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United States Department of the Interior

NATIONAL PARK SERVICE
DENVER SERVICE CENTER
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P.O. BOX 25287
DENVER, COLORADO 80225-0287



DSC CONTRACTING SERVICES STANDARD OPERATING PROCEDURE (SOP) 2006-001

Memorandum

To: Chief, Washington Contracting Office (WCP)
From: Chief, Denver Service Center, Contracting Services Division (DSC-CS)
Subject: Policy Letter for Public Utility Tariff Contracting

Background:

The Washington Contracting Office (WCP), Denver has been issued a Delegation of Authority from the Director, Public Utilities, General Services Administration (GSA), for award of public utility service and connection contracts for the National Park Service (NPS). The Denver Service Center Contracting Services Division (DSC-CS) does not presently have warranted contracting authority for utility contracts.

Public utility purchase orders, GSA area wide public utility contracts, and separate NPS public utility contracts will be used for all public utility procurements. To ensure timely award of proper public utility contract actions, WCP issued a standard operating procedure (SOP) on November 25, 2003 (attached).

Purpose:

This Policy Letter applies to all DSC Line Item Construction (LIC)-funded public utility contract actions, whether oral or written, without regard to dollar value or customer location (i.e., park, regional office, service center). It does not apply to requirements for temporary connections or service that occur during construction projects. Such temporary connections or service are the responsibility of the general contractor.

The Policy Letter supplements the SOP issued by WCP and is intended to identify the roles and responsibilities of the various parties within the Denver Service Center (DSC) and WCP involved with DSC (LIC)-funded public utility service and connection contracts.

The DSC is the national center for design and construction activities within the National Park Service. The Divisions of Contracting Services and Design and Construction manage the DSC share of the NPS LIC program. In many projects, if not all, there is a critical contractual interface with local utility companies. WCP provides the local utility interface. To ensure

successful project execution, all DSC and WCP team members will contribute and comply with the budget and schedule stipulations in the Project Agreement.

All parties, including the Washington Contracting Office Contracting Officer (WCP CO), involved in the execution of LIC-funded construction projects with public utility service components must define and agree from the beginning on the scope, requirements, and schedule for the project. Clear definitions and establishment of roles and responsibilities set the stage for timeliness, cost, and quality; they align expectations, ensure mutual understanding, and provide for a successful project. The project team consists of all of the professionals who provide technical expertise to accomplish all phases of the project.

Definitions/abbreviations:

Washington Contracting Office (WCP)
Washington Contracting Office Public Utility Contracting Officer (WCP CO)
Denver Service Center (DSC)
DSC Utility Contract Specialist (CS)
DSC Project Manager (PM)
DSC Contracting Officer (DSC CO)
Contracting Officer's Representative (COR)

General responsibilities:

The following responsibilities are applicable to all public utility contracts for connections/installation, gas connections/service, telephone connections/installations, CATV connections/installation, E-Net Metering connections/installations contracts. Any additional or special customer responsibilities will be listed under that utility requirement.

Early in the project management planning stage, preferably during the design process and no later than submission of the project to the Development Advisory Board, the DSC Project Manager (PM) notifies the DSC Utility Contract Specialist (CS) of a DSC LIC-funded utility requirement and name of public utility company, which may also include municipalities, county governments, and or state governments. The CS is responsible for providing support for all connection requirements. The responsibility for service, and Bill of Sale contracts lies with the WCP CO.

- The CS will be responsible for signing off on all DSC LIC-funded Construction Project Procurement Checklists indicating that all utility requirements have been coordinated through the CS.
- The PM and CS will consult with the WCP CO to discuss initial contact and timeline for actions by all parties with the public utility to gather information to initiate a Letter Request for Cost Proposal (LRFP). The PM will provide the name of the public utility point of contact.
- The PM will provide a government estimate, draft scope of work, and procurement request (PR) in the Department's electronic acquisition system (i.e., IDEAS) based on the Government estimate.

- The DSC Contracting Officer (DSC CO) responsible for the LIC-funded construction contract will approve and release the PR, will route the approved PR to the CS, and will notify the CS accordingly.
- The PM, with assistance from the CS, will prepare the draft LRFP. The CS will provide a copy of the draft LRFP to the WCP CO.
- The WCP CO will issue the LRFP to the public utility company, and copy the CS and PM.
- The WCP CO will proactively coordinate utility company's response to LRFP and subsequent action with the CS and PM.
- The PM and CS will assist the WCP CO with proposal review and negotiations. The WCP CO may delegate this responsibility to the PM and CS but final approval authority for the negotiated price remains with the WCP CO.
- The PM will modify the PR to reflect the final negotiated award amount.
- The DSC CO responsible for the LIC-funded construction contract will approve and release the PR Mod, will route the PR Mod to the CS, and will notify the CS accordingly.
- The CS will prepare all award documents in IDEAS for DSC LIC-funded utility orders for approval and signature by the WCP CO.
- The PM in consultation with the Design and Construction management will provide the WCP CO with a qualified Contracting Officer's Representative (COR) and other requisite technical support. The WCP CO will approve and issue COR appointment letter.
- The CS will receive vendor invoices on DSC LIC-funded utility orders, will obtain recommendation for payment from the COR, and will prepare Receivers in IDEAS for approval and for release by the WCP CO.
- The WCP CO will provide copies of all award documents to the CS and PM, and approved vendor invoices, modifications, etc. to the CS, who in turn will distribute copies to the PM and COR.
- The CS will track all DSC LIC-funded utility orders in the DSC Procurement Database.

WCP Public Utility Contracting Officer's general responsibilities:

The following responsibilities are applicable to all public utility contracts for connections/installation, gas connections/service, telephone connections/installations, cable TV connections/installations, public utility service, E-Net Metering and Bill of Sale contracts. Any additional or special WCP responsibilities will be listed under that utility requirement.

- Assist the customer in developing the statement of work.

- Lead and document negotiations; prepare appropriate contract documents.
- Award/administer all public utility procurement documents in accordance with project schedule and construction sequencing.

The WCP Public Utility Contracting Officer's address, telephone and facsimile numbers are as follows:

National Park Service
P.O. Box 25287 (WCP)
Denver, Colorado 80225
Phone: (303) 969-2353
Fax: (303) 987-6735

Utility-Specific Procedures:

Refer to the Standard Operation Procedures for Public Utility Tariff Contracting dated November 25, 2003 for additional guidance.

Dolly Fernandez

Concurrence:

Heidi M. Ernst
Chief, Washington Contracting Office
Attachment:

WASO/WCO Standard Operation Procedures for Public Utility Tariff Contracting,
November 25, 2003

cc:
WCP
DSC-DC/W
DSC-DC/E
DSC-T