operation of the facility. In 1980, Congress passed Public Law-368 (WVDP Act) authorizing the DOE to take exclusive use and control of the WVDP to carry out the activities described in the WVDP Act. DOE is currently conducting activities at the WVDP related to completing the requirements of the WVDP Act.

SDA General Description - The SDA occupies approximately 15 acres of the Center located immediately adjacent to the WVDP, and consists of 14 disposal trenches, three inactive filled lagoons, the SDA Waste Storage Facility (see Figure 1-1), and a geomembrane covering the trenches and adjacent lagoons. The two sets of disposal trenches (northern trenches [1 through 7] and the southern trenches [8 through 14]) contain approximately 2.4 million ft³ of packaged radioactive waste placed into the trenches between 1963 and 1975. The trenches were dug into the native silty-clay soil and then covered with an eight- to 10-foot thick-mounded cap of compacted clay with a drainage swale between adjacent trenches. In addition to the disposal trenches, two storage buildings, referred to as the T-1 and the Frac Tank buildings are also present. The T-1 building is used for storage of equipment, materials, small quantities of low-level radioactive waste and other waste streams awaiting analysis for final disposition. The Frac Tank building is used for storage of maintenance materials and equipment for monitoring and maintenance of the SDA. During 1992 and 1995, the WVSMP installed a soil-bentonite subsurface barrier wall along the western side of Trench 14 to divert groundwater flow away from the south trenches (8 through 14), and covered the trenches with geomembrane covers to prevent water infiltration into the trenches and divert it toward the surrounding stream systems. These measures have greatly reduced water accumulation in the waste disposal trenches, reducing the likelihood that any future pumping activities will be necessary.

Retained Premises General Description - The portion of the RP (see Figure 1-2) outside the WVDP fence is characterized by large open fields (currently in a transition state returning to forest) scattered among wooded acres. Buttermilk Creek runs south to north through the eastern half of the property, fed by many small streams and gullies located throughout the property. The boundary lines of the property are marked by a three-strand barbed wire fence around the perimeter with posted signs hanging from the fence at regular intervals. The terrain in this area is rough in some places with potentially dangerous heights. Also located on the property, just south of the WVDP, are two small reservoirs and a firing range that is occasionally used by WVDP Security personnel.

Near the eastern border of the Center, on Buttermilk Road, in a relatively undeveloped area of the Retained Premises, stands the Bulk Storage Warehouse (BSW). Previously called the Plutonium Storage Facility, the BSW was used in the late 1960s and early 1970s to store plutonium nitrate in a nitric acid solution that was recovered from fuel reprocessing activities at the Center. The BSW is currently unoccupied, and does not contain any

hazardous or radioactive wastes; however, radiation protection may be required when invasive work activities are conducted within the facility or surrounding area.

Posted segments of Erdman Brook and Frank's Creek contain radiological sediments from site discharges. Access to these areas is not authorized for routine work. Historically, low levels of radiological contamination have also been detected in the sediments of Buttermilk Creek with higher levels measured upstream into Frank's Creek, through the WVDP Fence, and upstream into Erdman Brook to the WVDP lagoon discharge points.

