

CHAPTER 7. CONTRACT ADMINISTRATION

SECTION 4. REQUEST FOR PROPOSAL

7.4.1 Introduction. In the CSDP, requesting a proposal must be preceded by a number of actions which are dependent on configuration management procedures. Accordingly, when the Resident Engineer receives an approved Engineering Change Proposal (ECP) via the Configuration Management (CM) process, (s)he will issue a request for proposal (RFP) to the Systems Contractor. Normally, the RFP provides the contractor with a description of the changed work and establishes a date for the contractor to submit his proposal (within 30 days, 60 days, etc.). When the modification is issued as a result of an approved ECP the scope of work description on the RFP letter must be exactly the same as shown on the ECP. This scope of work description must be clear and concise in order to provide a basis for subsequent negotiations. The RFP letter, when signed by the ACO, becomes an official support document for the subsequent modification, i.e., Standard Form 30, and as such, shall be included in each modification package.

7.4.2 RFP Letter Instructions. The following instructions and procedures are applicable for the RFP Letter.

a. Change Case Number. Each resident office shall maintain a change case log in which numbers are assigned and tracked for each new change. This Change Case Number shall be used on all supporting documentation; Military Construction Army (MCA) funds request, the RFP, and all correspondence pertaining to the change. At the time the Change Case Number is assigned, provide the Cause Code letter designation for the change. The Cause Code often corresponds to the A Reason for Omission from the Plans and Specifications. Show the specific Cause Code on all change documentation. These codes are indicated in Exhibit 7-4*1 to this Section.

b. Project Description and Location. Enter the project title and location exactly as shown on the contract (SF 1442).

c. Contract Name and Address.

(1) Include the appropriate Contract clause in the body of the RFP letter.

(2) When major revisions to the scope of work are necessary, a clarification is required, or work is added to the change by supplement, issue a separate letter which specifically references the change item number; outlines the revisions to be made and identifies the revision as Supplement No. 1, 2, or 3, etc. as appropriate. Following negotiations of the change and supplement(s), the Standard Form 30 will reflect the revised Scope of Work.

(3) If drawings and/or specifications are to be revised, coordinate necessary revisions with prior modifications, and in some cases, other outstanding change items. Further, coordinate drawing and specification changes with the Construction Directorate Point of Contact and the ChemDemil Life Cycle Project Manager (CH). Show changes in the drawings and/or specifications as Attachment 1 and 2, if applicable. Where changes are not involved, indicate A None. Do **not** use the statement, A Drawing changes will be revised, but not reissued, list the affected drawings on the enclosure applicable to the change in drawings and a general description of the drawing change provided. When sketches are referenced, furnish them as part of the attachment and clearly identify them by the change item number and the contract drawing or specification to which they relate.

(4) Once the RFP has been signed by the ACO, a copy is to be faxed to CD-CA.

7.4.3 Exhibits.

Exhibit 7-4*1	Alpha/Numeric Cause Codes for Modifications
Exhibit 7-4*2	Sample of RFP Letter (UMCDF).
Exhibit 7-4*3	Sample of RFP Letter (ANCDF).
Exhibit 7-4*4	Sample of RFP Letter (ANCDF).

ALPHA/NUMERIC CAUSE CODES OF MODIFICATIONS

Code	Description
1	Engineering Changes - Changes accountable to the U.S. Army Corps of Engineers, which are necessary to remedy deficiencies in the contract plans and specifications. The Resident Engineer submits a Design Deficiency Data Sheet, if investigation of A-E Liability for impact costs is warranted.
4	User Changes - New Federal regulations codes, criteria, mission changes, enhancements directed or requested by Government agency, using/programming command/service or customer (other than Corps).
5	Contract Option Exercised - After Award
6A	Miscellaneous Changes - Inaccurate Pricing
6B	Miscellaneous Changes - Taxes and Duties
6C	Miscellaneous Changes - Inspection
7	Differing Site Conditions
8	Value Engineering Change
9	Administrative - Contract changes such as contractor address change, funding change, etc. (No time or cost is added to the contract).
E	Excusable Delay for No Fault -
G	Deficient Government-Furnished Property
K	Contractor Requested Changes
Q	Variations in Estimated Quantities
R	Request for Information
S	Suspension or termination of work
V	Construction Change

Exhibit 7-4*1. Cause Codes for Modifications

DEPARTMENT OF THE ARMY
HUNTSVILLE CENTER, CORPS OF ENGINEERS
UMATILLA RESIDENT OFFICE
ROUTE 1, BOX 1777
HERMISTON, OREGON 97838
May 23, 1997

Contract Administration

HR97-0030

SUBJECT: Contract No. DAAA09-97-C-0025, Umatilla Chemical Demilitarization Facility,
Umatilla Depot, OR 97838 - **Request for Proposal, Change Case No. UM00011**

Raytheon Demilitarization Company
Mr. Samuel J. Kasley
P.O. Box 1188
Hermiston, Oregon 97838

Dear Mr. Kasley:

Reference our letter HR970025 dated May 16, 1997.

