



EDi No. 252.003



21. DOE Small Sites, Energy Technology Engineering Center (ETEC) Staff Augmentation

22. Year Completed Professional Service:

Year Completed (if applicable) Construction:

1301 Clay Street, #700N Oakland, CA 94612-5208

06.30.2010

n/a

Contract Role: [X] 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

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(865) 492-7789

Leslie Martinez, Executive Vice President

EDi/Santa Fe Office

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

Awarded Price: \$230,160.00

Final/Projected Cost: \$210,848.00

Award Date: 03.24.2008

Contract No.: DE-AT30-08CC60033

Period of Performance: 03.24.2008 thru 06.30.2010

Final or Projected Schedule: 06.30.2010

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

Type of Work Performed: 541620/562910, Environmental Consulting & Remediation Services

% of Work Self Performed: 100%

% of Work as Subcontractor: 0%

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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Technical Representative (if applicable):

Tech Rep. Agency & Address:

Tech Rep. Contact Info.:

Richard Schassburger

U.S. Department of Energy 1301 Clay Street, #700N Oakland, CA 94612-5208

510.637.1617

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..

Energy Technology Engineering Center

The Energy Technology Engineering Center (ETEC) is located within Area IV of the Santa Susana Field Laboratory. The ETEC occupies 90-acres within the 290-acre site. The Santa Susana Field Laboratory, owned by the Boeing Company is located 30 miles north of Los Angeles, California. Area IV was primarily used for the U.S. Department of Energy (DOE) research and development activities.

The ETEC’s historic mission involved nuclear research and development for the U.S. Atomic Energy Commission, a predecessor to DOE. In the mid-1950s, a part of Area IV was set aside for nuclear reactor development and testing—primarily related to the development of nuclear power plants and space power systems, using sodium and potassium as coolants. In the mid-1960s, the ETEC was established as a DOE laboratory for the development of liquid metal heat transfer systems to support Office of Nuclear Energy Liquid Metal Fast Breeder Reactor program. Other operations focused on applied engineering and development of emerging energy technologies to include solar and fossil energy as well as developing an energy conservation methodology.



ETEC, 30 miles outside of Los Angeles, pictured here in 1988—prior to decommissioning and cleanup.

Deactivation, decommissioning, and dismantlement activities are actively being utilized to cleanup nuclear waste that resulted from past operations in support of DOE and predecessor agency programs. The current use of the site involves diminishing use of the facilities.

Scope of Work

EDi provides, Sr. Administrative Assistant, Debbie Kramer, to support the Deputy Federal Project Director and the *National Environmental Protection Act* (NEPA) Document Manager located at the ETEC. Ms Kramer is a senior level professional with a broad base of expertise in all administrative functions, and superior organizational ability in order to complete assigned tasks completely and with minimal supervision. These Include the following:

1. General Administrative Support
 - a. Maintain calendar/schedule for all activities associated with the Santa Susanna Field Laboratory (SSFL) and especially ETEC
 - b. Organize and provide logistic support including meeting notices and notes for all general ETEC meetings including but not limited to:
 - i. Monthly interactions with U.S. Environmental Protection Agency (EPA)/Department of Toxic Substances Control (DTSC)/National Aeronautics and Space Administration (NASA)/Boeing on *Resource, Conservation & Recovery Act* (RCRA) matters
 - ii. Monthly interactions with EPA/NASA/DTSC/Los Angeles Regional Water Board on matters pertaining to potential National Priority List (NPL) and the EIS
 - iii. Quarterly interactions with Management of EPA/NASA/DTSC/Los Angeles Regional Water Board
 - 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



DOE Small Sites, ETEC Staff Augmentation (concluded)

- g. Coordinate with DOE staff and finalize DOE Environmental Management (EM) Consolidated Business Center (CBC)/Oakland 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 with Boeing scheduling of all site tours and activities ensuring that ETEC visitors have proper identification and assistance
 - d. Coordinate all activities associated with DOE work at SSFL 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 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 EM Headquarters and CBC Data Calls and various fast-turn around products including site specific questions and answers
 - g. Assist DOE with project control data base 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

Relevant Project Metrics:	
Secunded Staff Employed: 1	EDi Direct Hires: Debbie Kramer, Admin. Ass't. III (F/T)
New Hires:	1
Defected Employees?	0
Complaints:	0
Benefits Transition?	Well-organized and efficient. No reported problems.
Interaction with Transitional Staff:	HR Director reported staff interaction smooth and no reported problems.
Average Recruitment Time:	Two weeks from posting of ads to physical placement on the project.
Transition Process Overview:	From recruitment to physical placement on project site – uncomplicated and without problems.
Overall Transition:	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"/>
Home Office Tech Support (Reach back)?	n/a