

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
Page  
1 of 10

2. AMENDMENT/MODIFICATION NO. 0001  
3. EFFECTIVE DATE 09/19/2005  
4. REQUISITION/PURCHASE REQ. NO.  
5. PROJECT NO. (If applicable)

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DOT/Maritime Administration, MAR-380  
400 Seventh Street, SW., Room 7310  
Washington, DC 20590  
7. ADMINISTERED BY (If other than Item 6) CODE 00091  
DOT/Maritime Administration, MAR-380  
400 Seventh Street, SW., Room 7310  
Washington, DC 20590

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)  
No Contractor Information Available  
9A. AMENDMENT OF SOLICITATION NO. (X) DTMA1R05020  
9B. DATED (SEE ITEM 11) (X) 09/16/2005  
10A. MODIFICATION OF CONTRACT/ORDER NO.  
10B. DATED (SEE ITEM 13)  
CODE FACILITY CODE

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE  
 A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.  
 B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).  
 C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:  
 D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**  
The pupose of this amendment is to make the following administrative changes to the Request for Comment:

- A. To clarify the information of page 3 of the RFC, "The Government contemplates award of a Firm Fixed Price Indefinite Delivery Indefinite Quantity contract as a result of the future MOS RFP and not as a result of this RFC."
- B. Add the following to the extended description of this RFC "MARAD intends on excluding the selected contractor of the Management Oversight Services from proposing on the future Decommissioning, Decontamination and Radiological (DDR) project."
- C. Change Section C.3.1, Sub Task A-006, paragraph 003 to read "The Contractor will be required to identify, evaluate, cost estimate and perform risk assessments for primary and secondary waste shipment methods and routes. The anticipated decommissioning location will beat an East Coast port TBD by MARAD. The disposal location for all nuclear waste materials will be determined prior to release of this solicitation."
- D. Change Section C-2, paragraph 005 was changed, see section C-2 paragraph 0005 of this amendment for changes.
- E. All other terms and conditions remain unchanged, see summary of changes for additional information.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)  
16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  
M. E. Simmons  
15B. CONTRACTOR/OFFEROR  
15C. DATE SIGNED  
16B. United States of America  
BY \_\_\_\_\_  
(Signature of person authorized to sign) (Signature of Contracting Officer)  
16C. DATE SIGNED  
09/21/2005

<b>Line Item Summary</b>	<b>Document Number</b> DTMA1R05020/0001	<b>Title</b> SAVANNAH MOS RFC	<b>Page</b> 2 of 10
--------------------------	--	----------------------------------	------------------------

<b>Line Item Number</b>	<b>Description</b>	<b>Delivery Date (Start date to End date)</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Unit Price</b>	<b>Total Cost</b>
0001	Request for Comments	(09/16/2005 to 10/14/2005)	0.00	JOB	\$ _____	\$ _____
	<p>Change in Extended Description</p> <p>This is a Request for Comment (RFC) for the Manangement and Oversight (MOS) Request for Proposals (RFP) that will be issued. The purpose of this RFC is to solicit feedback from interested commercial sources as to the work to be performed. MARAD will review all the comments received and revised the RFP where necessary. Contractors are requested to advise MARAD of any current regulatory requirements not covered in the statement of work. The Government contemplates award of a Firm Fixed Price Indefinite Delivery Indefinite Quantity Contract as a result of the future MOS RFP.</p> <p>MARAD intends on excluding the selected contractor of the Management Oversight Services from proposing on the future Decommissioning, Decontamination and Radiological (DDR) project.</p> <p>Comments may be mailed via FedEx, DHL, UPS etc or hand carried to the following address. Due to irradiation mail procedures at our facility, comments submitted using US mail may be delayed or damaged, we therefore recommend that you use on of the above methods to prevent delay or damage to your proposal.</p>					

	<b>Document No.</b> DTMA1R05020/0001	<b>Document Title</b> SAVANNAH MOS RFC	Page 3 of 10
--	---	---	--------------

TABLE OF CONTENTS

SECTION A -- Solicitation/Contract Form	4
A.1 Summary of Changes	4
SECTION C -- Descriptions and Specifications	5
C.1 Statement of work	5

	<b>Document No.</b> DTMA1R05020/0001	<b>Document Title</b> SAVANNAH MOS RFC	Page 4 of 10
--	---	---	--------------

SECTION A -- SOLICITATION/CONTRACT FORM

A.1 SUMMARY OF CHANGES

The free form item 'Statement of work' has been edited.