Pursuant to the "Changes" clause of the subject contract, the Government is proposing to modify the contract as follows:

- a. Statement of the Change: Delete requirements for use of protective masks during project phases II, III, and IV.
- b. Change in Specifications: See revised Specification Section C, paragraph 9.3(encl).
- c. Change in Drawings: No changes.

Please sign and date the original and four copies of your cost proposal and submit to the Umatilla Resident Office, Attn: CEHNC-UM-CA. Attention is directed to instructions entitled, "Modification Proposals-Price Breakdown, enclosed herewith; a detailed cost proposal itemizing labor, materials, and equipment costs are required to accomplish the above described work. For identification purposes this change is hereafter referred to as Change Case No. UM00011.

Exhibit 7-4*2. Sample RFP Letter

If your proposal includes a request for a time extension, a justification must be provided for the proposed time. A sub-net showing all proposed changes in logic activity duration and costs to the current base line schedule is required, in accordance with Section C, Paragraph 3.3, Subparagraph E. of the contract.

You are requested to submit your cost proposal within 15 days of receipt of this letter. If a scope of work meeting is needed to resolve questionable areas, please contact Mr. David Albright of our Contract Administration Staff at (541) 567-1558.

Sincerely,

Charles D. Galloway, P.E.
Administrative Contracting Officer

Enclosures

Copies Furnished:
IOC (Ms. Leslee LaMere)
PMCD (Mr. Raj Malhotra)
CEHNC-CD (Mr. Jim Cox)
CEHNC-CT (Mr. Houston Townsend)
SCBUL-CD (Mr. Martin Yakawich)

Exhibit 7-4*2. Sample RFP Letter (Continued)

April 8, 1997

Directorate of Chemical Demilitarization Construction
ANCDF Resident Office

Serial Letter No. HW-960255/AN-6-018-0019

SUBJECT: Contract No. DAAA-09-96-C-0018, Anniston Chemical Agent Disposal Facility (ANCDF), Anniston Army Depot, Alabama; Revised Scope of Work For Change Case AN-6-018-0019 –A Transmittal Submission Requirements

Mr. Preston Gray
Westinghouse Electric Corporation
1425 Wilmer Avenue
Anniston, Alabama 36201

Dear Mr.Gray:

Reference is made to the Government's Serial Letter No. HW-960186, dated December 19, 1996, requesting a proposal for the subject change case and the informal discussions held between this office and your organization on the subject of Value Engineering Change Proposal (VECP) as applicable to this change.

The scope of work for the subject change case is revised as follows:

CONTRACT SPECIFICATIONS

The following revisions are made to Section "H" of subject contract:

Reference Paragraph H-30 -SUBMITTAL REGISTER, subparagraph (c)2.1.1 -"Approval" Submittals. GOVERNMENT FURNISHED EQUIPMENT. The second sentence is revised to read "The submittals shall include the following: **one** vellum reproducible and **five** prints of all drawings; or, if catalog cuts, printed specifications or similar publications are used as submittals, three copies shall be submitted, plus one additional copy which will be returned to the Contractor".

All other terms and conditions of the referenced Request for Proposal remain unchanged.

Exhibit 7-4*3. RFP Sample Letter

After further review by the Government on the subject of Value Engineering Change Proposal, this office has determined that the subject change case does not meet the requirements of VECP in accordance with FAR Clause 52.248-3 -VALUE ENGINEERING -CONSTRUCTION. Therefore, in accordance with FAR Clause 52.243-4 you are requested to submit to this office, NLT April 22, 1997, your cost proposal for accomplishing the scope of work identified as Change Case AN-6-018-0019.

Please sign and date the original and two copies of your proposal and submit to the Resident Engineer, US Army Corps of Engineers, ANCDF Resident Office, CEHND-CD-AN, 3580 Morrisville Road, Anniston, AL 36201.

This is a Request for Proposal only. DO NOT proceed with this additional work until you have received a contract modification signed by the Contracting Officer.

