



## REQUEST FOR PROPOSAL (RFP) – INSTRUCTIONS

### Bridge Crane for EVL 100N RFP 2021-001496

TerraPower (referenced as the “Company” hereafter) is seeking a supplier to design, fabricate, deliver, install (using own equipment), and commission a bridge crane for the Everett Lab. Supplier shall act as the design authority with the responsibility of ensuring the bridge crane meets the required physical dimensions and load requirements. The supplier shall be responsible for ensuring the bridge crane meets the local codes/standards and has the necessary permits for operation.

TerraPower requests your proposal in response to the following documents:

- Specification (Spec)
- Drawings and other documents
- Purchase Order Terms and Conditions, including Required Flowdowns

Proposal selection will focus on the Supplier’s capability to address all areas of the statement of work, specification, and proposed schedule. This work is being done using federal appropriations requiring the bidder to comply with the terms and conditions above.

The selected supplier(s) will enter into an agreement with the Company. The Company’s format is provided and contains the Company’s terms and conditions, including required flowdowns, and the requirements associated with workscope and pricing.

Bidder is requested to provide firm, fixed pricing for the required scope of services.

### SCHEDULE

Date	Activity
May 28, 2021	Request for Proposal (RFP) Release in Bonfire. Specifications and other documents will be available for download via Bonfire.
June 10, 2021	Pre-Proposal Meeting: 9:00 – 10:00 AM, PST, via WebEx. <i>Suppliers interested in attending the Pre-Proposal Meeting will need to e-mail Sandy Lee (slee@terrapower.com) by June 9, 2021 for the WebEx call in number. TerraPower’s technical team will be available via WebEx to provide an overview of the project and answer any technical questions.</i>
June 16, 2021	Last Day for Bidder Questions.
June 18, 2021	Last Day for TerraPower to Provide Answers to Bidder Questions.
June 22, 2021	Proposals Due. Supplier proposal packages must be uploaded to Bonfire by 5:00 PM, PST.
Week of June 28, 2021	Estimated Expected Award Date.



## **COMPLIANCE WITH FEDERAL REQUIREMENTS**

This project is funded by the U.S. Department of Energy (DOE). Company will adhere to the regulations set forth in 2 Code of Federal Regulations (CFR) Part 200 (2CFR200). The selected Supplier(s) shall comply with the requirements set forth in 2CFR200 as applicable.

## **PROPOSAL FORMAT**

Proposals shall be submitted in four volumes as shown below. Please provide all volumes as separate documents along with an executive summary (also separate, as an attachment to your submittal letter).

### **Executive Summary**

Include as a minimum: brief statement of the major areas of focus, background information, concise analysis, and recommendations.

### **Volume I – Management & Operations**

Volume I (i.e., draft Project Plan) shall describe the management and other organization elements that would be in place to support work under the draft task order (e.g., engineering, document control, design/drafting). Include as a minimum:

1. Organization chart of the management, technical and support team applicable to the Statement of Work; include all sub-tier suppliers and locations/facilities.
2. Schedule, draft, summary/high-level.
3. Describe how your company will address potential delays to the schedule (i.e., due to COVID-19, other factors, etc.).

### **Volume II – Technical**

Volume II shall address the technical aspects related to Supplier's approach envisioned to respond to the Specification. Include as a minimum:

1. Provide a redline version of the Specification indicating adherence or exception.
2. Provide a redline version of any suggestions and comments to the Drawings.
3. The technical approach envisioned to perform the draft Spec; highlight any prior/relevant experience; key discussion points to be included:
  - a. The supplier's previous experience with the equipment and operating environment: e.g., plants, test facilities, issues encountered and resolution.
  - b. Experience with materials of construction; including experience in similar or previous projects.
4. Description of facility and equipment capabilities to be applied to the Spec activities.