	<b>Document No.</b> DTMA1R05020/0001	<b>Document Title</b> SAVANNAH MOS RFC	Page 5 of 10
--	---	---	--------------

## SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

### C.1 STATEMENT OF WORK

Project Technical Support, Planning and Management Services  
Multi-Phase - Task Ordering (Fixed Price)  
For the  
Decommissioning, Decontamination and Radiological Remediation (DDR) of the N.S. Savannah

#### Section C - Statement of Work/Requirements

##### C.1 - Scope of Work (Overview)

The technical efforts to be performed by the Contractor will be in support of three (3) distinct phases associated with the process of decommissioning, decontamination and radiological remediation (DDR) of the containment vessel and its internal components of the nuclear ship N.S. Savannah. The three (3) phases are:

- Phase I - Pre-Decommissioning (Planning and Scheduling)
- Phase II - Decommissioning - Industrial Activity (Monitoring and Oversight)
- Phase III - Post Decommissioning (License Termination and Facility Lay-Up)

Separate Task Orders will be issued for the performance of technical services associated with each Phase. Each Task Order will be separately funded, have specific notice to proceed dates and may contain both reimbursable and fixed price line items (sub-tasks). Some, not all, sub-tasks within a task order (phase) may be performed concurrently with other sub-tasks. Authorization to proceed with the performance of a specific sub-task within a Task Order will be given the Contractor by the Contracting Officer.

The Offeror shall assume that the total Project will be performed over a period of five (5) calendar years in accordance with the following notional timeline:

- Phase I - Fifteen (15) to Eighteen (18) Months
- Phase II - Eighteen (18) to Twenty-Four (24) Calendar Months
- Phase III - Fifteen (15) to Eighteen (18) Calendar Months

The Notice to Proceed date for Phase I is expected to occur in the last quarter of calendar year 2006. Some of the sub-tasks identified under Phase I will apply (extend) through both Phase II and Phase III. The funding of those portions of the technical efforts for "extended" sub-tasks, performed in a specific Phase will be part of the funding for that specific Phase.

##### C.2 - N.S. Savannah (Overview)

The N.S. Savannah was the world's first nuclear-powered cargo/passenger ship, built by the New York Shipbuilding Corporation at Camden, New Jersey. The N.S. Savannah was 600 foot long with a displacement of 22,000 tons and was designed to carry 9,400 tons of cargo, 60 passengers and 124 crew at a design speed of 21 knots. The N.S. Savannah's pressurized light water moderated and cooled low enrichment uranium dioxide (U-235.4.4%) fueled reactor was rated at 80 maximum-power thermal Megawatts. The propulsion system was capable of delivering in excess of 22,000 shaft horsepower to a single propeller.

After its launching in 1962, the ship went from port to port around the world during the demonstration phase of the Atoms for Peace initiative. The N.S. Savannah went into full commercial cargo transport service in 1965 being operated by a private shipping company under contract to the Maritime Administration. The reactor core was refueled in 1968 and the vessel continued in commercial service until 1970. From 1965 through the present, the N.S. Savannah has operated under Utilization or Possession Facility License No. NS-1 issued and amended by the Nuclear Regulatory Commission.

The NRC license includes Technical Specifications that delineate current license requirements. In addition, Port Operating Plans and Criteria, which identify pertinent navigation, fleet administration, and site evaluation information, were developed for each port the N.S. Savannah entered. Subsequent to fuel core removal in the fall of 1971, the NRC license was required to be maintained, consistent with the Atomic Energy Act of 1954, until the reactor is removed from the ship and properly disposed of.

	<b>Document No.</b> DTMA1R05020/0001	<b>Document Title</b> SAVANNAH MOS RFC	Page 6 of 10
--	---	---	--------------

In the early 1970's the N.S. Savannah was partially decommissioned. In 1971, the nuclear fuel core was removed from the N.S. Savannah at the MARAD Refueling Facility, Todd Shipyards, Galveston, Texas. In addition to the fuel core being removed, the reactor vessel was closed with the head in place, held by six tensioned studs. The control rod drive system was disconnected mechanically, hydraulically, and electrically. Sealed plates were placed on the twenty-one reactor head nozzles, mechanically separating the control rod from the drive mechanism.

