

INSTRUCTIONS TO BIDDERS
M1 MIRROR COATING AND CLEANING EQUIPMENT
FOR
THE DANIEL K. INOUE SOLAR TELESCOPE (DKIST)
HALEAKALĀ OBSERVATORY, MAUI, HAWAII

AURA, Inc.

Operating the
National Solar Observatory
Tucson, Arizona

Request for Proposal No. MCCE01

PROPOSALS MUST BE RECEIVED BY
FRIDAY, JUNE 6, 2014 AT 3:00 PM (MST)
CLOSING DATE

Prepared by:

Contracts Office
Daniel K. Inouye Solar Telescope
National Solar Observatory
950 N. Cherry Avenue
P. O. Box 26732
Tucson, AZ 85726-6732

April 21, 2014

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- B. Attachment 1a : SPEC-0074, M1 Mirror Coating and Cleaning Equipment Specification
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III. OFFERORS' PROPOSAL DOCUMENTS (All documents must be completed and returned to AURA with the Proposal)

- A) Offerors' Proposal for Fixed Price Contract with Cost Breakdown
- B) Representations and Certifications - completed
- C) Safety and Health Questionnaire of Contractors - completed
- D) Conflict of Interest Disclosure form - completed

IV. DOCUMENTS INCORPORATED BY REFERENCE

SECTION I.

ARTICLE 1. DEFINITIONS

1.1 All definitions set forth in the Draft Contract Package, attachments and appendices are applicable to these Instructions to Offerors.

1.2 The “Request for Proposal Documents” (hereinafter RFP Documents) consist of the following:

- Instructions to Offerors;
- Amendments issued prior to receipt of Proposals (if any); and
- Draft Contract Package, including:
 - Attachments;
 - Terms and Conditions;
 - Statement of Work; and
 - Technical Specifications.

1.3 “Amendments” mean the written or graphic instruments issued prior to the execution of the Contract which modify or interpret the RFP Documents, including specifications, by additions, deletions, clarifications or corrections.

1.4 The "Contract Documents" consist of the following:

- Contract Terms and Conditions;
- Statement of Work (SOW);
- Technical Specifications;
- Appendices and Attachments; and
- Amendments and all modifications incorporated in the documents before their execution.

1.5 “AURA” means the Association of Universities for Research in Astronomy, Inc., an Arizona non-profit corporation. The term “AURA” includes its authorized representatives. AURA operates the National Solar Observatory (NSO) and is engaged in managing, operating and maintaining observatories and related activities for research in the field of astronomy, and desires to enter into a Professional Services Contract for the performance of tasks or services in support of the M1 Mirror Coating and Cleaning Equipment fabrication for the Daniel K. Inouye Solar Telescope (DKIST) previously and otherwise known as the Advanced Technology Solar Telescope (ATST) as described in the Statement of Work. This name change shall not affect the rights or liabilities of the parties nor the terms of this Sub-Award and its Amendments;

1.6 “Foundation” means the National Science Foundation, an agency of the United States of America created under the National Science Foundation Act of 1950. The term "Foundation" includes its authorized representatives.

1.7 “Offeror” means the person, authorized representative(s), or organization submitting a proposal, and if awarded, shall perform the Work described in the Contract as the “M1 Mirror Coating and Cleaning Equipment Contractor.”

1.8 “Contractor” means the person, authorized representative(s) or organization responsible for the completion of the Work. If a proposal is submitted on behalf of multiple parties, the term “Contractor,” shall apply to the party or parties responsible for completion of the Work.

1.9 “Work” means those tasks, requirements, and obligations described in the Statement of Work as included in the Contract Documents.

1.10 “Subcontractor” means a person or organization, with a direct agreement with the Contractor to furnish labor, or labor and materials, in support of the Statement of Work. The term also includes lower tier contractors of a Subcontractor, but it does not include suppliers who furnish materials not worked to a special design according to the drawings and specifications. Nothing contained in the Contract Documents shall be deemed or construed to create any contractual relation between AURA and any Subcontractor as defined above.

1.11 “Closing Date” means the specified date and time by when all proposal documents must be received by AURA.

