



EDi No. 252.001  
252.005  
252.007



21. DOE Small Sites,  
West Valley Demonstration Project(WVDP) Staff Augmentation

22. Year Completed  
Professional Service:

Year Completed  
(if applicable) Construction:

10282 Rock Springs Rd  
West Valley, NY 14171

February 2010

n/a

Contract Role:  Prime Contractor  Subcontractor

CAGE Code: ID1U3

DUNS Number: 61.680.5073

23 a. Project Owner/Customer:

23 b. Point of Contact Name:

23 c. POC Contact Info.:

U.S. Department of Energy  
EM Consolidated Business Center  
250 E. 5th Street, Suite #50  
Cincinnati, OH 45202

Davis Hess  
Lead Contracting Officer

513.264.0593, voice  
513.246.0529, fax  
david.hess@emcbc.doe.gov

Key Personnel:

Michael C. Marable, Vice President Operations

EDi/Oak Ridge Office

mmarable@edi-nm.com

(865) 492-7789

Leslie Martinez, Executive Vice President

EDi/Santa Fe Office

lmartinez@edi-nm.com

(505) 577-5853

24. (Include scope, size, and cost) Brief Description of Project and Relevance to this Contract:

Awarded Price: \$1,880,401.00

Final/Projected Cost: \$1,811,619.79

Award Date: 02.01.2008

Contract No.: DE-AT30-08CC60030

Period of Performance: 08.01.2009 thru 07.31.2012

Final or Projected Schedule: 02.28.2010

Contract Type:  Firm Fixed Price  Cost Reimbursement  Time and Materials  Cost Plus Fixed Fee  
 Cost Plus Award Fee  Performance Based

Type of Work Performed: 541620, Environmental Consulting & Remediation Services

% of Work Self Performed: 51% master contract

% of Work as Subcontractor: 49% master contract

Notes: This contract was completed ahead of schedule due to rapid staffing level increases across the Master Contract individual DOE sites and EDi achieved contractual ceiling. EDi received a very positive performance rating for all facilities serviced.

Contracting Officer (if applicable):

Contracting Agency & Address:

Contracting Officer Contact Info.:

Barry M. Page

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EM Consolidated Business Center  
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Technical Representative (if applicable):

Tech Rep. Agency & Address:

Tech Rep. Contact Info.:

Christopher J. Eckert

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West Valley, NY 14171

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Background

The U.S. Department of Energy (DOE) awarded a \$3.8 million contract to Albuquerque, N.M.-based Environmental Dimensions, inc. (EDi) for administrative and technical support services at ten distinct DOE cleanup sites over 30 months. The contract was awarded December 20, 2007, as a small disadvantaged business set-aside, as a fixed-rate, labor-hour, time-and-material master contract with individual work orders issued there under for individual sites.

Services provided by EDi included training coordination and support; environmental management technical support services; surveys of work places and work processes; technical and management support and expert consultation in the management of radioactive waste and regulatory strategies; development and evaluation of safety programs; cost estimating; and integration and execution of the Environmental Impact Statement (EIS) and decommissioning plan preparation effort..



U.S. DOE West Valley Demonstration Project, Upton, New York

### West Valley Demonstration Project

The West Valley Demonstration Project (WVDP) is a unique operation within the U.S. Department of Energy (DOE). It came into being through the *West Valley Demonstration Project Act* of 1980. The Act requires DOE be responsible for solidifying the high-level waste, disposing of waste created by the solidification, and decommissioning the facilities used in the process. The land and facilities are not owned by DOE, but are the property of the New York State Energy Research and Development Authority (NYSERDA) and represents only 200 acres of the larger Western New York Service Center, which is approximately 3,300 acres, also owned by NYSERDA. After DOE's responsibilities are complete, the premises will be returned to NYSERDA.

Under contract to the state of New York and under license by the U.S. Atomic Energy Commission (AEC)—a predecessor agency to the DOE and the U.S. Nuclear Regulatory Commission (NRC)—Nuclear Fuel Services (NFS) processed approximately 640 metric tons of spent nuclear fuel to recover uranium and plutonium. U.S. defense reactors accounted for three-fourths of this amount. Over 600,000 gallons of liquid high-level radioactive waste was produced during reprocessing and stored in underground steel tanks that had a design life of approximately 40 years. In 1972, NFS shut the reprocessing plant down for expansion, modifications, and additions. Reprocessing never resumed. The facility also accepted low-level radioactive wastes (LLRW) from other sites for storage until 1975.

### Scope of Work

The principal mission of DOE is to satisfy the mandates established by the *West Valley Demonstration Project Act* of 1980 (Public Law 96-368) to include:

- ❑ Solidify, in a form suitable for transportation and disposal, the high-level waste;
- ❑ Develop containers suitable for permanent disposal of the solidified high-level waste
- ❑ Transport, in accordance with applicable law, the solidified waste to an appropriate federal repository for permanent disposal;
- ❑ Dispose low-level waste and transuranic waste produced by high-level waste solidification activities; and
- ❑ Decontaminate and decommission tanks and facilities used for solidification of high-level waste, as well as any material and hardware used in connection with the project, in accordance with such requirements as the NRC may prescribe.