In 1973, the Atomic Energy Commission (AEC) issued an amendment to the Technical Specification of the Facility License NS-1. The amendment recognized that the reactor was no longer operational. Subsequent to the issuance of this amendment, the reactor vessel primary system, steam generators, and all auxiliary systems within the containment vessel were drained of all water as completely as practical. Subsequent testing shows that approximately 2500 gallons of water remains. The radiological material and equipment removed from the ship includes: fuel assemblies/elements (32); main coolant pumps (4), demineralizer resins, fission chambers; start-up source as well as any contaminated trash/loose materials.

The NS Savannah is currently moored in the James River at Fort Eustis, along with other vessels of the National Defense Reserve Fleet (JRRF). The vessel is in a state of protective storage/preservation pursuant to License Amendment No. 12 issued by the Nuclear Regulatory Commission (NRC). Although all fuel assemblies, radioactive fluids, and other significant sources of radioactivity were removed from the ship during decommissioning in the early 1970s; radiation monitoring, environmental surveillance, access control and security measures have been established and maintained continually under the existing license, as amended, to ensure that the health and safety of JRRF employees, military and civilian personnel at Fort Eustis, visitors, and the general public are not subjected to any undue hazard.

Throughout its laid-up (storage) within the JRRF, routine maintenance and periodic inspections have been completed inclusive of the hull and cathodic protection systems. In addition annual radiation surveys and visual inspections of selected components of the primary and secondary systems have been performed. All results have been documented per license requirements. A comprehensive radiological survey was completed in April, 2005. The calculated residual radioactivity remaining as of April 2005 is:

Activated Components within Pressure Vessel - NNN,NNN curies  
Corrosion/Fission Products (Plated Out) - NN.N curies  
Total Estimated Residual Activity - NNN,NNN curies

### C.3 - Requirements

Throughout the project, the Contractor shall assume that all responsibilities associated with providing husbanding services for the N.S. Savannah are the responsibility of a third-party while the vessel is NOT in the custody of an industrial activity. This third party may be either MARAD's South Atlantic Region or a General Agent selected by MARAD. Husbanding services include: mooring, berthing, access (security), fire and flooding protection, development of mooring plans, towing and drydocking specifications, etc.). When the N.S. Savannah is in the custody of an industrial activity (shipyard/repair facility); husbanding services shall be an integral part of the contract with the industrial activity.

The Government has NOT attempted to define in detail each and every sub-task associated with each Phase of the technical effort. However, some of the sub-tasks anticipated to be required and/or unique to this specific DDR project are as described herein.

#### C.3.1 - Pre-Decommissioning Planning and Scheduling (Phase I)

##### Sub-Task A-001: Document Review (Firm Fixed Price)

The Contractor shall review, assemble and inventory available literature, construction, drydocking, and mooring plans, construction and refueling specifications, construction drawings, existing Regulatory Body documents relating to the N.S. Savannah as well as prior characterization studies, environmental assessments, port clearance documentation, etc. and assess the relevance to the requirements for performing the DDR.

The Contractor shall identify any documentation and/or information that is missing or required to accomplish the DDR exclusive of vessel husbanding requirements during the Project.

The Contractor shall identify any documentation and reproduction requirements (type, quantities and cost) that will be required to be made available to those parties interested in proposing or performing on the Project.

	<b>Document No.</b> DTMA1R05020/0001	<b>Document Title</b> SAVANNAH MOS RFC	Page 7 of 10
--	---	---	--------------

Note: The Government will provide copies to each Offeror, of its current inventory of documentation relating to the N.S. Savannah. The Contractor will be granted unlimited access to any documentation currently in the possession of the Government (MARAD). A majority of this documentation is in storage at the U.S. Merchant marine Academy in Kings Point, New York.

The rest shall be made available at MARAD HQ or on the technical library onboard the vessel.