Figure 1-1

Plan View of the SDA

Source

NYSERDA

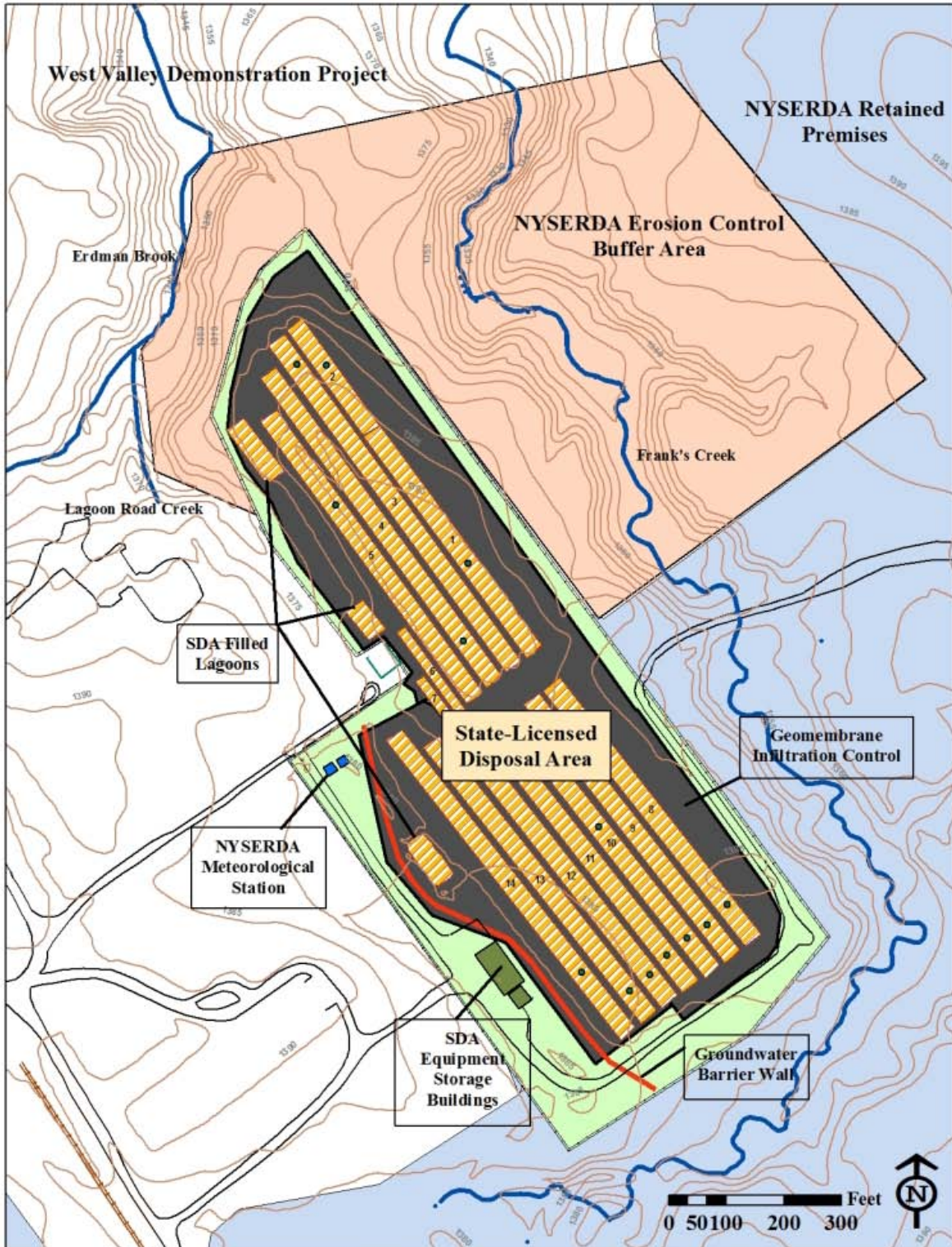
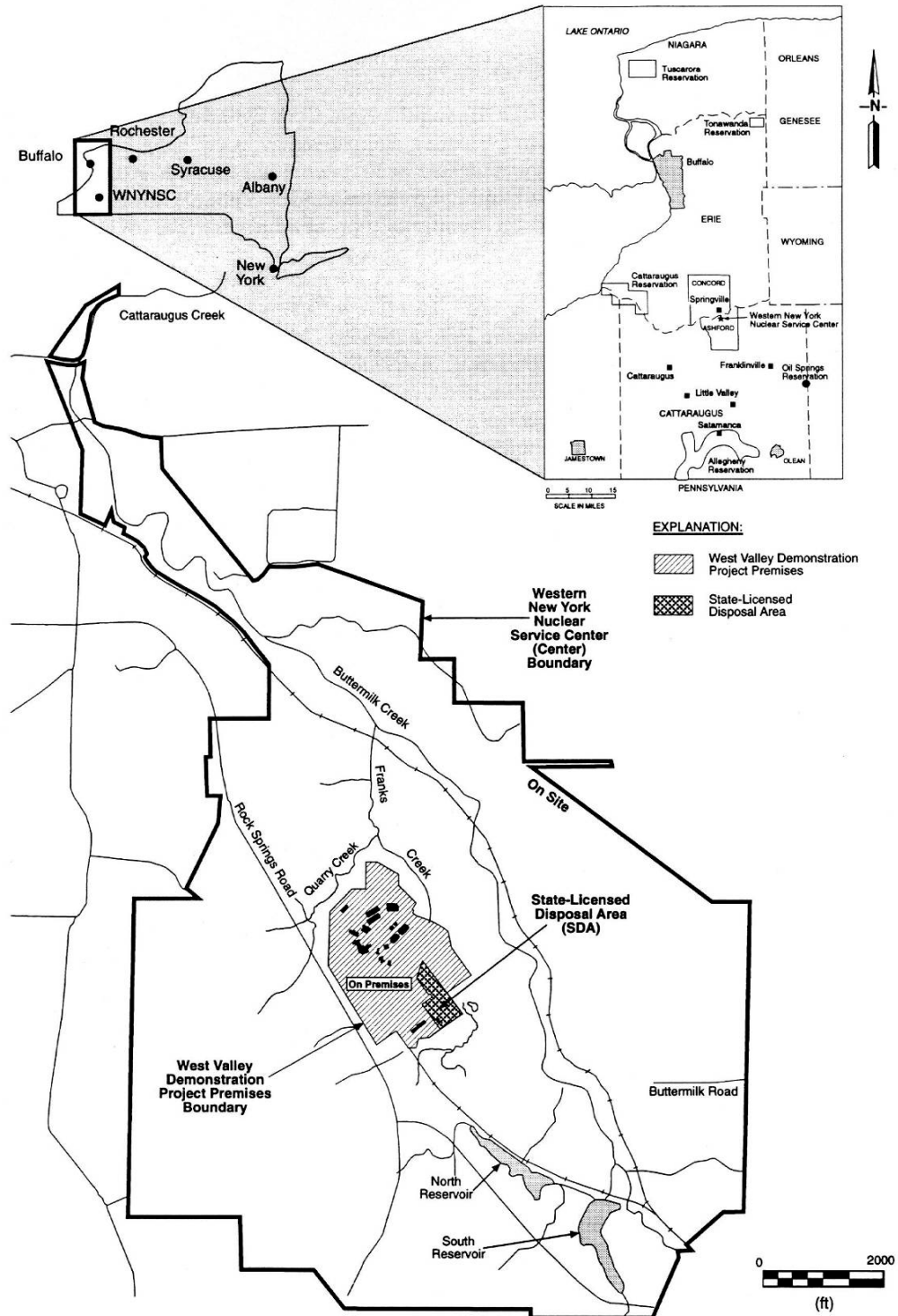


