

**Section L – Instructions to Offerors  
RFP 338162  
SSRL Trailer Demolition Project**

**Instructions to Offerors (ITO) for Fixed Price  
Subcontract**

**1. GENERAL INFORMATION**

Section L – Instructions to Offerors for the SSRL Trailer Demolition Subcontract provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. The Offeror's proposal must include all data and information requested by the ITO and must be submitted in accordance with these instructions. The proposal shall be compliant with the requirements as stated in the Statement of Work (SOW) and Technical Specifications. Non-conformance with the instructions provided in this ITO *may* result in an unfavorable proposal evaluation.

**MARKING OF PROPRIETARY/CONFIDENTIAL INFORMATION:** Offerors shall properly mark and identify with a restrictive legend or information markings on pages of the proposal that contain Proprietary/confidential information.

**POINT OF CONTACT:** The Procurement Specialist, Jennifer Jamison, is the sole point of contact for this acquisition. Address any questions or concerns you may have, in writing, to the Procurement Specialist via email: [jjamison@slac.stanford.edu](mailto:jjamison@slac.stanford.edu). All exchanges of source selection information between the University and Offerors will be controlled by the Procurement Specialist.

Proposals must be valid for **Ninety (90)** days. The Offeror shall make a clear statement in its proposal cover letter utilizing the following language. “The undersigned agrees that this offer is valid for Ninety days, and to furnish any or all items upon which prices are offered at the price set opposite each item, delivered via email, within the time specified in the schedule.” Proposals shall be addressed to the Procurement Specialist:

SLAC National Accelerator Laboratory  
2575 Sand Hill Road, Building 041  
Menlo Park, California 94025  
**Attention: Jennifer Jamison**

Proposals shall be submitted, in searchable PDF, on the forms furnished or copies thereof, and must be manually signed if erasures or other changes appear on the forms; the person signing the proposal must initial each erasure or change.



## SUPPLY CHAIN MANAGEMENT

**COST/PRICE REASONABLENESS AND REALISM:** Unrealistically low or high proposed costs or prices, initially or subsequently, may be grounds for eliminating a proposal from consideration either on the basis that the Offeror does not understand the requirements, or has made an unrealistic offer. Offers should be sufficiently detailed to demonstrate their reasonableness. If estimated costs to perform the proposed effort have been decreased due to efficiencies or a management decision, the Offeror shall provide complete rationale and a summary of the reduction by cost element. The burden of proof for credibility of proposed costs/prices rests with the Offeror. The Offeror's Cost/Price proposal consists of the estimated price to perform the required effort as set forth in the solicitation and must be prepared in a manner that is current, accurate, and responsive to the RFP.

The University intends to award without discussions with respective Offerors. The University, however, reserves the right to conduct discussions if deemed in its best interest.

**AWARD ELIGIBILITY:** For Offeror to be eligible for a subcontract award with the University, the Offeror shall:

- Be registered in good standing (non-debarred) with the System for Award Management (SAM), the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly at the SAM website: <http://www.SAM.GOV>
- Be registered in the University's procurement system of record: <https://suppliers.slac.stanford.edu/doing-business-slac/become-supplier>
- Have a current Safety Qualification Form approved and valid through the award date of this RFP.

## 2. PREPARATION OF PROPOSALS:

Volume I must contain the following information, but **NOT** contain any pricing information. All **pricing information** shall be submitted in Volume II.

### Cover Sheet

The cover sheet should include:

- **Title: SSRL Trailer Demolition Project**
- Volume I - Technical Proposal,
- Date of submission,
- General Subcontractor Name, and
- Contact information.



## SUPPLY CHAIN MANAGEMENT

### **Factor 1 – Technical Approach**

- **Sub-factor 1.1, Project Approach:** Submit a narrative with your approach to meet the SSRL Trailer Demolition Project’s functionality and attainment of all technical goals as defined in the Statement of Work.
- **Sub-factor 1.2, Project Work Elements:** Describe the general approach to execute the project work elements, including: coordination and communication with SLAC project personnel; pre-mobilization activities; traffic mitigation; material staging and transport; equipment staging and transport; work practices in and about adjacent operations; noise mitigation; maintenance of as-built drawings; inspection and test plan; waste disposal; and demobilization.
- **Sub-factor 1.3, Quality Assurance/Quality Control Plan:** Submit Offerors plan for its general approach to Quality Assurance/Quality Control that meets the Technical Specifications, including:
  - a) Quality Assurance Plan
  - b) Cleanliness Plan
- **Sub-factor 1.4, Assumptions:** Provide a list of project-specific assumptions made in preparation of your proposal to supplement the information contained in SLAC project statement of work (SOW) and specifications.