ARTICLE 2. PROPOSAL PROCEDURES

2.1 Proposals shall be prepared on the forms provided in Section III and submitted in accordance with these RFP Instructions. **Section III, Offeror’s Proposal Documents, must be completed in its entirety and submitted to the address indicated in Paragraph 2.6 below.** The proposal format and organization shall be in accordance with Appendix A, “Proposal Format.” The Offeror’s price information shall be in accordance with the format provided in Section III, Part A and pricing detail in accordance with Appendix B, “Detailed Cost Data.” **Any proposal or part of a proposal not conforming to the specified formats shall be cause to reject the entire proposal.**

2.2 This Section intentionally left blank

2.3 a. Prices quoted in the proposal(s) are to include all applicable federal, state and local taxes.

b. Prices quoted in the proposal(s) are to include furnishing of all transportation, materials, equipment, tools, supplies, labor and services necessary or proper for performance and completion of the Work, except such as may be otherwise expressly provided for in the RFP documents.

2.4 In the event of discrepancy between the prices quoted in the RFP in words and those quoted in figures, the words shall control.

2.5 **Proposal documents shall be submitted via email to the Contracts Officer in .PDF format. The price information shall be in a separate file under the name, “PRICING INFORMATION.”**

OPTIONAL DELIVERY

Offer’s may, at their option, also submit a hard copy version of their proposal. Hard copy submission shall be submitted on 8.5" x 11" white bond paper, single side, single column printing using no smaller than 12 point type. Proposals shall be bound in standard three (3) ring binders. Proposals shall be submitted to AURA in a non-transparent, sealed package, bearing the title of the proposal and the name of the Offeror. It is the sole and exclusive responsibility of the Offeror to deliver no more than 2 printed copies of its proposal and one (1) CD-ROM or

DVD-ROM containing an electronic version using MS Office 2003 or later of the entire proposal not later than the scheduled Closing Date. Only one (1) printed price information submission is required. The price information, in hard copy and on CD or DVD-ROM, shall be placed in a separate non-transparent, sealed envelope conspicuously labeled with the name of the Offeror, the RFP number, title of the proposal and the words, "PRICING INFORMATION." This envelope shall be submitted along with the rest of the proposal package.

2.6 A proposal will be deemed non-compliant if the entire submission package has not been received at the designated location by the Closing Date. Proposals may be delivered to AURA's offices located at 950 N. Cherry Avenue, Tucson, Arizona or mailed to:

Harvey S. Bass
DKIST Contracts Officer
AURA, Inc.
950 N. Cherry Avenue
Tucson, AZ 85726-6732

Submissions sent via USPS, FedEx or other commercial courier services must arrive at AURA on or before the Closing Date. Postmark or air bill pick up date will NOT be considered as evidence of delivery compliance.

2.7 No oral, telegraphic, telephonic or electronically-transmitted proposals, modifications or other submissions will be considered.

2.8 Offeror may withdraw their proposal, either personally or by written request, at any time prior to the Closing Date. If a qualified Offeror determines that it will not submit a proposal, notice of such is requested by AURA.

2.9 Offeror's proposal shall be valid for one hundred eighty (180) days beginning with the Closing Date.

2.10 The Closing Date is Friday, June 6, 2014, 3:00 PM MST. Documents received after this date and time shall be disregarded.

ARTICLE 3. COMMUNICATION AND QUESTIONS

3.1 Any questions or requests for clarification of this proposal should be directed to:

Harvey S. Bass
DKIST Contracts Officer
AURA, Inc.
950 N. Cherry Avenue
Tucson, AZ 85726-6732
Fax: 520-318-8500
Email: hbass@noao.edu

and

Kerry L. Gonzales
DKIST M1 C&C COTR
AURA, Inc.
950 N. Cherry Avenue
Tucson, AZ 85726-6732
Fax: 520-318-8500
Email: kgonzales@noao.edu

Questions must be submitted by facsimile or email, and must be received at least three (3) business days before the Closing Date. All questions and responses from any Offeror will be provided to all parties via the DKIST M1 Mirror Coating and Cleaning Equipment RFP website.