**Sub-Task A-002: Regulatory Review**

The Contractor shall review existing and applicable State and Federal Government regulations governing the process of DDR, including but not limited to regulations issued by the United States Coast Guard (USCG), the Environmental Protection Agency (EPA), the Nuclear Regulatory Commission (NRC), and the Department of Transportation (DOT). Documentation and reporting requirements required throughout the process (all phases) shall be identified. Documents shall be categorized as those required to be prepared and filed by the Government (MARAD), those required to be prepared and filed by the DDR Contractor as well as those required to be prepared and filed other third parties; i.e., waste disposal shipping company, waste disposal site, etc. The contractor shall be responsible for making all arrangements for shipping and disposal of all hazardous materials removed from the vessel.

The Contractor shall assist the Government (MARAD) in preparing those documentation requirements and reports necessary for prior approval of the DDR and those required to support the issuance of a contract for the DDR; i.e., environmental assessments, preliminary safety systems analyses and plans, etc.

**Sub-Task A-003: Document Reproduction**

The Government (MARAD) shall review the inventory of documentation prepared by the Contractor and authorize the Contractor to have reproduced (type and quantity) specific documents (reports, drawings, specifications, etc.).

**Sub-Task A-004: DDR Statement of Work**

The Contractor shall assist the Government (MARAD) is preparing the Request for Proposals for contracting for services (industrial) to perform the DDR (Phase II). It is expected that the Contractor's major involvement in this sub-task will be related to preparing the "technical requirements" often referred to as Section C of a Request for Proposals or a Statement of Work (SOW). However, it is expected that the Government (MARAD) will seek as guidance, advice and recommendations or SOW from the Contractor in identifying any unique requirements that may be related to the types of technical services required (direct and support) as well as the qualifications of Offerors/Vendors associated with these types of services. These requirements are often a part of Section L of a Request for Proposals.

**Sub-Task A-005: DDR Schedules and Budgets/Cost Estimates**

The Contractor shall assist the Government in preparing schedules and cost estimates for the DDR. A cost estimate shall be prepared for each discrete DDR requirement and activity within each Phase. Discrete DDR requirements or activities include but are not limited to: nuclear equipment and material removal, nuclear waste disposal, nuclear waste transport, personnel safety and health monitoring and reporting, environmental monitoring and reporting, interior space remediation, Regulatory Body reporting, lay-up preparation, project management, etc. MARAD will be responsible for vessel husbanding and associated services (as previously discussed).

The schedule shall indicate the required monthly outlays (funding) for each discrete requirement and activity over its unique period of performance of each Phase. The schedule, costs and monthly outlays for each discrete activity requirement shall be rolled-up into an over-all funding budget and allocation plan for the DDR (Phase II and Phase III).

**Sub-Task A-006: Nuclear Component and Waste Disposal Estimates**

The Contractor shall identify the scope of equipment and materials to be removed as part of the DDR. Estimated weight and volume of individual units of equipment shall be identified. Other materials such as piping, valves, etc. that can be co-mingled would be assembled into disposal unit packages that are suitable for shipment via commercial transport to the waste disposal site and disposal (disposition) as unit packages.

As an integral part of this sub-task the Contractor shall identify (type, size, capacity) the availability (location, leasing/purchase costs, time-frame, etc.) of shipping casks for the transport of the units of equipment and material unit packages. In the event that a shipping cask is NOT available for a specific unit of equipment, the Contractor shall prepare the

	<b>Document No.</b> DTMA1R05020/0001	<b>Document Title</b> SAVANNAH MOS RFC	Page 8 of 10
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necessary documentation to design, license and construct a suitable shipping cask. It is anticipated that this process may take 18-24 months to complete the actual approved cask.

The Contractor will be required to identify, evaluate, cost estimate and perform risk assessments for primary and secondary waste shipment methods and routes. The anticipated decommissioning location will be at an East Coast port TBD by MARAD. The disposal location for all nuclear waste materials will be determined prior to release of this solicitation.

**Sub-Task A-007: Notification Documentation**

The Contractor shall prepare draft documents for the pre-notification (early warning) and final notification (three (3) months prior to issuance of contract) of the DDR (Phase II) to Federal, State and local government agencies.

**Sub-Task A-008: Public Awareness**

The Contractor shall assist the Government in developing a pro-active public awareness strategy. Throughout all Phases the Contractor shall assist the Government (MARAD) in responding to inquiries from the public and communications media.

