

AMENDMENT OF SOLICITATION

Solicitation No. RFJ-8-77550 Request for Proposal	Amendment No. 07	Date: March 13, 2008
ISSUED BY: National Renewable Energy Laboratory 1617 Cole Blvd. Golden, CO 80401-3393	PROJECT NAME & LOCATION Design/Build Subcontract for the Research Support Facility Golden, CO	
The above numbered solicitation is amended as set forth below. The hour and date specified for receipt of offers [X] is not extended and remains 4 p.m. MDT, 3/27/08. [] is hereby		
FAILURE TO ACKNOWLEDGE THIS AMENDMENT MAY RESULT IN REJECTION OF YOUR OFFER. EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENT REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.		
Subcontract Administrator: Karen Leitner		

Amendment No. 7 to Request for Proposal, RFJ-8-77550 is issued to: 1) incorporate Table D-1, Total EUI Based on Number of People and Floor Area (kBtu/ft²) of the RSF Energy Target Definitions, dated 3/10/08, Rev. 3, in Attachment No. 1 to this Amendment; 2) delete pages 40 – 42, Proposal Breakdown, in its entirety from Appendix A – Conceptual Documents, Part 1 – Procedures and replace it with Attachment No. 2 to this Amendment, Proposal Breakdown, Dated March 13, 2008; 3) to provide answers to questions received to date on this solicitation; and 4) provide corrected Quality Assurance language as part of this Amendment.

Question No. 1: What is your definition of general conditions, and can you provide a GC/Fee/Cost of Work matrix? Examples of items that are not clear as to whether they are GC or cost of work include safety, temporary roads, project fence, dumpsters, erosion control, clean up, etc.

Answer No. 1: Please refer to Appendix A – Conceptual Documents, Part 1 – Procedures, Attachments to Proposal Form, Proposal Breakdown, pages 40 -42. The Proposal Breakdown on pages 40-42 of the RFP is hereby deleted in its entirety and replaced with Attachment No. 2 – Proposal Breakdown, dated March 13, 2008, pages 40 - 47. The attached Proposal Breakdown, dated March 13, 2008, has incorporated all changes to the Proposal Breakdown to date and shall be submitted as part of your proposal.

Items such as safety, temporary roads, project fence, dumpsters, erosion, clean up, and engineering and building layout are to be included as General Conditions cost and shall not be included in the cost of the work.

Question No. 2: On page 40 under Preliminary Design cost, there is a section called General – what does this cost % matrix refer to? Is this on the Preliminary Design Cost, General Requirements, Changes?

Answer No. 2: This information is required and will be utilized for Phase I and II of the subcontract and any changes that may arise during the subcontract period of performance, including Add-Alternate No. 1 work.

Question No. 3: On page 40 in the Fully Burdened Rate Matrix, please provide your definitions of Overhead and of G&A. Please indicate how these relate to the Overhead and G&A % that is to be provided under the General tab.

Answer No. 3: The overhead and G&A rates located under the General tab should be the same overhead and G&A rates used in the build-up of fully burdened rates. Firms will be required to submit documentation to support indirect rates proposed.

Overhead and G&A rates are indirect costs. An indirect cost means any cost not directly identified with a single, final cost objective, but identified with two or more final cost objectives or with at least one intermediate cost objective. This term is also referred to as "overhead" or "burden". After direct costs have been determined and charged directly to the subcontract or other work, indirect costs are those remaining to be allocated to the cost objective if other costs incurred for the same purpose in like circumstances have been included as a direct cost of that or any other final cost objective. An indirect cost rate is the percentage or dollar factor that expresses the ratio of the indirect expense incurred in a given period to the direct labor cost, manufacturing cost, or other appropriate base for the same period. In some circumstances, depending on how cost accounting standards are structured, overhead and G&A costs are separately grouped within an indirect cost pool. The subcontractor must select a distribution base common to all cost objectives to which the grouping is to be allocated. The subcontractor's method of allocating indirect costs must comply with 48 CFR 99 (see NREL Representations and Certifications for Subcontracts, Revised May 10, 2007, Section 17). If indirect costs are grouped separately into an indirect cost pool, G&A expense is any management, financial, or other expense incurred by or allocated to a business unit for the general management and administration of the business unit as a whole. G&A expenses should not include those management expenses whose beneficial or casual relationship to cost objectives can be more directly measured by a base other than a cost input base representing the total activity of a business unit during a cost accounting period. G&A expenses commonly include expenses of a company's general and executive offices; executive compensation; the cost of staff services such as legal, accounting, public relations, financial and similar expenses; and other miscellaneous expenses related to the overall business.