ARTICLE 4. REVIEW OF DOCUMENTS

4.1 AURA reserves the right to make additions, deletions, or modifications to the RFP Documents in writing by amendment at any time prior to the closing date. If, in the opinion of AURA, any such change causes an increase in the time required for submission of proposals, AURA may, at its sole discretion, adjust the Closing Date in the form of an Amendment posted on the DKIST M1 Mirror Coating and Cleaning Equipment RFP website.

4.2 Offerors shall examine the RFP Documents carefully. Any request for interpretation or correction of any ambiguity, inconsistency, or error that Offeror discovers must be made as per Article 3, not later than three (3) days prior to the Closing Date.

4.3 All interpretations and corrections to the RFP or the Contract Documents will be issued in the form of an Amendment posted on the DKIST M1 Mirror Coating and Cleaning Equipment RFP website. Offerors shall not rely on any interpretation or correction to the RFP or Contract Documents given by any other method.

4.4 Prior to receipt of proposals, addenda, if required, will be posted on the DKIST M1 Mirror Coating and Cleaning Equipment RFP website.

4.5 The failure of Offeror to receive or examine any form, instrument, amendment or other document, or failure to acquaint itself with existing conditions shall not relieve Offeror from obligations and responsibilities with respect to its proposal or to the Contract. The submission of a proposal will be taken as prima facie evidence of compliance with this section.

ARTICLE 5. REPRESENTATIONS

5.1 Offeror, by submitting a proposal, represents that it is familiar with existing conditions under which the Work will be performed,

5.2 a. Offeror, by submitting its proposal, represents that it has read and understands all the RFP Documents and by submitting a proposal acknowledges acceptance of all of the General Terms and Conditions of the RFP Documents as defined in Section 1.2 of these RFP Instructions.

b. Any exceptions to the Contract Documents by Offeror shall be stated in writing on Offeror's letterhead, and submitted with its proposal with clear and concise justification(s). Offeror shall provide alternative wording for consideration by AURA.

c. Offeror, by submitting a Proposal, certifies that the Contract Documents, including the General Terms and Conditions and SOW have been reviewed and accepted by the contracts representative of the Offeror, or has noted such exception with its Proposal.

5.3 Offeror shall submit with its proposal evidence of appropriate license(s) (e.g., Professional Engineering and/or Contractor's licenses, such as PE, AIA, Registrar of Contractor Licensing information, Certification of Insurance, etc.) applicable to the Work to be performed. Offeror shall submit a resolution giving evidence of its qualification of corporate signature authority.

ARTICLE 6. ALTERNATE PROVISIONS

6.1 Offeror represents that its Proposal is based upon the specifications, terms and conditions described in the RFP documents, unless alternative provisions are expressly permitted by an Amendment.

6.2 A proposal containing an alternate provision(s) shall be accompanied by full and complete justification and technical description of the alternate provisions(s) along with a detailed cost analysis of the differences between the alternate and original provisions. AURA reserves the right to request such other additional information as may be required for approval either before or after receipt of proposals.

6.3 Failure to provide justification or technical descriptions for approval purposes may be cause to reject the proposal.

ARTICLE 7. COMPLETION TIME

Offeror shall specify in its proposal the time required to complete the work described. This shall be broken down into the specified phases of the Contract, corresponding to the Project Schedule provided in the Statement of Work. The time of performance shall be dated from receipt of a Contract, and all costs included in the proposal shall be for the Work to be completed within that period.

ARTICLE 8. EVALUATION OF PROPOSAL

8.1 Proposals will be opened and evaluated privately by AURA after the Closing Date.

8.2 Proposals will be evaluated according to the Source Selection Plan on the following major factors:

- Technical Criteria – 300 pts
- Management– 200 pts
- Cost

For evaluation by the selection committee these major factors will be broken down approximately as indicated in Appendix A “ Proposal Structure.” Offeror's proposal shall address the listed detailed criteria.