### **Volume III – Quality**

Volume III shall describe the supplier's quality system as applicable to work under the Specification. Include, as a minimum:

1. Statement of Quality Standards and Codes to which the equipment would be fabricated.
2. Certifications, as required



### 3. Quality Manual

## **Volume IV – Business & Contract**

Volume IV shall contain the pricing and business proposal to support the project. Company requests a firm-fixed price agreement. As such, Volume IV shall include the following:

1. Firm fixed price for activities stated in the Specification.
2. Break out pricing for the optional activities/phases (if any).
3. Acceptance of TerraPower Purchase Order Terms and Conditions and Required Flowdowns.
4. List and describe any exceptions to the terms and conditions and provide, as an attachment, any changes (markup/redline) to the document required to address each exception for consideration.
5. Complete and return all Proposal Forms.

## **ALTERNATIVE APPROACHES**

Company will consider ideas and/or recommendations for alternative approaches that will improve the project/program in meeting its specified goals. Please provide your inputs as appropriate in a separate attachment. Note that Company will be under no obligation to choose an alternative approach; however, they will be reviewed.

## **RESTRICTIONS**

Restrictions on end use of technology - if known, please inform Company of any government or other imposed conditions on the end use of the technology and final deployment of the fabricated equipment.

## **EXPORT CONTROLLED INFORMATION (if applicable)**

All Export Controlled Information (ECI) shall be shared using ShareFile workspace. Bonfire workspace cannot be used to share ECI.

## **TERRAPOWER SHAREFILE WORKSPACE**

Company will be sharing information and documents that are proprietary, confidential and/or contain Export Controlled Information through Company's ShareFile Workspace. In order to access these documents, Suppliers will need to submit the ShareFile Workspace Authorization Request Form. This form is available on Bonfire and needs to be submitted to the Contract Administrator. Please note that it may take 1-2 business days in order to get access to the ShareFile Workspace.

## **QUESTIONS AND CONTACTS**

Please provide (separately) any questions or comments on the RFP package and the process used for selection as per the BonFire schedule. Any questions can be directed to:

Sandy Lee, Senior Contract Administrator  
(425) 324-2698  
[slee@terrapower.com](mailto:slee@terrapower.com)



Autumn Brown, Procurement Manager  
 (425) 324-2683  
[abrown@terrapower.com](mailto:abrown@terrapower.com)

**PROPOSAL SELECTION and EVALUATION CRITERIA**

Supplier selection will be based on trade-off, where technical is more important than price.

Supplier proposals will be reviewed for responsiveness to all elements of the RFP documents and Company plans to score proposals in accordance with the allocation shown in the table below. Company reserves the right to reject any or all proposals received, to make an award to other than the low-cost proposal, to reject any proposal that is in any way incomplete or irregular, and to waive any informality or irregularity in any proposal received.

Evaluation Criteria	Weight (max-points)
<b>General</b>	<b>Pass/Fail</b>
Responsiveness to RFP – Bidders must submit all proposal forms	
Document quality – references, support for claims	
On-time submittal	
<b>I - Management &amp; Operations</b>	<b>20</b>
Staffing, facilities/equipment, qualifications	
Management organization defined & adequate	
Technical staff defined and adequate	
Facilities and equipment capable of delivering the right product	
Plan and schedule	
Plan and schedule includes all deliverables and will meet end-goal	
Resource commitments identified and adequate	
<b>II – Technical</b>	<b>35</b>
Technical Approach	
Requirements understood & addressed	
Design/development approach is feasible	
Applicable technical experience highlighted in development approach	
Comments provided to Spec are substantive and supported	
<b>III – Quality</b>	<b>10</b>
Quality Program	
QA program responsiveness to Spec requirements	
<b>IV - Business &amp; Contract</b>	<b>35</b>
Pricing	
Costs and estimates are reasonable and supported	
Allocation between elements is supported	



Contract - acceptance of terms and conditions	
<b>TOTAL</b>	<b>100</b>

**DOCUMENTS AVAILABLE FOR DOWNLOAD**

Ref. #	Document Number	Document Name	Revision	Release Date to Suppliers
	<b>Documents Available in Bonfire:</b>			
1	N/A	Proposal Instructions		Available
2	NATD-ENG-SPEC-0003	Specification	0	Available
3	INNOV-FAC-ARCH-0007	Concrete Mix Designs	0	Available
4	INNOV-FAC-ARCH-0014	Foundation Plan – Building A Footings	0	Available
5	INNOV-FAC-ARCH-0015	Geotechnical Report	0	Available



**REQUEST FOR PROPOSAL FORM 1  
 Bridge Crane for EVL 100N  
 PROPOSAL PRICE OFFER  
 RFP 2021-001496**

After careful review of all RFP documents and drawings, the Supplier shall furnish all services, labor, materials, and equipment to complete the work as specified for the price below. Provide a firm fixed price.