Sincerely,

George S. Sledge
Administrative Contracting Officer

Copies Furnished:
Mr. Jim Loehrl, Chief Services Branch, IOC
Stephen C. DePew, ANCDF Site Project Manager

Exhibit 7-4*3. RFP Sample Letter (Continued)

July 14, 1997

Directorate of Chemical Demilitarization Construction
ANCDF Resident Office

Serial Letter No. HW-9600??/AN-6-018-0003

SUBJECT: Contract No. DAAA-09-96-C-0018, Anniston Chemical Agent Disposal Facility (ANCDF), Anniston Army Depot, Alabama; Request for Proposal, Change Case AN-6-018-0003 –A Miscellaneous Revisions III

Mr. Preston Gray
Westinghouse Electric Corporation
1425 Wilmer Avenue
Anniston, Alabama 36201

Dear Mr.Gray:

In accordance with FAR Clause 52.243-4 you are requested to submit a cost proposal for accomplishing the following scope-of-work identified as Change Case AN-6-018-0003. Please submit your proposal within ninety (90) calendar days within receipt of this request, and include a detailed cost breakdown and time analysis (NAS) fragnet. The cost breakdown should detail all equipment, labor, and material costs identifying proposed labor and equipment hours, hourly rates, quantities, unit prices, overhead (field and home office), profit, and bond for the prime contractor and all subcontractors. Your proposed costs should also be separated and defined in accordance with the affected contract line item numbers (CLINS). Without the requested fragnet and cost breakdown your proposal cannot be fully evaluated and will be considered incomplete.

STATEMENT OF CHANGE

Subject change consists of Electrical Instrumentation Loop Diagram, Schematic and Interconnection design revisions associated with Construction Rev 1.

CONTRACT DRAWINGS

Enclosed are the following reproducible contract drawings, which have been revised as a result of subject change. Due to the large number of revised drawings, only the index sheets for each drawing package are identified. Each drawing revised by subject change is indicated on the index sheet and on the individual drawing sheet.

Exhibit 7-4*4. RFP Sample Letter

Contract No. DAAA-09-96-C-0018
Request for Proposal, Case AN-6-018-0003
Page 2 of 3

- 1) Package No. 21a -Electrical -Instrumentation Installation Loop Diagrams
Drawing Indexes AN-00-Z-940 through AN-00-Z-944 2 size
- 2) Package No. 21b -Electrical -Instrumentation Installation Loop Diagrams
Drawing Indexes AN-00-Z-940 through AN-00-Z-944 2 size
- 3) Package No. 21c -Electrical -Instrumentation Installation Loop Diagrams
Drawing Indexes AN-00-Z-940 through AN-00-Z-944 2 Size
- 4) Package No. 21d -Electrical -Instrumentation Installation Loop Diagrams
Drawing Indexes AN-00-Z-940 through AN-00-Z-944 2 size
- 5) Package No. 21e -Electrical -Instrumentation Installation Loop Diagrams
Drawing Indexes AN-00-Z-940 through AN-00-Z-944 2 size
- 6) Package No. 22a -Electrical -Schematics & Interconnection
Drawing Indexes AN-00-Z-922 through AN-00-Z-928 Full Size
- 7) Package No. 22b -Electrical -Schematics & Interconnection
Drawing Indexes AN-00-Z-922 through AN-00-Z-928 Full Size
- 8) Package No. 22c -Electrical -Schematics & Interconnection
Drawing Indexes AN-00-Z-922 through AN-00-Z-928 Full Size
- 9) Package No. 22d -Electrical -Schematics & Interconnection
Drawing Indexes AN-00-Z-922 through AN-00-Z-928 Full Size
- 10) Package No. 22e -Electrical -Schematics & Interconnection
Drawing Indexes AN-00-Z-922 through AN-00-Z-928 Full Size
- 11) Package No. 22f -Electrical -Schematics & Interconnection
Drawing Indexes AN-00-Z-922 through AN-00-Z-928 Full Size

Exhibit 7-4*4. RFP Sample Letter (Continued)

Contract No. DAAA-09-96-C-0018
Request for Proposal, Case AN-6-018-0003
Page 3 of 3

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|--|-----------|
| 12) Package No. 22g -Electrical -Schematics & Interconnection
Drawing Indexes AN-00-Z-922 through AN-00-Z-928 | Full Size |
| 13) Package No. 22h -Electrical -Schematics & Interconnection
Drawing Indexes AN-00-Z-922 through AN-00-Z-928 | Full Size |

CONTRACT TIME

Include a Time Analysis Fragnet with your cost proposal that shows how this additional work will be reflected in your Network Analysis System. Your fragnet should also reflect any schedule impacts that will result from subject change. Your fragnet will be evaluated to determine whether or not a time extension will be required.

Please sign and date the original and two copies of your proposal and submit to the Resident Engineer, ANCDF Resident Office.

This is a Request for Proposal only. DO NOT proceed with this additional work until you have received a contract modification signed by the Contracting Officer

Sincerely,

Karen Durham-Aguilera, P.E.
Administrative Contracting Officer

Exhibit 7-4*4. RFP Sample Letter (Continued)