Question No. 4: The cost breakout to be provided on page 33 has a breakout for FFE. This is not an area to break out FFE in the cost breakout in pages 40-42. Is FFE to be considered part of Direct Costs in the cost breakout on pages 40-42?

Answer No. 4: The cost breakout on page 33 is hereby modified to change paragraph B. Decisions under this Subcontract, table of scope and values, to modify the term "Fixtures & Equipment" to read "Furniture, Fixtures & Equipment".

For the purposes of completing the Proposal Breakdown, dated March 13, 2008, on Pages 40-47 of the RFP, FFE is to be considered a Direct Cost in the cost breakdown.

Question No. 5: The Quality Assurance plan starts off by saying the "Owner's Representative shall prepare a Quality Assurance Plan that shall be submitted to NREL for approval..." We assume the Owner's Representative means DSI, or NREL representative and not the Design/Build Representative. Do we as the D/B need to prepare and submit this plan?

Answer No. 5: The Quality Assurance information provided in Amendment No. 6 of this solicitation refers to an Owners Representative in error. Any reference to Owners Representative should be changed to read Design-Builder. The Quality Assurance information provided in Amendment No. 6 is hereby deleted and replaced with the following:

Quality Assurance

1. The Design-Builder shall prepare a formal Quality Assurance Plan that shall be submitted to NREL for approval prior to the start of design. The Design-Builder shall utilize the plan and defined processes and procedures to meet the project objectives and guard NREL against errors and omissions in design, as well as defects in material, equipment, and workmanship during construction. At a minimum, the Quality Assurance Plan shall address the following:
 - a) Criteria used for applying a graded approach to quality assurance and quality control activities during design and construction;
 - b) Process for evaluating whether all architectural and engineering designs are consistent and interconnected between the various disciplines and subcontractors;
 - c) A list of the quality control checkpoints and criteria
 - d) Design review, approval, and submittal processes and authorities;
 - e) Design development and evaluation checklists;
 - f) Processes for reviewing, inspecting, testing, and accepting construction;
 - g) Process for validating operating requirements for equipment used during construction activities;
 - h) Process for validating workmanship. Include sampling plans as appropriate.;
 - i) Minimum professional qualifications for each level of design and construction in all applicable disciplines;
 - j) Process for verifying professional qualifications and maintaining the records;
 - k) Processes for analyzing and verifying updates to documents. This includes planning documents, requirements documents, and design documents;
 - l) Process for managing records, and data
 - m) Process and criteria for evaluating and selecting vendors and subcontractors
 - n) Process for evaluating whether design, construction, and NREL requirements are flowed down to suppliers and subcontractors
 - o) Process for validating delivered equipment and supplies including inspection and testing. Include sampling plans as appropriate. Also include any special activities associated with identifying suspect and counterfeit items.
 - p) Formal assessments performed during design and construction to verify compliance with requirements and processes.
 - q) Process for managing issues and corrective actions identified during assessments, reviews, and inspections.
2. At each formal review of the design, the Design-Builder shall submit a record of the quality control checkpoints met and the disposition of all outstanding exceptions or variances.
3. Unless otherwise directed, the Design-Builder shall ensure that all construction inspections that would be required under the local permitting authorities are performed.
4. The Design-Builder shall ensure that all work submitted for use in construction of the project is stamped or otherwise approved by an Architect or Engineer registered in the state of Colorado.