#### Senior administrative assistants (2) assigned the following duties:

1. General Administrative Support
  - a. Maintain calendar/schedule for all activities associated with WVDP
  - b. Organize and provide logistic support including meeting notices and notes for all general WVDP meetings.
  - c. Copy, fax, scan correspondence, documents, etc.
  - d. Answer telephones, type correspondence and maintain correspondence tracking log for DOE staff
  - e. Proofread, finalize, and transmit correspondence
  - f. Process incoming mail/correspondence and outgoing correspondence and run searches and reports
  - g. Coordinate with DOE staff and finalize EM/CBC/and WVDP office weekly and other reports
  - h. Update and maintain calendar

2. Coordination Support

- a. Coordinate training for DOE staff
- b. Provide technical support to DOE staff to ensure all training is scheduled and up-to-date
- c. Coordinate all site tours and activities ensuring that WVDP visitors have proper identification and assistance
- d. Coordinate all activities associated with DOE work at WVDP including but not limited to interactions among the various contractors
- e. Assist with the coordination of all meetings with regulators and stakeholders
- f. Assist with preparation of documents and presentations at the request of the Deputy Federal Project Director or *National Environmental Policy Act* (NEPA) Document Manager including but not limited to:
  - i. Documents necessary for compliance with DOE Order 413.3A
  - ii. Presentation support for all presentations
  - iii. Graphic support as needed for documents and presentations
  - iv. Preparation of project control documentation as necessary
  - v. Preparation of responses to Environmental Management (EM) Headquarters and Consolidated Business Center (CBC) data calls and various fast-turn around products including site-specific questions and answers
- g. Assist DOE with project control database input as required.

3. Travel Support

- a. Travel arrangements for DOE staff with AdTrav including hotels, rental cars, airlines, etc.
- b. Prepare authorizations and vouchers in GovTrip for DOE staff
- c. Support preparation of travel budget and maintain throughout year

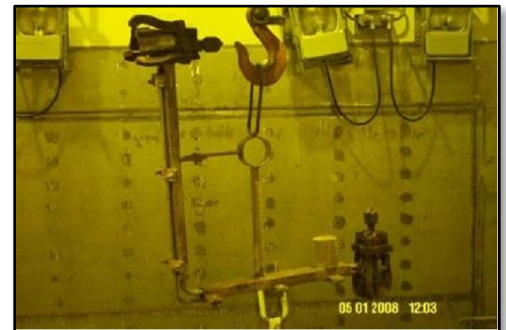
**Nuclear Safety Subject Matter Expert**

EDi provided the project with a Subject Matter Expert (SME) in Nuclear Safety, responsible for writing an in-depth safety nuclear safety review of the WVDP, Safety Analysis Report (SAR 001), “Waste Processing and Support Activities,” Revision 12, Draft A and WVDP-146, and “Technical Safety Requirements,” Revision 5, Draft A.

The SME was tasked with reviewing the SAR and providing comments to DOE-WVDP. In addition, the SME coordinated comment resolution for all comments received from the review team. Upon resolution of all comments, the SME prepared and submitted to DOE-WVDP a Draft Safety Evaluation Report (SER), which was approved.

**Compliance Subject Matter Expert**

EDi provided a subject matter expert (SME) to oversee the WVDP environmental program for compliance, permitting, *Resource, Conservation, and Recovery Act* (RCRA), NRC regulations, and other applicable state and federal environmental regulations and DOE orders, standards and guidance. This included performing and participating in compliance assessments, audits and surveillances at WVDP. EDi also developed and negotiated a RCRA sampling methodology (a sampling and analysis plan), that was implemented for highly radioactive, mixed-waste underground storage tanks (USTs) located at the WVDP. Weekly and monthly deliverables included written oversight activity reports in accordance with DOE WVDP procedures, which were ultimately approved by management.



*Waste Management: This box contained equipment removed from the Chemical Process Cell in the mid-1980s. To process this type of materials, the jumpers were sorted out and each one lifted and brought to the workstation for surveying.*

**Certified Health Physicist & Radiological Engineer**

EDi provided a Certified Health Physicist (CHP) and a Radiological Engineer (RE) to the DOE EM WVDP staff. The CHP's and RE's primary responsibilities were to develop short and long range oversight plans and schedules, which accounted for all aspects of health and safety oversight activities including, but not limited to, industrial safety, industrial hygiene, radiation safety, occupational medicine, respiratory protection, criticality safety, federal employee occupational safety and health, nuclear safety, integrated safety management and fire protection ensuring that applicable requirements/regulations were adequately addressed in the schedule. This was completed successfully to the satisfaction of our client.