Figure 1-2

Site Map – Western New York Nuclear Service Center and Boundary of Retained Premises

Source NYSERDA



II DURATION AND TYPES OF SERVICES

NYSERDA seeks proposals from firms with relevant experience, trained and educated staff, equipment, and the infrastructure required to provide the radiation safety program support services detailed in this statement of work (SOW). The initial term of the contract will be a two-year period, with the option to renew biennially for up to four additional years at NYSERDA's discretion. The contract is expected to start on or about April 1, 2015.

Examples of supervisory and professional support services that may be required include:

- Radioactive material license preparation.
- Radioactive work supervision and planning.
- Dose assessments and dosimetry program implementation.
- Fixed and field radiological instrumentation use and calibration.
- Procedure preparation.
- Radiological worker training.
- Air emissions assessments for tritium and other radioactive materials.
- Radioactive waste management.
- Emergency planning and response.

Typical field tasks will include:

- Setup of radiological work areas including postings, barriers, labeling, etc.
- Knowledge of As Low As Reasonably Achievable (ALARA) practices (e.g., engineering controls, use of Personal Protective Equipment [PPE], etc.).
- Supervising the use of PPE and dosimetry as directed by job-specific documentation.
- Work site monitoring/surveillance.
- Global Positioning System enhanced gamma walkover surveys of portions of the SDA or RP.
- Monitoring for gross alpha, gross beta and tritium activity during excavation/grading, site characterization, sump or emission point work or radiological liquid management activities.
- Contamination evaluation and control with emphasis on tritium experience (e.g., smears, large area wipes, fixatives, postings, ventilation, use of PPE, etc.).
- Frisking; personnel and equipment.
- Instrumentation use, (i.e., Geiger Mueller counter [GM], tritium monitors, ratemeters, scalers, tissue-equivalent microrem meters, scintillation detectors, familiarity with laboratory proportional, gamma spectroscopy, and liquid scintillation instrumentation is also desirable), field calibration and documentation.
- Decontamination activities/methods.
- Investigation of abnormal events (e.g., contamination survey planning, setup and mobilization).
- Waste handling, packaging, labeling and staging for later disposition.
- Monitoring for compliance with Department of Transportation (DOT) shipping regulations.

Qualifying Experience for Radiological Control Technicians (RCT) and Supervisors (RCS)

The WVSMP requires that RCS and RCTs be qualified through experience and training to perform radiological assessments and fieldwork in support of the WVSMP RPP.

The proposal shall include the following proof of qualifications for personnel:

- Radiological Control Managers certified by the American Board of Health Physics with current certification as a Certified Health Physicist and 40-hour HAZWOPER (or eight-hour annual refresher training, as applicable).
- Radiological Control Supervisors certified by the National Registry of Radiation Protection Technologist (NRRPT) or documented qualifications that are in compliance with Department of Energy Standard DOE-STD-1107-97 *Knowledge, Skills, and Abilities for Key Radiation Protection Positions at DOE Facilities*.

Plus a minimum of two years experience in environmental radiological monitoring or remediation, experience with monitoring for tritium and 40-hour HAZWOPER (or eight-hour annual refresher training, as applicable).

- Radiation Control Technicians certified by the NRRPT or documented qualifications that are in compliance with DOE-STD-1107-97 *Knowledge, Skills, and Abilities for Key Radiation Protection Positions at DOE Facilities*. Plus a minimum of two years experience in environmental radiological monitoring or remediation, experience with monitoring for tritium and 40-hour HAZWOPER (or eight-hour annual refresher training, as applicable).

III SERVICES TO BE PROVIDED

Provide the expertise and equipment necessary to implement and/or support the following radiation protection programs:

- Radiation Protection Instrumentation services.
- Dosimetry services.
- Radiation Protection Emergency Response Services.
- Routine monitoring radiation surveys in support of the SDA and the RP.
- Radiation Protection On-Call Support Services for both the SDA and RP.

