**REQUEST FOR PROPOSAL NO. LP-11a**

FOR

# INSULATION REMOVAL AT THE LASER INTERFORMETER GRAVITATIONAL WAVE OBSERVATORY (LIGO) LOCATED IN HANFORD, WASHINGTON

DATE OF ISSUANCE: JULY, 18, 2013

**QUOTES TO BE RECEIVED BY CALTECH NO**

**LATER THAN**

DATE: AUGUST 29, 2013

TIME: 4:00 PM PACIFIC TIME (PT)

COMMUNICATIONS TO REFERENCE

RFP NO. LP-11a

LIGO DOCUMENT CONTROL NO. C1302350-v1

**Send completed copy of your Quote to the attention of:**

Name: Gina Salone

Email: gsalone@ligo.caltech.edu

Department: LIGO PROJECT

Title: Contracting Officer

California Institute of Technology

Mail Station: 18-34

1201 E. California Blvd.

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**Attachments**

The purchase order awarded as a result of this Request for Quotation shall incorporate the following Statement of Work, Terms and Drawings:

|  |  |
| --- | --- |
| DCC# | Description |
| [**C1302351-v3**](https://dcc.ligo.org/public/0106/C1302351/003/C1302351-v3%20Specimen%20Contract%20for%20LHO%20Insulation%20Removal.docx) | Specimen Contract  |
| [**D960707**](https://dcc.ligo.org/public/0018/D960707/000/D960707-02.pdf) | Hanford Facility Drawings, Beam Tube Enclosure, Issued for Construction – Civil, Drawings Index, Location and Vicinity Maps. |
| [**D960189**](https://dcc.ligo.org/public/0017/D960189/000/D960189-01.pdf) | Hanford Facility, Beam Tube Enclosure, Issued for Bid – Structural Beam Tube Enclosure Plans, Sections & Details. |
| [C080185-v1](https://dcc.ligo.org/public/0002/C080185/001/C080185-00_Commerical_Terms.pdf) | LIGO Commercial Terms and Conditions. |
| [F0810001-v5](https://dcc.ligo.org/public/0000/F0810001/005/Technical_Direction_Memo_template_F0810001-v5.pdf) | Technical Direction Memorandum |
| [F080010-v2](https://dcc.ligo.org/public/0002/F080010/002/LIGO%20Contractor%20Safety%20Evaluation%20-%20F080010-v2.doc) | LIGO Contractor Safety Evaluation Form |
| [M080401-v4](https://dcc.ligo.org/public/0002/M080401/004/LIGO%20Contractor-Vendor%20Safety%20Requirements%20-%20M080401-v4.pdf) | LIGO Contractor/Vendor Safety Requirements |
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# INTRODUCTION AND GENERAL INSTRUCTIONS

This solicitation is a request for pricing and availability information only. This solicitation does not constitute a commitment, implied or otherwise, that Caltech will take procurement action in this particular matter.

The following provides background information and general instructions regarding preparation of your quote in response to this Request for Proposal (RFP).

* 1. **LIGO – Information**

The Laser Interferometer Gravitational-Wave Observatory (LIGO) is being built by the [California Institute of Technology (Caltech)](http://www.caltech.edu) and the [Massachusetts Institute of Technology (MIT)](http://www.mit.edu). Funded by the [National Science Foundation](http://www.nsf.gov), LIGO functions as a national resource for both physics and astrophysics. When it reaches maturity, the observatories will be open for use by the national community and will become part of a planned worldwide network of gravitational-wave observatories.

* 1. **Overview**

The Institute is seeking a qualified contractor to provide insulation removal at the LIGO Hanford Observatory.

* 1. **Instructions**

Proposals must contain a complete response to requests in the RFP.

* **Electronic submissions are preferred** and can be made to the email address on the cover page of this document.
* Printed submissions must be on 8 ½” x 11” paper and addressed to the Sub-contracts Administrator using the name and address on the cover page of this document.
* Each proposal must be identified with RFP No. appearing on the cover page.
	1. **Submittal Deadline**

One (1) copy of your complete proposal must be delivered no later than 4:00pm PT on the due date identified on the cover page of this document. All late proposals will be considered non-responsive and returned unopened to the vendor except under the following circumstances:

1. When sent by U.S. Postal Service, and the postmark or receipt for registered or certified mail establishes the time of deposit with the postal service, and Caltech determines that the late receipt was due solely to delay in the mail for which the proposer was not responsible; or
2. When only one responsive, responsible proposal is received.

Any proposal, portion of a proposal or unsolicited proposal revision received by Caltech after the time and date specified for receipt of proposals is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Caltech’s policy is not to consider revisions or supplementary information received after the time and date specified on the cover page, unless the revisions or supplements have been specifically requested by Caltech, and then only to the extent specified

* 1. **Reimbursement of RFP Costs**

No reimbursement shall be made by Caltech for any cost incurred in preparing a proposal for or in response to this request. All responses shall be deemed to be the property of Caltech.