**Sub-Task 009: Documentation and Reporting**

Although the magnitude of the NS Savannah DDR project is small compared to other DDR projects; the scope of required documentation and reporting may indeed be equivalent. Under this sub-task, it is expected that the Contractor would have in-place and available, as a licensed user, to the Government (MARAD) systems capable of performing the following:

- (a) Management, inventory, storage and retrieval of all generated documentation; both electronic and hard-copy; and
- (b) Preparation of schedules; progress reports; etc. as well as tracking and reporting of cost expenditures status of events, sub-task physical progress, etc.

Note: See Sub-task C-005

**C.3.2 - Phase II - Decommissioning - Industrial Activity (Monitoring and Oversight)**

During this Phase of the DDR Project, it is anticipated that the N.S. Savannah will be physically located at a pier/berth provided by the Government and suitable for light industrial activities. (Note: Need to consider Pier Rail services and suitable weight limits, or a means of transport to suitable rail services.). The shipyard or repair facility will more than likely NOT be the prime Contractor for Phase II of the DDR Project but MAY be a subcontractor to the prime Contractor providing vessel husbanding.

**Sub-Task B-001: Development of Monitoring and Oversight Methodologies and Plans**

The Contractor shall develop a methodology and plan for performing independent third party compliance and performance monitoring and oversight of the prime Contractor and his subcontractors during Phase II of the DDR Project. As a minimum, a methodology and surveillance plan shall be developed for each of the following activities:

**Compliance and Surveillance**

- Personnel Safety and Radiation Exposure
- Nuclear Waste Material Accountability, Custody Transfer, Transportation and Disposal
- Environmental (On-Site/Airborne/Waterborne)
- Work Permitting
- Vessel/Work Site Security and Fire Protection
- Personnel Training and Emergency Response (Fire, Contamination, Exposure)
- Incident Reporting (Exposure/Contamination/Environmental Release/Injuries)
- Regulatory Body Reporting (Federal/State/Local)

**Performance**

- Tracking of Physical Progress versus Invoiced Costs of Phase II
- Reporting of Delays, Field Changes and Cost Over-Runs

The methodology and plan shall address procedures, both routine audit and oversight/surveillance at specific frequencies as well as no-notice inspections. For each of the above activities the elements to be monitored shall be identified accompanied by one or more

	<b>Document No.</b> DTMA1R05020/0001	<b>Document Title</b> SAVANNAH MOS RFC	Page 9 of 10
--	---	---	--------------

applicable performance or acceptance standards. These shall be an integral part of an inspection/check-off list which will become an integral part of the report(s) to be prepared by the Contractor.

#### Sub-Task B-002: Phase II Contractor Monitoring and Oversight

During the performance of Phase II, the Contractor shall be responsible for implementing the compliance and performance monitoring and oversight and no-notice inspections of the DDR Contractor in accordance with the methodologies/procedures as developed under Sub-Task B-001 and approved by MARAD. This shall include the DDR Contractor's compliance with schedules and sub-task costs using an accepted approach to the Earned Value Management System (EVMS) well as the Contractor's compliance and effectiveness to his Quality Assurance Plan

The Contractor will be responsible for reporting to MARAD, at specified frequencies, the results of the monitoring, oversight and no-notice inspections. The Contractor will have NO authority to direct or interfere with his performance of the DDR contract requirements. However, if at anytime the Contractor detects that the DDR Contractor is in non-compliance where there is risk of injury, exposure or environmental release/damage; it shall be reported IMMEDIATELY to the MARAD COTR.

The Contractor shall report on a bi-weekly basis the results of his monitoring and oversight of the DDR Contractor's performance as related to physical progress and costs (incurred/projected). IMMEDIATE notification shall be provided to the MARAD COTR when there is a potential for cost-overrun or when the incurred and invoiced costs by the DDR Contractor have reached fifty (50) and seventy-five (75) percent of the funds obligated by MARAD to the contract.

The Contractor shall continually assess the physical progress of the DDR Contractor and IMMEDIATELY notify the MARAD COTR when it is suspected that there are insufficient funds (allocated - not necessarily obligated) to complete of the Project.

#### Sub-Task B-003: Regulatory Liaison and Documentation Support

During the performance of the DDR Project, the Contractor shall assist the Government (MARAD) in preparing and/or assembling any documentation and reports required by Federal, State and local Government agencies as may be applicable to the physical process of DDR and the project's Quality Assurance Plan approved by the Nuclear Regulatory Commission.