The specific services required in each of these program areas are described in the six subtasks that follow. The RPP support services must be compliant with the requirements of 12 NYCRR Part 38, Radioactive Materials License (RML) No. C0382, Nuclear Regulatory Commission (NRC) 10 CFR 20, and WVSMP RPP plans and procedures for both the SDA and RP.

Additional contractor-provided procedures will be required to implement the SDA and RP-RPP for such things as contractor instrument operation, calibration, analytical methods and quality assurance.

The proposal should include a list of procedures deemed necessary to provide the support services requested in this solicitation.

Subtask 1 - Radiation Protection Instrument Services

The contractor is required to use NYSERDA field instrumentation for routine and on-call activities and have the ability to provide additional instrumentation when requested or needed to expeditiously analyze and evaluate radiological samples (e.g., soil, smears, air filters, etc.) in support of field activities. Leased or contracted instrumentation or laboratory services must be identified by providing vendor name, location, services and/or instruments provided, and availability.

1.1 Instruments

The following analytical and radiation monitoring instrumentation must be available for use and provided by the contractor when needed:

- Tissue-equivalent microrem meter.
- Ratemeter with Geiger–Müller (GM) and alpha probes.
- Gross Alpha and Beta counter (e.g., Ludlum 2929, Tennelec Model LB-5100, etc.).
- Liquid Scintillation Counter.
- Global Positioning System (GPS) enhanced gamma walkover survey system and software. (e.g., Backpack GPS coupled to a Ludlum 2221 with a shielded 44-10, 2 inch by 2 inch NaI detector).
- Gamma spectroscopy instrumentation and software.
- Air monitoring equipment appropriate to the radionuclides being evaluated (e.g., Overhoff tritium monitor, Radon monitoring equipment, continuous air monitors, portable air monitors, etc.).

All instruments used to support the SDA and RP RPPs must be calibrated and tested in accordance with the following procedures and standards, as applicable:

- RP-RPP011, *Instrument Calibration for the Retained Premises*.

- SDA-RPP013, *Instrument Calibration at the SDA*, in RML 0382.
- ANSI N42.17A, *Performance Specifications for Health Physics Instrumentation - Portable Instruments for Use in Normal Environmental Conditions*.
- ANSI N323B-2003, *American National Standard for Radiation Protection Instrumentation Test And Calibration, Portable Survey Instrumentation for Near Background Operation*
- ANSI N323D-2002, *American National Standard for Installed Radiation Protection Instrumentation*

1.1.1 Quality Assurance

Instruments used in support of the SDA and RP RPPs must be capable of meeting the manufacturer-specified detection limits and be calibrated, tested, and maintained in accordance with manufacturer specifications and the standards specified in Section 1.1.

1.2 Documentation

The contractor will provide the following documentation to demonstrate that monitoring and analysis instrumentation and services are available, appropriately maintained, and calibrated.

1.2.1 Directory of Radiation Monitoring and Analysis Instrumentation

Provide a directory of radiation monitoring and analysis instrumentation available to support activities. The directory should include information, such as:

- Instrument manufacturer and model.
- Intended application or use.
- Instrument owner and location.
- Access to instrumentation or services (subcontract, lease, etc.).
- Availability, limitations, or restrictions for use.

The contractor will identify the location of facilities to be used to maintain and calibrate the required instrumentation.

1.2.2 Copies of Procedures for Contractor Supplied Instruments

Provide copies of current operating and calibration procedures that will be used to support the RPPs annually and when there is a change, new or revision issued.

1.2.3 Copies of Calibration and Testing Records

Copies of calibration and test/maintenance records for all instruments used to support the RPPs shall be provided to NYSEERDA within 30 calendar days of the record generation date (i.e., the date of calibration, or the date of maintenance or repair).

1.2.4 Inventory

A list, in Microsoft excel format, consisting of all contractor provided instruments and check sources used to support the WVSMP shall be provided to the cognizant WVSMP Project Manager (PM) on a monthly basis. The list shall include the model, serial number, radionuclide specific efficiency and calibration due date for each instrument. The list shall also include the radionuclide, activity, manufactured date or assay date for each check source. Where instruments or check sources are changed out, recalibrated, or added to the inventory, an updated list shall be provided within 10 business days of the change.

Subtask 2 - Dosimetry Services

Provide vendor support services for external and internal dosimetry services when requested by the WVSMP Radiation Safety Officer (RSO). Provide and issue external dosimeters (e.g., Thermoluminescent dosimeters [TLDs]) and/or supplies and analyses for in-vitro tritium bioassay services. Dosimetry services will be requested in support of nonroutine tasks approved by the WVSMP Radiation Safety Committee.