### **Factor 2 –Safety**

- **Sub-factor 2.1** Describe how you plan to implement your on-site ES&H program for the project.
- **Sub-factor 2.2** Provide background information on their environmental regulatory compliance status and enforcement history for the past 3 years. Offeror shall include all notices of violation stemming from environmental non-compliance and the supporting documentation, including fines incurred and explanation of how the violations were addressed.
- **Sub-factor 2.3** Submit form SLAC-I-730-0A21J-027-R010, Construction Subcontractor Safety Qualification Form (SQF) for the Offeror’s company which shows evidence of your overall safety record. If your Experience Modification Rate (EMR) is greater than 1.0, Offeror shall include OSHA 300 logs for self-performed work, for the past three years, and statements if there have been any fatalities or serious injuries.



## SUPPLY CHAIN MANAGEMENT

Offerors with current safety approved status, through September 2023 are not required to submit new SQF. However, please state that it is on file.

### **Factor 3 - Schedule:**

- Submit a proposed schedule with the bid proposal, including long lead items (if applicable) and a project end date no later than September 22, 2023.

### **Factor 4 – Past Performance**

- Offeror to provide past performance experience to demonstrate their ability to perform the scope of work outlined in the RFP. Subcontractor will be evaluated for work experience in the field of demolition, trailer disposal, and utilities executed in the past 5 years in and around the San Francisco Bay Area, CA.

- o List a minimum of 3 similar projects completed in the last 5 years of comparable size, scope, and schedule including the project name, date(s), address, client contact (i.e., Project Manager, City Manager, and Building Official), telephone number of the client contact, as a reference, and the Subcontractor's Project Manager.

- o SLAC reserves the option to contact the customer to validate the Offeror's performance.

### **Factor 5 – Project Management & Experience**

- Sub-factor 5.1 Describe your team's proposed methodologies for providing comprehensive project management services and project team coordination, and providing prompt, effective and safe construction phase services.
- Sub-factor 5.2 Submit a copy of Offeror's proposed organization chart which includes a written summary of Offeror's Key Personnel (including sub-tier contractors), including the breadth of experience of the proposed Project Field Superintendent, Project Site Safety Officer, and their qualifications and capabilities for providing the requested services. At a minimum, the summary shall include resumes and experience of proposed Project manager, Project Field Superintendent, and Site Safety Officer.
  - o Indicate the percentage of time each role will be assigned to the project and time dedicated to being on-site.
  - o Include the key personnel's specific roles and relevant experience on previous projects.



## SUPPLY CHAIN MANAGEMENT

### **Factor 6 – Statement of Qualifications**

The Offeror shall provide the following:

- **Sub-factor 6.1** A current and valid California contractor's license appropriate to Offeror's trade.
- **Sub-factor 6.2** A written statement regarding the following:
  - Neither the Offeror's firm, nor any of its owners or officers have been convicted of a crime involving the awarding of the contract of a government (U.S. Federal, State, and City) construction project, or the bidding or performance of a government contract.
  - Offeror shall have a local presence in the San Francisco Bay Area established a minimum of three years.
  - Offeror shall have experience working at Department of Energy (DOE) and/or Department of Defense (DOD) Facilities.

### **Volume II – Price Proposal**

#### **Cover Sheet**

The cover sheet should include:

- **Title: SSRL Trailer Demolition Project**
- Volume II – Price Proposal,
- Date of submission,
- General Subcontractor Name, and
- Contact information.

#### **Financial**

*(General Contractor Only) clearly stamp all company financial documents as "**Business Sensitive**" or equivalent language, if applicable, on any included documents.*

- Provide letter from primary surety firm confirming bonding capability for this project, maximum bonding capability for a single project and total bonding capability.
- Provide Dun and Bradstreet Report. SLAC has access to Dun and Bradstreet reports.
- If the Dun and Bradstreet SER score is greater than 6, or you are not participating, then provide your three most current years of audited financial statements. Financial statements are not required with a SER score of 6 or below.
- Provide your E-Verify MOU (Memorandum of Understanding)



## SUPPLY CHAIN MANAGEMENT

### Price

- Submit RFP Section A (completed and signed form), acknowledgement of issued addendums.
- Submit RFP Section B with firm-fixed prices for each line item; there are suggested estimated maximum quantities listed on the Price Breakdown document which may be used as a guideline for your pricing.
  - Submit RFP Section B with firm-fixed prices for each line item.
  - All subcontract value totals to be provided per Section B, unless noted.
  - Submit a preliminary schedule of values and preliminary expenditure profile.

The University will normally evaluate offers for award purposes by adding the total price for options to the total price for the basic requirement. Evaluation of options will not obligate the University to exercise the option(s).

Priced Options may be included in the subcontract award as these can be exercised but Alternative line items are only valid during the solicitation and are only valid prior to subcontract award. All non-awarded Alternatives will be excluded from the final award document.

