

**ROADS, GROUNDS, AND MAINTENANCE SERVICES**  
**FOR THE OAK RIDGE RESERVATION**  
**SOLICITATION NO. DE-SOL-0003816**  
**QUESTIONS AND ANSWERS**

1. Question: Will there be another Site Tour?

Answer: No, a second Site Tour will not be provided at this time.

2. Question: What is the NAICS Code and Small Business Size Standard?

Answer: The NAICS Code is 237310 and Small Business Size Standard is \$33.5M.

3. Question: Reference Section L, Attachment 7 Pricing Schedules. The Price Schedule for the Transition lists 2 Mechanic Foreman and 1 Crew Foreman (Operator) which are not listed on any of the other price schedules, and the Price Schedule for the Transition does not list the Mechanic that is listed on all the other price schedules. Please clarify differences in personnel between pricing schedule.

Answer: The 2 Mechanic Foremen and 1 Crew Foreman (Operator) were provided in the transition as possible personnel to be utilized in the transition phase of this contract to ensure a seamless transition occurs. The offeror may choose to utilize these categories or not to use these categories. As for the Price Schedule for the operational years, those labor categories are provided as a guide and can be increased/decreased or have other labor categories added in support of the offeror's position. There is a note at the bottom of each operating year that states 'The labor categories and hours may be adjusted at the discretion of the offeror in order to comply with the offeror's position in meeting the requirements of the solicitation'.

4. Question: Reference Section L, Attachment 7 Pricing Schedules. Please clarify if the Shop Manager and the O&M Manager are the same person.

Answer: The Shop Manager and O&M Manager are not the same person.

5. Question: Reference Section L, Attachment 7 Pricing Schedules. Are the overtime and double time hours to be costed and added to the contract or are rates only to be provided for information only?

Answer: Overtime and double time are to be costed and added to the contract for an overall contract price perspective.

6. Question: Reference Section L, Attachment 7 Pricing Schedules. Is the Construction Technician to be costed with no hours (rate only)?

Answer: The Construction Technician is to be cost with a rate only.

7. Question: Proposal Preparation Instructions - Technical Proposal - Volume II. Criterion I requests, as a part of the Offeror's Human Resource Management Program/Plan description, a discussion of the offeror's plan to provide training and maintain certifications. Task 4.3.13 in the SOW states that the "Contractor shall provide training per DOE requirements/regulations and the collective bargaining agreement training requirements. The following training is required under the contract pending the availability of funding: environmental, occupational safety and health, quality control, technical qualification/certification, and any additional trade requirements". Is there a list of required training and certifications that should be accounted for in building up the base rates or is all training and certification to be covered under Task 4.3.13 as separately funded? Is there a template to be costed (or training allowance to be used)?

Answer: All training and certifications are to be addressed under the issuance of a task in accordance with the Statement of Work 4.3.13 per the availability of funding. There is no template to be costed, no training allowance provided.

8. Question: Reference Section L Proposal Preparation Instructions - Technical Proposal - Volume II. Criterion II requests resumes for Key Personnel. Have Key Personnel been specified or is naming Key Personnel at the discretion of the Offeror?

Answer: No Key Personnel is specified in the RFP. It is at the discretion of the Offeror to name their Key Personnel.

9. Question: Section H: ORO-H-1003 Security Qualifications states that the scope of work "may require enrollment into the Human Reliability Program (HRP)". What work is considered to require this enrollment, and what does enrollment in the program involve?

Answer: It is not anticipated for work under the HRP Program to be required at this time. If enrollment is required, it will be in accordance with 10 CFR 712 Human Reliability Program. Under this program, the enrollment process is addressed as follows:

The employee's supervisor would make a determination whether an employee needed to be in the program. The supervisor would have to complete a job task analysis and then a complete HRP package would have to be completed. The HRP package would include a Supervisory Review, Medical Review, Management Review, Security Review and Certifying Official review. Anyone who is in the HRP is in a drug and alcohol testing program. The HRP employee also must have a medical review to include a psychological review and a polygraph examination.