2.1 Dosimetry Service Provider

The contractor will establish and maintain contracts with dosimetry providers and laboratories that are National

Voluntary Laboratory Accreditation Program (NVLAP) certified. Analytical laboratories for in vitro tritium bioassay monitoring may be accredited under Department of Energy Laboratory Accreditation Program DOELAP for Radiobioassay. In addition, dosimetry services must be in compliance with:

- 12 NYCRR Part 38, *Ionizing Radiation Protection*.
- SDA Radioactive Materials License No. C0382.
- SDA-RPP012, *Personnel Dosimetry at the SDA*.
- NRC 10 CFR 20, *Standards for Protection Against Radiation*.
- RP-RPP009, *Use of Personnel Dosimetry on the Retained Premises*.
- RPP024, *Personnel Dosimetry and Bioassay Implementation and Reporting Procedure*.

For contract cost estimating, the contractor shall:

- Estimate the level of effort required to initiate and maintain subcontracts with external and internal dosimetry service providers such that services are continuously and readily available for monitoring radiation workers.
- Provide a per unit TLD and tritium bioassay cost estimate.
- For annual cost projections, assume the issuance and processing of 10 TLDs and 4 tritium bioassays per year.

The Contractor should provide the expertise required to perform, when requested, dose assessments or special dose evaluations for events at the SDA or on the RP by a Certified Health Physicist.

2.2 Reporting/Documentation

2.2.1 Dosimetry Records

By the 15th of the second month following each calendar quarter (e.g., May 15 for first quarter ending March 31), provide the WVSMP with a report of dosimetry/bioassay data for all individual's that were monitored or for dosimetry badges deployed on behalf of NYSERDA.

Annually, provide NYSERDA with Annual Individual Occupational Exposure Reports for all individuals monitored during the past year. The annual report data will be issued on NYSERDA form FRM RPP024.05 "*Individual Occupational Exposure Report*" found in RPP024. FRM RPP024.05 contains the same information found in the U.S. Nuclear Regulatory Commission Form 5.

Provide NYSERDA with all dosimetry records, including historical dose records received from previous employers, for workers monitored on behalf of NYSERDA. Provide NYSERDA with the original reports of each worker's dosimetry records when received.

2.2.2 Annual review of Dosimetry Service Provider

The contractor shall prepare and submit a report documenting an annual review of the dosimetry service provider's credentials and their testing results. Dosimetry providers must be NVLAP certified. The report will summarize the information reviewed and conclusions made.

Subtask 3 - Routine Surveys of the SDA

The contractor shall conduct routine radiation surveys of the SDA Trench Caps, the SDA Sumps and the SDA Buildings in accordance with SDA-RPP005, *SDA Survey and Survey Frequencies*. Surveys of the SDA trench caps, SDA sumps and SDA Buildings should be coordinated so they can be performed by making one quarterly survey visit to the SDA.

3.1 Trench Cap Survey

The overland gamma survey is conducted to provide sufficient gamma radiation level data to identify or detect changing conditions at the SDA.

3.1.1 Procedure(s)

SDA trench cap surveys will be performed in accordance with the most recent revision of SDA-RPP017, *State-Licensed Disposal Area (SDA) Overland Gamma Radiation Survey*, and pertinent instrument operating and calibration procedures.

3.1.2 Instruments

The contractor, when requested, will provide an appropriately calibrated and maintained tissue-equivalent microrem meter for use at the SDA.

3.1.3 Schedule

The overland gamma survey of the SDA trench caps will be performed semiannually. Preferably in the spring and fall and concurrently with the Trench Sump Survey (see Section 3.2).

3.1.4 Data Assessment

Gamma survey results will be evaluated against results from previous surveys for the following conditions:

- Results exceeding three times the average reading from each location and height above ground surface. Averages will be calculated from the previous 10 surveys (five years). The historical data will be provided by NYSERDA.
- Results showing an increasing trend through the previous five surveys.

The contractor must maintain current and future data in a database compatible with the NYSERDA NYSIMSII system (MS Access 2007 platform) as a backup to the NYSERDA database. The contractor database will be made available to NYSERDA upon request. Examples and/or specifications will be provided upon request.

3.1.5 Reporting/Documentation

Within 15 business days of performing the overland gamma survey of the SDA trench caps, provide NYSERDA with:

- An overland gamma survey data report electronically in *.pdf format and as hardcopy, if requested. The report will include the following survey and data assessment results; a description of field conditions, any unusual circumstances, a completed survey report form, Attachment-A from SDA-RPP017, a data assessment results table and a summary narrative of the results.
- An Excel spread sheet or Access database containing survey data and assessment results in a format directly importable to the NYSERDA NYSIMSII database system. Examples and or specifications will be provided upon request.

3.2 Trench Sump Survey

The SDA trench sump survey is conducted to provide sufficient radiological data to identify potential contamination hazards or changes in radiological conditions at the SDA trench sumps and select wells.

3.2.1 Procedure

SDA trench sump surveys will be performed in accordance with the most recent revision of SDA-RPP018, *Radiation and Contamination Surveys of SDA Buildings and Sump Covers*, and pertinent instrument operating and calibration procedures.

3.2.2 Instruments

The contractor, when requested, is to provide a calibrated tissue-equivalent microrem meter and a rate-meter with GM and Alpha probes for use at the SDA. Availability to gross alpha and beta counters and liquid scintillation counting instruments will be required (either on-site or off-site at laboratory facilities) for evaluation of survey smears for gross alpha, gross beta and tritium.