The CHP and the RE worked in alliance with DOE to complete the performance of health and safety assessments, surveillances, and other forms of in-field oversight of the WVDP site contractor operations and activities. Oversight activities included document reviews, interviews, and in-field work observations. EDi followed up with tracking of corrective actions as required by DOE West Valley. All work was performed in accordance with established DOE West Valley procedures and to the complete satisfaction of DOE West Valley. The EDi CHP performed in-depth reviews of the site contractor baseline to ensure applicable health and safety related requirements/activities were included in the baseline and sufficient time and resources were allocated to support successful baseline execution. EDi also provided consulting within their areas of expertise, review of documents, trending of site contractor performance, and assistance in reviewing/resolving health and safety related issues.

EDi provided a Nuclear Facilities Quality Assurance Program- (NQA-1-) qualified quality assurance (QA) specialist whose primary duties included maintenance and oversight of the quality assurance program and the quality implementation plan. The QA specialist conducted team inspections, operation readiness reviews and develops and implements self-assessment checklists of American Society of Mechanical Engineers (ASME) NQA-1-2004, ensuring applicable requirements/regulations are adequately addressed. The specialist had experience with the DOE Office of Civilian Radioactive Waste Management's Quality Assurance Program requirements (DOE/RW-0333P), applicable to high-level nuclear waste. EDi assisted DOE in the performance of quality assurance assessments, surveillances and other forms of oversight of the WVDP site contractor operations and activities. Oversight activities included document reviews, interviews, technical meetings, investigations, and in-field work observations. EDi provided follow-up and tracking of corrective actions as required by DOE West Valley and provided input into cost plus award fee evaluations (CPAF). All work was performed in accordance with established DOE West Valley procedures and was completed with the approval of DOE WVDP management.



*NRC-Licensed Disposal Area: Looking north at the Buffer Area ingress egress in foreground and soil mixing area in the center.*



**DOE Small Sites WVDP Augmentation** (concluded)

**Relevant Project Metrics:**

<b>Secured Staff Employed: 15</b>	<b>EDi Direct Hires (5):</b> Thomas Battaglia, HP/Specialist (F/T) Grace Nidell, Admin. Ass't. II (F/T) James Prowse, CHP (F/T) Mark Schwippert, QA Specialist II (F/T) Bonnie Specter, Admin. Ass't. II (F/T)	<b>Navarro Research &amp; Engineering Subcontract Hires (7):</b> Ron Bostic, Director Safety Services (P/T) Jeff Burrigh, Facilitator III (P/T) Jackson, Reg. Commission Specialist (P/TP) Kevin Kytola, Subject Matter Expert IV (P/T) MacDonald, Facilitator III (P/T) Paul Szalinski, NSS IV (P/T) Sandra Szalinski, Environmental Compliance Specialist III (F/T)	
	<b>Conestoga-Rovers &amp; Associates Subcontract Hires (1):</b> Martin Krentz, Subject Matter Expert II (F/T)	<b>Subcontractor (1):</b> Patricia L. Fisk, Subject Matter Expert III (P/T) <b>Subcontractor (1):</b> Robert J. Morrison Subject Matter Expert III (P/T)	
<b>New Hires: 1</b>	Mark Schwippert was added to the contract, over and above staffing of previous contractor due to need, additional scope added to contract and the availability of funds.		
<b>Defected Employees?</b>	<b>0</b>	<b>Complaints:</b>	<b>0</b>
<b>Benefits Transition?</b>	Well-organized and efficient. No reported problems.		
<b>Interaction with Transitional Staff:</b>	HR Director reported staff interaction smooth and no reported problems.		
<b>Avg. Recruitment Time:</b>	Two weeks from posting of ads to physical placement on the project.		
<b>Overall Transition Process:</b>	All employees from past contract transferred seamlessly to new contract.		
<b>Overall Transition:</b>	Exceeds Transition Criteria <input checked="" type="checkbox"/> Satisfactorily Meets Transition Criteria <input type="checkbox"/> Meets Transition Criteria, with Minor Problems <input type="checkbox"/> Poor Transition <input type="checkbox"/>		
<b>Home Office Technical Support (Reach back)?</b>	WVDP requested EDi to provide review of a Hoisting & Rigging Program developed by subcontractor, Robert Morrison and a detailed review of the Safety Basis & Documented Safety Analysis Report per 10.CFR.830, which was conducted by subcontractor, Patricia Fisk.		

**25. Firms/Subcontractors Involved with this Project:**

	(1) Firm Name	(2) City and State	(3) Role
a.	Navarro Research & Engineering Jeff Salyers, Project Manager 865.220.9650, voice • 865.220.9651, fax	669 Emory Valley Road Oak Ridge, TN 34830	Subcontractor
b.	Conestoga-Rovers & Associates (CRA) Gordon Reusing 716.297.6150, voice • 716.297.2265, fax	2055 Niagara Falls Blvd., Suite #3 Niagara Falls, NY 14304	Subcontractor
c.	Robert J. Morrison Subject Matter Expert III 505.869.3017, voice	7 Calle Amable Peralta, NM 87042	Subcontractor
d.	Patricia L. Fisk Subject Matter Expert III 513.794.1248, voice & fax	5915 Samstone Court Cincinnati, OH 45242	Subcontractor