10. Question: Section L Proposal Preparation Instructions - Technical Proposal - Volume II, (b) (2) (ii) states that the proposal should follow the same order as the evaluation criteria listed in Part IV--Section M, and then goes on to state that the "Information provided by the offeror should include, but is not limited to, the following requested data under each criterion and subcriterion". This same subsection in L then lists three main Criterion and requirements for each. The subcriteria listed in L vary, and are organized differently, than the Criterion 1-3 listed in Section M. Please confirm that the proposal should follow the same order as the evaluation criteria listed in Section M,

Answer: The proposal preparation instructions contained in Section L are designed to provide guidance to offerors concerning the depth and breadth of information the Government considers necessary to conduct an informed evaluation of each proposal and the criterion set forth in Section M. Section M contains the evaluation factors and specifies available points for each assigned weight to each criterion and subcriterion. As specified in Section M, those evaluation factors are: Criterion 1, Technical, Management, and Business Evaluation; Criterion 2, Key Personnel, Criterion 3, Relevant Corporation Experience and Past Performance (Sub-Criterion, Relevant Corporate Experience; and Sub-Criterion, Past Performance).

11. Question: Section L, Reference Criterion 3, Volume II: Projects for Corporate Experience and Past Performance - If the team partners have past experience working together, but those contracts are over 5 years old (i.e. they won't be used to demonstrate Corporate Experience and Past Performance for the Prime because of their age), are three contracts within the past 5 years required for each team partner and subcontractor or may we speak separately to this older experience as a team?

Answer: In reading Criterion 3 – Relevant Corporate Experience and Past Performance in its entirety, it is irrelevant if the contract awards are teaming or individual efforts. What is critical to consider is the 5 year period in which the awards were made. If outside of this timeframe, the information is invalid and is inadmissible. In accordance with the criterion, the information that is to be submitted for review are three contracts awarded within the past 5 years to the offeror under which its experience has been demonstrated. If the offeror is proposing under a teaming arrangement and no contracts have been awarded to the team, identify three contracts awarded to each teaming partner for their proposed roles/responsibilities under which its experience has been demonstrated.

12. Question: We are having difficulties opening the subject attachment. Can you send us the pricing spreadsheet electronically (preferably in excel 2003 format)?

Answer: A pdf version will be provided in an amendment for informational purposes.

13. Question: Are there required qualifications for the Key Personnel? If so, what are they?

Answer: No, DOE has no required qualifications for Key Personnel for this requirement.

14. Question: Are there fillable forms available for documents such as Reps and Certs?

Answer: DOE does not provided fillable forms for the Representations and Certifications. See Clause DOE-L-1023 Proposal Preparation Instructions – Offer and Other Documents – Volume I (d).

15. Question: Do we need to submit an EOI for this RFP or is registering for the opportunity sufficient?

Answer: EOI is not required. Registering in FedConnect and providing the RFP via FedConnet in accordance with the requirements of the RFP is all that is required.

16. Please refer to Criterion 3 – Relevant Corporate Experience and Past Performance, (b) Sub-Criterion – Past Performance, the second paragraph on page 195 of 203 which states:

*“The offeror shall provide the Company Past Performance Surveys (Section L, Attachment 4) to the listed references for completion. After completion, references must return the Past Performance Surveys directly to the DOE designee listed on the survey. The offeror shall follow up with references to ensure submission of completed surveys within 5 calendar days after the proposal due date. Past Performance Surveys submitted directly by the offeror will not be evaluated. Past Performance Surveys are not subject to the late proposal provision at Section L, FAR 52.215-1, Instructions to offerors- Competitive Acquisition”*

We have been notified by a number of our clients that are DOE M&O Contractors on Past Performance Questionnaires’ Much of our past performance in Oak Ridge is as a subcontractor to these organizations. We request that DOE ORO review this requirement in light of these policy decisions and advise us as to how we should proceed.

Answer: DOE personnel will not contact M&O Contractors or any Contractor to obtain or request the completion of a Past Performance Questionnaire. DOE will not remove the provided attachment as it is a tool to obtain past performance information. The completion and submission of the form is at the discretion of the Contractor Reference.

17. Question: Transition Plan

Section DOE-L-1024 Proposal Preparation Instructions (a) (3)(i) provides for an exclusion from the 50-page limit which includes the “Transition Plan”.

Please confirm that this page-count exclusion apply to all of the following instruction below:

*“Discuss the offeror’s detailed and comprehensive Transition Plan to achieve a smooth and orderly transition of the ongoing maintenance and other aspects of the SOW with emphasis on minimizing impacts on continuity of operations including:*

*- Description of each expected activity that is necessary in order to assume responsibility for the contract as of the effective date of the contract, which immediately follows the transition period.*

*- Discussion of how the transition of management personnel, staff, and maintenance activities as described in the SOW will be accomplished in an effective and efficient manner.*

*- A schedule of transition and implementation activities which includes milestones, reporting dates, etc. for key personnel. “*

Answer: It is confirmed that the Transition Plan is exclusive to the 50 page limitation. See DOE-L-1024 Proposal Preparation Instructions – Technical Proposal – Volume II (a)(3)(i).