3.2.3 Schedule

The SDA trench sump survey will be performed semiannually and concurrently with the overland gamma survey of the SDA trench caps (see Section 3.1).

3.2.4 Data Assessment

Survey results will be evaluated against the previous survey radiation levels (decreasing or increasing) and for the presence of removable and total contamination. These survey results will also be compared for contamination and

radiation control levels outlined in SDA-RPP005 and 12 NYCRR 38, Appendix A-10, Table 5.

3.2.5 Reporting/Documentation

Within 15 business days of performing the Trench Sump Survey at the SDA, provide NYSERDA with:

- A trench sump survey data report electronically in *.pdf format and as hardcopy, if requested. The report will include the following survey and data assessment results: a completed survey report form, Attachment A of SDA-RPP018, and a summary narrative.
- An Excel spread sheet or Access database containing survey data and assessment results in a format directly importable to the NYSERDA NYSIMSII database system. Examples and or specifications will be provided upon request.

3.3 SDA Building Survey

The SDA Building survey is conducted to provide sufficient radiological data to identify potential radiological hazards or changes in radiological conditions in SDA facilities.

3.3.1 Procedure

The quarterly SDA Building survey will be performed in accordance with the most recent revision of SDA-RPP018, *Radiation and Contamination Surveys of SDA Buildings and Sump Covers*, and pertinent instrument operating and calibration procedures.

3.3.2 Instruments

The contractor, when requested, is to provide a calibrated tissue-equivalent microrem meter and a rate-meter with GM and Alpha probes for use at the SDA. Availability to gross alpha and beta counters and liquid scintillation counting instruments will be required (either on-site or off-site at laboratory facilities) for evaluation of survey smears for gross alpha, gross beta and tritium.

3.3.3 Schedule

Building surveys will be performed once each calendar quarter and should be completed no later than the first week of the third month for the quarter. Where practicable, building surveys should also be scheduled in conjunction with the SDA overland gamma radiation survey (see Section 3.1) and trench sumps (see Section 3.2).

3.3.4 Data Assessment

SDA Building survey results will be evaluated against prior radiation survey data (decreasing or increasing) and control levels identified in SDA-RPP005 and 12 NYCRR 38, Appendix A-10, Table-5.

3.3.5 Reporting / Documentation

Within 15 business days of performing the SDA Building Survey, provide NYSERDA with:

- A building survey data report electronically in *.pdf format and as hardcopy, if requested. The report will include the following survey and data assessment results; a completed survey report form, Attachment B from SDA-RPP018 with a summary narrative.
- An Excel spread sheet or Access database containing survey data and assessment results in a format directly importable to the NYSERDA NYSIMSII database system. Examples and or specifications will be provided upon request.

Subtask 4.0 Radiation Technician and Health Physics On-Call Support Services

4.1 On-Call Support Services

Radiological work at the Center is typically planned in detail, well ahead of implementation, so that contractor support services can be anticipated and planned well in advance. However, the potential exists for uncontrolled and/or unforeseen events to occur that may necessitate the need for immediate radiological support. In the event such occurrences do occur, the following types of services will be required:

- Incident or emergency radiological services including: technical and supervisory support staff, contamination control, postings, PPE supplies, decontamination support, area characterization, site assessment and post-incident recovery activities.
- Radiation area designation and control.
- Radiation surveys and /or sampling.
- Facility assessments and safety planning consultation.
- Attendance at NYSERDA safety planning or status meetings.
- Source term determination and dose assessment reviews.

Requests for such services will be initiated and authorized by the NYSERDA RSO or Project Manager. To facilitate cost estimates for the on-call support services subtask, include an hourly rate for RCT and health physics/supervisory support. For annual cost projections, assume 80 hours of RCT support and 80 hours of health physics/supervisory support.

4.2 Nonroutine Support Services

Planned nonroutine tasks will require support services consisting of preparation and review of plans, procedures, work instructions, survey reports, and post activity reports as well as on-site support as follows:

- Support of on demand job order activities related to maintenance activities which may include pre-job surveys, job coverage surveys and control, post job surveys to include release of equipment and materials.
- Support of Phase 1 erosion studies which may include pre-job surveys, job coverage surveys and control, sample collection and laboratory analysis of various media (e.g., soil, water, air) and post job surveys to include release of equipment and materials.
- GPS enhanced gamma walkover surveys of select areas of the Center property.
- Characterization of equipment and materials to minimize Low Level Radioactive Waste.
- Development of data files for NYSERDA's NYSIMSII data base for all survey documentation. Examples and or specifications will be provided upon request.

To facilitate cost estimates for the nonroutine support services subtask, include an hourly rate for RCTs, health physics professional, data base management, administrative and supervisory support. For cost projections, assume 400 hours of RCT support and 200 hours combined for supervision, health physics professional and administrative support.