8.3 All proposal documents received will be considered confidential and will not be released.

8.4 The award of the Contract, if any, made by AURA, will be made to the Offeror that presents the best value for the M1 Mirror Coating and Cleaning Equipment. AURA reserves the right to determine, at its sole and exclusive discretion, which proposal, if any, best meets the “best value” requirement and whether it is in the best interests of AURA to accept the proposal. Therefore, Offeror shall ensure that all requested information is included in its proposal.

ARTICLE 9. REJECTION OF PROPOSALS

9.1 AURA reserves the right to accept or reject any or all proposals or any combination thereof, to withhold an award for any reason it may determine, or to waive any irregularities or informalities in the proposals or in the submission of proposals.

9.2 All submitted proposal documents shall become the sole and exclusive property of AURA.

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SECTION II TECHNICAL SPECIFICATIONS

Attachment 1: Statement of Work for: M1 Mirror Coating and Cleaning Equipment

Attachment 1a: SPEC-0074 M1 Mirror Coating and Cleaning Equipment Specification

Attachment 1b: ICD 1.2/6.4, M1 Assembly to Coating and Cleaning Facilities ICD

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SECTION III.

OFFEROR'S'S PROPOSAL DOCUMENTS

PART A. CONTRACTOR'S PROPOSAL FOR FIXED PRICE CONTRACT

DATE:_____

TO: Contracts Office
National Optical Astronomy Observatory
950 N. Cherry Avenue
P. O. Box 26732
Tucson, AZ 85726-6732

1. By submitting this Proposal the Undersigned accepts all of the terms and conditions of the RFP Documents as defined in 1.2 of the Instructions to Offerors.
2. In compliance with AURA's Request for Proposal, the Undersigned hereby proposes to furnish all labor, materials, equipment and supplies to perform the Work for DKIST's Project "M1 Mirror Coating an Cleaning Equipment for DKIST" in accordance with the Specifications, pertinent Contract Documents and Statement of Work.
3. The Undersigned hereby specifies, in accordance with Article 7, Completion Time, of Instructions to Offerors, that work shall be completed within _____working days after receipt of the Contract. The scheduled completion of the phases defined in the Statement of Work shall be as follows (in working days):
 - Completion of Phase 1 "Planning and Development" _____
 - Completion of Phase 2 "Preliminary Design" _____
 - Completion of Phase 3 "Final Design" _____
 - Completion of Phase 4 "Procurement and Fabrication" _____
 - Completion of Phase 5 "Factory Assembly and Test" _____
 - Completion of Phase 6 "Packaging and Transportation" _____
4. In accordance with the above completion schedule (Paragraph 3) and enclosed specifications, the Undersigned hereby proposes to accomplish the work described above for the total of:

_____ DOLLARS (\$_____).

This amount includes all applicable federal, state and local taxes.

The percentage of this total amount that shall be payable for each of the phases of the services shall be proposed by the Contractor and shall be consistent with the actual costs expended by the Contractor for each phase of the Work.

(Legal Name of individual, firm or Corporation Bidding)

(Complete Business Address)

(Signature)

(Title)

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PART B. REPRESENTATIONS AND CERTIFICATIONS

Offeror shall attach with original signatures from both the corporate signatory and witness.

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SECTION IV

DOCUMENTS INCORPORATED BY REFERENCE

- A) OMB A-110
- B) OMB A-122

M1 Mirror Coating and Cleaning Equipment Draft Contract

Attachment 1: SOW for M1 Mirror Coating and Cleaning Equipment

Attachment 2a: Cooperative Agreement (CA) AST 0946442

Attachment 2b: Cooperative Agreement Financial & Administrative Terms and Conditions (CA-FATC) Effective February 1, 2012

Attachment 2c: Supplemental Financial & Administrative Terms and Conditions for Managers of Federally Funded Research and Development Centers (FFRDC) Effective February 1, 2012

Attachment 3: SPEC-0074 M1 Coating and Cleaning Equipment Specification
Appendices:

- i. ICD 1.2/6.4 M1 Assy to Coating and Cleaning Facilities
- ii. DKIST-DWG-00063 M1 Wash Platform Assembly Interface
- iii. DKIST-DWG-00101 M1 Assy to Coating Chamber Interface
- iv. DKIST-DWG-00158 M1 Shipping Container Interface
- v. 2106-1010-001 M1 Mirror