- Using the Price Breakdown Format (**11.1 RFP 338162 SSRL Trailer Demolition Bid Breakdown Form in Section L**), submit a price breakdown for each proposed Firm-Fixed Price;

### Contract Documentation

- RFP Section A (Subcontract Form) completed and signed.
- RFP Section B (Supplies or Services and Prices) completed as indicated.
- RFP Section C Statement of Work, Drawings and Technical Specifications
- RFP Section F (Deliveries or Performance)
- RFP Section G (Terms and Conditions)
- RFP Section H (Special Terms and Conditions) completed with Key Personnel
- Submitted Section K and SAM.GOV, "Representations & Certifications" shall be evaluated for completeness.
- Offeror shall complete and submit a signed IIPP Form (Section J, Attachment 03).
- Acknowledgment of all amendments per Section 9 of the Amendment clause.
- Provide your company's labor rate sheet, through the end of the performance period.

### **3. METHOD OF TRANSMISSION/ORGANIZATION/NUMBER OF COPIES/PAGE LIMITS:**

Proposals must be submitted electronically in searchable PDF or Microsoft Word format, as indicated in this Section L. The Offeror shall prepare the proposal as set forth in the Proposal Organization Table. The titles and contents of the volumes shall be as defined



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in this table, all of which shall be within the required page limits as specified. The contents of each proposal volume are described in the ITO paragraph as noted in the table below.

**Proposal Organization Table:**

<b>Volume</b>	<b>ITO Section</b>	<b>Volume Title</b>	<b>Electronic Copies</b>	<b>Page Limit</b>
I	2	Technical Proposal	1	100
II	2	Price Proposal	1	100

**4. LATE PROPOSALS AND MODIFICATIONS:**

Late Proposals will not be considered. Errors in Proposals must be identified No Later Than 3 business days after the proposal due date for corrections to be considered.

**5. WITHDRAWALS OF PROPOSALS:**

Proposals may be withdrawn by email, addressed as instructed for the proposal, and must be received from the Offerors prior to award.

**6. RFP AMENDMENTS:**

The right is reserved, as the interests of SLAC may require, to revise or amend the solicitation documents and drawings prior to the due date set for submission of proposals. Such revisions and amendments, if any, will be announced on an "Amendment of Solicitation/Subcontract Modification" form. Copies of such amendments may be issued and will be furnished to all prospective Offerors. If the revisions and amendments are of a nature which requires material changes in quantities or proposal prices or both, the date set for submission of proposals may be postponed by such number of days, as in the opinion of SLAC will enable the Offerors to develop their proposals. In such case, the Amendment of Solicitation/Subcontract Modification form will include an announcement of the new due date for receipt of proposals.

**7. EXPLANATION TO OFFERORS:**

Any explanation desired by an Offeror regarding the meaning or interpretation of the Request for Proposal, drawings, specifications, etc., must be requested in writing using the SLAC RFI's to Owner Question and Answer Log (Attachment A) and with sufficient time allowed for a reply to reach the Offeror before the due date for submission of proposals. Oral clarification of requirements or instructions provided by SLAC before the award of the Subcontract will not be binding. Questions containing Offeror's non-proprietary information and corresponding clarifications will be shared with all Offerors.



## SUPPLY CHAIN MANAGEMENT

### **8. TAXES:**

Attention of Offerors and their prospective Sub-subcontractors is directed to the Article titled "Federal, State and Local Taxes" of the General Terms and Conditions and to the California State Board of Equalization Regulations relating to sales of machinery and equipment for delivery under soil excavation and removal contracts with the United States government. However, responsibility for determination of the applicability of California State Board of Equalization Regulations shall rest solely with the Offeror, and no representation or guarantee either expressed or implied is made by the Government or SLAC hereunder as to the application thereof. SLAC will not reimburse Offeror for taxes as a separate line item.

### **9. SPECIFIED PRODUCT AVAILABILITY:**

Where the Technical Specifications, Statement of Work, or Drawings list a specific product, the Offerors may assume that the product is commercially available; however, availability within the required performance period may require payment, by the successful Subcontractor at no additional cost to SLAC, of premiums for expediting production or shipment. The Offerors are cautioned to confirm not only product prices, but costs associated with timely acquisition of the product as required to meet performance period requirements. The Offerors are required to notify the University Procurement Specialist prior to the proposal due date of any obvious product unavailability.

### **10. SPECIFIED PRODUCT OR METHOD COMPATIBILITY:**

Where the Technical Specifications, Statement of Work, or Drawings list a specific product or method, the Offerors may assume that the product or method is compatible with other requirements of the Subcontract. The Offerors are required to notify the University Procurement Specialist prior to the date set for receipt of proposals of any obvious incompatibility between a specified product or method and other requirements of the Subcontract.

### **11. EXCEPTIONS TO UNIVERSITY'S STANDARD TERMS AND CONDITIONS, PROVISIONS, AND/OR CLAUSES:**

Offeror must identify any exceptions to SLAC terms and conditions or exceptions to any other element of the requirements that are a part of this RFP, with their proposal. SLAC will not entertain any exceptions not identified in the proposal submission. Exceptions taken may be cause for rejection of a proposal. Inclusion of any assumptions, clarifications, exclusions, or conditions may be cause for rejection of the proposal as non-responsive.

#### **Attachment in Section L**

#### **11.1 SSRL Trailer Demolition Project Bid Breakdown Form**