Subtask 5.0 Project Management, Qualifications and Training

5.1 Project Management

Project management will consist of coordinating with NYSERDA and field team members regarding scheduling and technical requirements for the work.

5.2 Training Requirements

All employees of the Contractor and sub-contractors who will be working at the Center shall complete, at a minimum, the following site specific training prior to working on site.

- Annual WVSMP Site-Specific Training.
- WVDP General Employee Training.
- Radiation Worker training (or annual refresher training, as applicable).
- Other training deemed necessary for specific tasks or duties.

Training requirements are determined based on the potential hazards associated with the work area and the task. The Contractor must work closely with the NYSERDA PM and safety staff to ensure that training requirements are clearly identified and completed.

All personnel are required to receive initial 40-hour OSHA Hazardous Waste Operations and Emergency Response training and annual refreshers as a requirement for doing field work; therefore, expenses for that training is not included in this task.

Expenses for educational training and membership maintenance fees associated with maintaining certifications are not reimbursable or billable.

For annual cost projections, assume 16 hours per onsite person for site specific training requirements.

Subtask 6.0 Cost Tracking

The Contractor shall submit invoices in accordance with Article IV of Exhibit B to this Agreement. Labor and nonlabor charges shall be divided into subcategories based on the type and location of the work to be performed as presented in the following list:

- S4-1 = Activities and expenses in support of the SDA as specified in Subtask 1 through 3 of the SOW.
- S4-2 = Activities in support of Subtask 4 of the SOW and other work for the SDA that falls outside the scope of S4-1.
- S4-3 = Waste Management for the SDA. Labor and expenses associated with characterizing or releasing waste for disposal from the SDA.
- S-8 = Retained Premises activities. This consists of activities performed outside the SDA and will be specified by the cognizant NYSERDA PM or RSO.
- S-13 = Phase 1 Studies in support of Center erosion studies on the Retained Premises or SDA.
- If additional personnel, equipment, or supplies are required, then their cost in whole shall be assigned to the appropriate subcategory.

These subcategories are not all inclusive. If NYSERDA determines there is a need for additional subcategories, the Contractor will establish them. Subcategories shall be incorporated in time sheets and reflected on monthly invoices.

IV. PROPOSAL REQUIREMENTS

The Proposer will be required to prepare a proposal, schedule, and cost estimate for RPP support services described in this solicitation, using the assumptions set forth in Section III. The proposal must identify how the contractor will provide all the required services in accordance with the subtask specifications provided below. As part of the proposal, describe any additional subcontracts and procedures that need to be put in place to establish a defensible, compliant RPP.

Proposers must submit eight copies of the proposal and one CD to the attention of Roseanne Viscusi at the address on the front page of this Request for Proposal. A completed and signed Proposal Checklist must be attached as the front cover of your proposal, one of which must contain an original signature. **Late proposals and proposals lacking the appropriate completed and signed Proposal Checklist will be returned.** Faxed or e-mailed copies will not be accepted.

The proposal must be in the following format:

Part I - Technical and Management

Completed "Proposal Checklist" form (Attachment A) - to be attached to the front page of all copies of Part I of the proposal. Background/Objectives (one-page maximum)

Approach for Providing Radiation Protection Program Services (six-page maximum)

Current Qualifications Statement that clearly presents the experience of the firm or individual(s)

Current Qualifications Statement that clearly presents the education, training and experience of key personnel proposed to be used relevant to the Services to be provided in Section III

Letters of commitment from all participating firms or individuals (if applicable)

Work Plan including Key Personnel and Schedule for tasks or services that are anticipated to require lead time to have available or implement (five-page maximum)

Part II - Cost and Disclosures

Cost proposal including rate tables depicting hourly rates for all positions, overtime rates for nonexempt positions, mobilization, demobilization, per diem and any other applicable costs or rates included on the attached “Contracts Pricing Proposal” form (Attachment C, instructions included)

Up to three (3) Client References (please include contact information)

Disclosure of Prior Findings of Non-Responsibility -(Attachment B)

Indictment/Conviction of Felony (if applicable)

NYSERDA Contracts Awarded (if applicable)

Prior and/or Competing Proposals (if applicable)

Cost Estimate for performing the services described in this solicitation, using the assumptions set forth in Section III

Exceptions to Terms and Conditions (if applicable)

Attach supporting documentation to support indirect cost (overhead) rate(s) included in your proposal as follows:

1. Describe the basis for the rates proposed (i.e., based on prior period actual results; based on projections; based on federal government or other independently-approved rates).
2. If rate(s) is approved by an independent organization, such as the federal government, provide a copy of such approval.
3. If rate(s) is based on estimated costs or prior period actual results, include calculations to support proposed rate(s). Calculation should provide enough information for NYSERDA to evaluate and confirm that the rate(s) are consistent with generally accepted accounting principles for indirect costs.

NYSERDA reserves the right to audit any indirect rate presented in the proposal and to make adjustment for such difference. Requests for financial statements or other needed financial information may be made if deemed necessary.