In addition, the Contractor shall provide the expertise necessary to assist the Government (MARAD) in reviewing and interpreting the documentation and reports prepared by the Contractor.

It is intended that the Contractor will serve as a central repository (originals and/or copies) for all correspondence, reports and documentation generated by all parties during the DDR process (PhaseII). The Contractor shall have in-place a correspondence classification system support this requirement.

### C.3.3 - Phase III - Post Decommissioning (License Terminal and Facility Lay-Up)

#### Sub-Task C-001: License Termination Plan

In support of the desired outcome of license termination for this DDR project; the Contractor shall prepare, submit for review and obtain approval by the appropriate Regulatory agencies and MARAD; the License Termination documents inclusive of plans and procedures encompassing, as a minimum, the following:

- Site (Facility) History (Construction/Operation/Lay-Up)
- Radiological History (Initial Fueling/Refueling/Fuel Removal/Prior Characterization Surveys)
- Overview/Summary of Site (Facility) DDR Activities
- Future Site (Facility) Utilization (Dismantling/Upgrades)
- Final Status Surveys
- Compliance (Radiological Release Criteria) - Unrestricted Use
- Overview/Summary of DRR Costs
- Updated or Supplements to the Environmental Report

#### Sub-Task C-002: Final Radiological Characterization Status Survey

Prepare specifications and contract, for the performance of the final radiological characterization status surveys of the vessel (key areas) and decommissioned and remediated areas of the vessel. The DDR prime Contractor SHALL NOT be utilized as a sub-contractor for the performance of these surveys.

	<b>Document No.</b> DTMA1R05020/0001	<b>Document Title</b> SAVANNAH MOS RFC	Page 10 of 10
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Sub-Task C-003: License Termination

As required, assist MARAD in final negotiations (meetings) relating to the termination of the NRC license for the NS Savannah. This may require that preparation of additional documents addressing issues/questions arising from such negotiations/meetings.

Sub-Task C-004: Site (Facility) Facility Lay-Up

Prepare plans and specification for the long-term lay-up and preservation of spaces, equipment and piping systems associated with the radiological spaces and components aboard the NS Savannah. The scope of lay-up/preservation shall address: dehumidification and humidity monitoring (equipment/sensors/ alarming), radiological surveillance (sensors/measurements/tracking/alarming); fire, flooding and intrusion surveillance (sensors/video recording/alarming). Audible and visual alarming shall be provided. Means shall be provided for external (outside) visual indication of an alarmed condition. This shall be "visble" from a distance of one (1) nautical mile on a clear night from the vessel. An external (outside) audible alarm shall be provided such that it can be heard from a distance of not more than one thousand (1,000) feet from the vessel. Alarmed functions shall be integrated into a circuit/system that provides an automatic satellite dial up to one or more designated telephone numbers.

C.3.3 - Phase III - Post Decommissioning (Vessel Lay-Up and License Termination)

Sub-Task C-005: Project Documentation

The final format of any and all project documentation shall be electronic files. This shall include correspondence and attachment thereto; e-mails and attachments thereto; plans and drawings, specifications, reports, cost estimates, surveys, photographs, etc. This need NOT include such documents as Regulatory Body regulations, referenced manuals, instructional guides, brochures, etc.

The Contractor shall assist MARAD in the evaluation and acquisition of a documentation storage and retrieval system. Final selection of the system must be approved by MARAD's Chief Information Officer (CIO). Utilizing this approved software and associated database, the Contractor shall up-load to the database all project documentation. A classification system automatic for coding, labeling and retrieval (search) of this documentation shall be prepared by the Contractor and reviewed and approved by MARAD. Classification system shall enable the association of attached or reference document to the specific piece of correspondence. All documentation stored within the system (database) shall be stored in a file format that DOES NOT permit editing of any document (file) content).

Upon completion of all document (file) uploading:

- (1) A User Manual shall be prepared describing use of the software, database and classification system for retrieval of documentation (files);
- (2) System performance shall be tested and demonstrated to MARAD personnel;
- (3) System (software/database) shall be installed on MARAD designated server(s) and PCs; and
- (4) Five (5) electronic copies of the User Manual shall be provided to MARAD