**Supplier shall submit this form. Any pricing details can be submitted on separate sheets of paper and attach all sheets to this form.**

Firm Fixed Price Proposal			
Description	Quantity	Unit Price	Extended Price
Bridge Crane for EVL 100N	1 Each	\$	\$
Shipping and delivery of the equipment – <u>FOB Destination</u> to the following address:  TerraPower Innovation Laboratory – Seaway Center 3315 Seaway Blvd. Everett, WA 98203	1 Time	\$	\$
Subtotal			\$
Sales Tax (9.8%)			\$
<b>TOTAL</b>			<b>\$</b>

**Terms and Conditions**

Do you accept TerraPower Purchase Order Terms and Conditions and flowdowns?       Yes    No

If No, list and describe any exceptions as an attachment with markup/redlines to the document for consideration. The Company will be under no obligation to accept the exceptions; however, they will be reviewed.

**Buy American Act**

List any material or components with foreign origin below or attach on separate sheets of paper:

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**Payment Terms**

Indicate payment terms below or attach on separate sheets of paper:


**Supplier's Authorized Representative:**

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2021

Company Name \_\_\_\_\_

Print Name & Title \_\_\_\_\_

Signature \_\_\_\_\_



**REQUEST FOR PROPOSAL FORM 2**  
**Bridge Crane for EVL 100N**  
**SUPPLIER INFORMATION**  
**RFP 2021-001496**

<b>Date:</b>	
<b>Principal Contact Person:</b>	
<b>Title:</b>	
<b>Telephone Number:</b>	
<b>E-Mail Address:</b>	
<b>Firm's Legal Name:</b>	
<b>Firm's Address:</b>	
<b>State of Incorporation and Date Established:</b>	

**Check all that apply:**

Firm's address is the following:    Main Office    Branch Office    Other: \_\_\_\_\_

Corporate structure:    Corporation    Partnership    Joint Venture    Sole Proprietorship  
 Other: \_\_\_\_\_

Foreign company:    Yes    No

<b>Business Classification (check all that apply)</b>	<b>Federal Certified</b>	<b>State Certified</b>	<b>Self Certified</b>
Small Business (SB) (including ANC and Indian Tribes)			
Small Disadvantaged Business (SDB)			
Woman Owned Small Business (WOSB) (Must provide SBA certification document)			
HUBZone Small Business (HUB) (Must provide SBA certification document)			
Veteran-Owned Small Business (VOSB)			
Service-Disabled Veteran-Owned Small Business (SDVOSB)			
8(a) Business Development Program (Must provide SBA certification document)			





Provide copies of the federal and/or state certifications and attach to this form.

Has your company been suspended or debarred from doing business with the U.S. Government?

Yes  No

Is your company registered in the System for Award Management (SAM)?  Yes  No

If no, registration is available at <https://www.sam.gov>

**Complete the following:**

<b>Former Firm Name (if any):</b>	
<b>Parent Company Name:</b>	
<b>Parent Company Address:</b>	
<b>Washington State Contractor Registration Number:</b>	
<b>Washington State Unified Business Identifier Number:</b>	
<b>Employment Security Department Number:</b>	
<b>Federal Tax Identification Number:</b>	
<b>DUNS Number:</b>	
<b>NAICS Code and Size Standard:</b>	

**Certification**

The Supplier certifies that, to the best of his/her knowledge, the information presented in this Request for Proposal is a statement of facts and that the firm has the financial capability to perform the work. The Supplier further certifies that it knows of no personal and/or organizational conflict of interest prohibited under federal, state and local law.

I certify/declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
City and State