* 1. **Offer or Authorized Representative**

Responses should be signed by personnel authorized to bind your company to a contract and include the contact information of the person or persons assigned to conduct negotiations.

* 1. **Caltech Authorized Representative**

All inquiries concerning this request shall be in writing (electronic or hard copy) and shall be emailed (preferred method), mailed, or faxed to the contracting officer listed on the cover page of this document.

* 1. **Interpretation and Addenda**

During the proposal period, requests to clarify certain aspects of the RFP package, or for additional information, must be in writing (electronic or hard copy) and addressed directly to the Contracting officer listed on the cover page of this document. Caltech’s responses providing additional information or clarification will be sent to all prospective proposers. Any Caltech-initiated changes to the governing the RFP will be provided to all prospective proposers as addenda. Caltech will not be responsible for explanations or interpretations of the package by any other means.

* 1. **Proposal Validity Time**

Proposals shall be valid for at least ninety (90) calendar days.

* 1. **Terms and Conditions**

Any purchase order contract awarded as a result of this solicitation shall be in accordance with the Caltech terms and conditions stated in the LIGO Commercial Items or Services Contract General Provisions, LIGO-[C080185-v1](https://dcc.ligo.org/public/0002/C080185/001/C080185-00_Commerical_Terms.pdf).

# PROPOSAL RESPONSES

Include the following information with your proposal:

* 1. **Management Summary**

A management summary briefly describing the Contractor’s approach to accomplish the tasks contained in the Statement of Work. Any subcontracting, or teaming arrangements, must be identified in the proposal.

* 1. **Price**

The Contractor shall submit a fixed price for the requested work. The price shall include a price for 2km and an option for the remaining 6 km.

* 1. **References**

# The selected contractor is requested to provide three references from customers who were provided a similar service or end product. The references should include the company name, address, phone number, and contact person for each reference and a basic description of the system provided.

# STATEMENT OF WORK

Reference the Specimen Contract, [LIGO-C1302351-v3](https://dcc.ligo.org/public/0106/C1302351/003/C1302351-v3%20Specimen%20Contract%20for%20LHO%20Insulation%20Removal.docx)

* 1. **Delivery Schedule**

The successful proposer shall develop a detailed schedule and submit it two weeks after contract award. A preliminary schedule shall be provided with the proposal.

The following milestones are **desired** for this contract and subject to negotiation:

|  |  |  |
| --- | --- | --- |
|  | Description | After Date of Contract  |
|  |  |  |
| (a) | Kick Off Meeting at LIGO Hanford Observatory. | 5 days ADOC |
|  |  |  |
| (b) | Start On-Site Work. | 10 days ADOC |
|  |  |  |
| (c) | In accordance with the SOW, the Contractor shall only remove insulation at 1 location at a time, which is defined as a region between double doors or roughly 250 meters of beam tube. Each 250 meter section shall be completed in 3 days. | 24 days per 2 kilometers |
|  |  |  |
| (d) | Substantial Work Completion. | 34 days ADOC |
|  |  |  |
| (e) | Punch List Complete. | 35 days ADOC |

# EVALUATION

* 1. **Evaluation Process**

Evaluation of proposals will be conducted in accordance with Caltech’s standard procedure for evaluated procurements. This request contains a list of evaluation criteria against which all proposals will be judged. The Institute reserves the right to award this contract to the selected contractor with no further negotiations.

* 1. **Evaluation Criteria**

Ask for 2 kilometer increments on price

The following evaluation criteria will be used to evaluate bids:

* Price in 2 kilometer increments (8 kilometers total)
* Prior experience (especially in enclosed areas)
* Safety
* Delivery or Performance Schedule
* Management Plan

# PROPOSAL INFORMATION TO BE SUBMITTED

The following information should be submitted with the proposal to perform the work:

1. Price: Submit a firm fixed price for each 2 kilometers up to the 8 kilometer total.
2. Management Plan: Provide a written discussion of your understanding of the requirements. Identify the difficult to achieve requirements and how you intend to address these issues. Address the experience of key personnel, facilities and equipment, and how you intend to control key subcontractors.
3. Prior Experience: Provide a written discussion of your prior experience in the execution of similar projects.
4. Safety: Deliver your Safety Plan with the bid, or a proposal for implementing a suitable safety process. Be specific.
5. Schedule: The bidder must provide a proposed delivery schedule, or an indication that they intend to deliver to the schedule requested in this package.
6. References: provide at least three references for previous work -- include company or agency name, project name or brief description and the name and information of a point of contact.