V. PROPOSAL EVALUATION A Technical Evaluation Panel (TEP) will review proposals that meet the proposal requirements above. Final rankings will be made by the TEP based on the written proposals. The highest ranked proposer will be recommended for contract negotiations. The TEP will review proposals using the Evaluation Criteria below in order of importance.

Technical and Management Criteria

Quality and depth of the resources and support systems necessary to perform services.

Qualifications of the firm including the educational background, training and experience of key personnel. Key personnel include field, technical, health physics, supervisory and/or project management staff (Note: proposers should be aware that information may be requested from client references).

Ability to provide the necessary resources to conduct high quality work in a timely manner.

Breadth of prior and current experience supporting radiological program support services.

Approach to provide the required services

Cost Criteria

The reasonableness of the hourly rates proposed

A comparison of all proposers costs and fees

A comparison of all proposers firm cost estimate for required activities

Interviews may be scheduled to further assess the qualifications of the proposers. After assessing the proposals from the technical and management criteria, cost criteria, and interviews (if necessary), the TEP will make a recommendation as to which proposer is most beneficial to the WVSMP.

VI GENERAL CONDITIONS

Proprietary Information - Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, nonconfidential information, may be adequate for review purposes. The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the proposer wishes to have treated as proprietary and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 <http://www.nyserda.ny.gov/About/-/media/Files/About/Contact/NYSERDA-Regulations.ashx>. However, NYSERDA cannot guarantee the confidentiality of any information submitted.

Omnibus Procurement Act of 1992 - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors and suppliers on its procurement agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development
Division for Small Business
625 Broadway
Albany, NY 12207

A directory of certified minority and women-owned business enterprises is available from:

Empire State Development
Minority and Women's Business Development Division
625 Broadway
Albany, NY 12207

New York Executive Law Article 15-A - NYSERDA is required under the law to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of NYSERDA contracts. The MWBE participation goals and obligations of the selected Contractor are set forth in Attachment F.

State Finance Law sections 139-j and 139-k - NYSERDA is required to comply with State Finance Law Sections 139-j and 139-k. These provisions contain procurement lobbying requirements which can be found at <http://www.ogs.ny.gov/aboutOgs/regulations/advisoryCouncil/StatutoryReferences.html>

The attached Proposal Checklist calls for a signature certifying that the proposer will comply with State Finance Law Sections 139-j and 139-k and the Disclosure of Prior Findings of Non-Responsibility Form includes a disclosure statement regarding whether the proposer has been found nonresponsible under Section 139-j of the State Finance Law within the previous four years.

Tax Law Section 5-a - NYSERDA is required to comply with the provisions of Tax Law Section 5-a, which requires a prospective contractor, prior to entering an agreement with NYSERDA having a value in excess of \$100,000, to certify to the Department of Taxation and Finance (the "Department") whether the contractor, its affiliates, its subcontractors and the affiliates of its subcontractors have registered with the Department to collect New York State and local sales and compensating use taxes. The Department has created a form to allow a prospective contractor to readily make such certification. See, ST-220-TD (available at http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf).

Prior to contracting with NYSERDA, the prospective contractor must also certify to NYSERDA whether it has filed such certification with the Department. The Department has created a second form that must be completed by a perspective contractor prior to contacting and filed with NYSERDA. See, ST-220-CA (available at http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf). The Department has developed guidance for contractors, which is available at <http://www.tax.ny.gov/pdf/publications/sales/pub223.pdf>.)

Contract Award - NYSERDA anticipates making one award under this solicitation. It may award a contract based on initial applications without discussion, or following limited discussion or negotiations pertaining to the Statement of Work. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Sample Agreement (Attachment G) to contract successful proposals. NYSERDA reserves the right to limit any negotiations to exceptions to standard terms and conditions in the Sample Agreement to those specifically identified in the submitted proposal (see Proposal Checklist). Proposers should keep in mind that acceptance of all standard terms and conditions will generally result in a more expedited contracting process. NYSERDA expects to notify proposers in approximately twelve weeks from the proposal due date whether your proposal has been selected to receive an award. NYSERDA may decline to contract with awardees that are delinquent with respect to any obligation under the previous or active NYSERDA agreement.

Limitation - This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest. NYSERDA reserves the right to reject proposals based on the nature and number of any exceptions taken to standard terms and conditions of the Sample Agreement.

Disclosure Requirement - The proposer shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right, pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Proposers must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

VI ATTACHMENTS

Attachment A - Proposal Checklist (Mandatory)

Attachment B - Disclosure of Prior Findings of Non-Responsibility Form (Mandatory)

Attachment C - Contract Pricing Proposal Form (CPPF) and CPPF Instructions

Attachment D - NYSERDA Radioactive Materials License (RML) and a list of associated procedures.

Attachment E - Safety, Training, and Handling of Chemicals and Waste

Attachment F - Article 15-A (MWBE) Provisions

Attachment G – NYSERDA Sample Agreement