Attachment 4: Technical Directive Form

Attachment 5: ARRA Compliancy Matrix

Related Documents as Reference (non-binding):

SPEC-0012 Glossary and Acronym List

Appendix A

Proposal Structure

1. a. Cover Sheet containing General Information (name/address of the firm, technical/Administrative points of contact name, DUNS Number, RFP Number, Proposal Title, Teamed Organizations if any, and other info, etc.)

b. An Abstract consisting of not more than 500 words summarizing the proposed effort.
2. Technical Proposal
 - a. Relevant Technical Experience of Contractor
 - b. Relevant Technical Experience of any proposed sub-Contractors
 - c. Names and resumes of Key Technical Personnel
 - d. Contractor Facilities and Equipment
 - i. Design Software and Analysis Software
 - ii. Fabrication and Machining Equipment
 - e. Unique Qualifications
 - f. Proposed Analysis Methods and Solutions for:
 - i. M1 Mirror Safety
 - ii. Personnel Access and Safety
 - g. Proposed Fabrication/Construction Methods and Solutions
 - h. Proposed Factory Assembly/Test Methods and Solutions
 - i. Technical Requirements Compliance Matrix based on the M1 Mirror Coating and Cleaning Equipment Specification Document.
 - j. Proposed Deviations from Requirements and justifications.
 - k. Recommended Spares List based on the M1 Mirror Coating and Cleaning Equipment Specification Document.

3. Management Proposal

- a. Key Management Personnel and Experience
- b. Key Management Personnel and Experience of any proposed sub-Contractors
- c. Resource Plan show committed capacity and available capacity over the next three years:
 - i. Not including M1 Mirror Coating and Cleaning Equipment Contract; and
 - ii. Including M1 Mirror Coating and Cleaning Equipment Contract.
- d. Proposed Management Plan
 - i. Management & Administration Plans
 - ii. Configuration Management Plan
 - iii. Proposed Schedule
 - iv. Risk Reduction Plans and Methods
 - v. Surety Plan
 - vi. Warranty
- e. Unique Qualifications
- f. Proposed Deviations from Requirements

4. Quality Assurance

- a. Quality Assurance Experience and Key Personnel
- b. Quality Assurance Experience and Key Personnel of any proposed sub-Contractors
- c. Proposed Quality Assurance Plan
 - i. Inspections and Metrology Plans
 - ii. Material Certifications and Records
 - iii. QA Equipment
 - iv. Subcontractor QA Capabilities
- d. Unique Qualifications
- e. Proposed Deviations from Requirements

5. Financials

- a. Corporate Balance Sheets (Liquidity & Solvency)
- b. D&B Scores and/or other source of credit reporting
- c. Value, Complexity and Duration of the last five related projects

6. Safety

- a. Section I of the AURA Safety and Health Questionnaire for Contractors
- b. Other Relevant Safety Information

7. Other Relevant Information

Appendix B

Detailed Cost Data

1. COST

a. Work Proposal – M1 Mirror Coating and Cleaning Equipment Detailed Cost

DKIST M1 C&C Equipment Detailed Cost Proposal Additional categories or areas may be included	Phase 1 Planning & Development	Phase 2 Preliminary Design	Phase 3 Final Design	Phase 3 Procurement & Fabrication	Phase 4 Factory Assembly & Test	Phase 5 Packaging & Transportation	Total Cost by Work Breakdown
Project Management							
Systems Engineering							
Quality Assurance							
6.4.1 M1 Mirror Coating and Cleaning Equip.							
6.4.1.1 M1 Wash Platform							
6.4.1.2 M1 Coating and Cleaning Support							
Tools and Equipment							
Performance Bond							
Other & Miscellaneous (Please specify)							
<i>Total Cost by Phase</i>							

- b. Recommended Spares Costs Other direct costs (itemized)
- c. Indirect costs (G&A, Overhead, etc.) as a percentage of the contract price and as a US Dollar amount total
- d. Fee (profit)