

PDR



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

FEB 04 1994

Parameter, Inc.
ATTN: Richard A. Lofy
13380 Watertown Plank Road
Elm Grove, Wisconsin 53122

Dear Mr. Lofy:

Subject: Task Order No. 20 "Service Water System Operational Performance Inspection - Kewaunee," under Contract No. NRC-03-93-026

In accordance with Section G.4, Task Order Procedures, of the subject contract, this letter definitizes Task Order No. 20. The effort shall be performed in accordance with the enclosed Statement of Work and Parameter Inc.'s technical proposal dated January 25, 1994 incorporated herein by reference.

Task Order 20 shall be in effect from February 6, 1994 through March 18, 1994 with a cost ceiling of \$26,592.28. The amount of \$25,820.80 represents the estimated reimbursable costs, the amount of \$74.40 represents the facilities capital cost of money, and the amount of \$697.08 represents the fixed fee. The amount presently obligated for this task order is \$26,592.28.

Accounting data for Task Order No. 20 are as follows:

B&R No.:	420-19-14-05-0
FIN No.:	J2062-4
BOC:	252A
RFPA No.:	20 94 096A (Obligated Amount: \$26,000)
RFPA No.:	20 94 101A (Obligated Amount: \$592.28)
APPN No.:	31X0200.420

(Total amount obligated for this task order is \$26,592.28.)

The following individual is considered to be essential to the successful performance for work hereunder: S. Traiforos. The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Contract Clause H.1, Key Personnel.

The issuance of this task order does not amend any terms or conditions of the subject contract.

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Your contacts during the course of this task order are:

Technical Matters: Leta Brown, Project Officer
(301) 504-1232

Contractual Matters: Sharlene McCubbin, Contract Administrator
(301) 492-7764

Acceptance of Task Order No. 20 should be made by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the above Contract Administrator. You should retain the third copy for your records.

Should you have any questions regarding the subject document, please call Sharlene McCubbin, Contract Administrator on (301) 492-7764.

Sincerely,

Mary Lynn Scott

Mary Lynn Scott, Contracting Officer
Contract Administration Branch No. 1
Division of Contracts and
Property Management
Office of Administration

ACCEPTED: Task Order No. 20

NAME

TITLE

DATE

Richard G. [Signature]

(PREJ)

2/9/94

CONTRACT NRC-03-93-026
Parameter, Inc.

Enclosure

STATEMENT OF WORK
Task Order - 20

TITLE: Service Water System Operational Performance Inspection -
Kewaunee

DOCKET NUMBER: 50-305

B&R NUMBER: 320-19-14-05 JOB CODE: J-2062

NRC PROJECT MANAGER: Leta Brown, NRR (301) 504-1232

NRC TEAM LEADER: Rolf Westberg, RIII (708) 829-9732

TECHNICAL MONITOR: Jay Ball, NRR (301) 504-2975

PERIOD OF PERFORMANCE: January 31, 1994 - March 18, 1994

BACKGROUND

A Service Water System Operational Performance Inspection will be conducted at Kewaunee. The contractor inspector will evaluate, on an audit basis, the adequacy of the Service Water System mechanical system design. Other team members will examine operations, maintenance, surveillance/testing, and quality assurance aspects. The inspection will be performed in accordance with Temporary Instruction 2515/118 which will be provided by the Team Leader prior to the start of the inspection.

OBJECTIVE

The objective of this task order is to obtain expert technical assistance (one mechanical system design engineer) to assist the NRC inspection team in the performance of the subject Service Water System Operational Performance Inspection. The mechanical system engineer shall be thoroughly familiar with the design requirements of nuclear plant service water systems, NRC inspection techniques, standard U.S. nuclear industry design practices and regulatory requirements, and have had design experience (preferably at the supervisory engineer level) at an architect engineering firm.

It shall be the responsibility of the contractor to assign technical staff, employees, and subcontractors who have the required educational background, experience, or combination thereof, to meet both the technical and regulatory objectives of the work specified in this SOW. The NRC will rely on representation made by the contractor concerning the qualifications of the personnel proposed for assignment to this task order including assurance that all information contained in the technical and cost proposals, including resumes and conflict of interest disclosures, is accurate and truthful.

WORK REQUIREMENTS AND SCHEDULE

The work specified in this statement of work (SOW) falls within Section C.3 of the basic contract's SOW. The contractor shall provide the qualified specialist, and the necessary facilities, materials, and services to assist the NRC staff in preparing for and conducting the subject Service Water System Operational Performance Inspection, and documenting the inspection activities and findings. Specific tasks under this Task Order are:

<u>Tasks</u>	<u>Scheduled Completion</u>
1. Prepare for the subject inspection by reviewing inspection related background documentation and records provided by the NRC Team Leader and prepare input to the inspection plan.	A pre-inspection visit to the site is scheduled on or about February 7-11, 1994. Inspection preparation and documentation review is scheduled to take place on or about February 14-18, 1994 in the technical specialist's office.
2. Perform the subject inspection.	The on-site inspection is to take place on or about February 21-25, 1994.
3. Prepare inspection report input.	Documentation of inspection at the technical specialist's office on or about February 28 - March 4, 1994.

NOTE: The contractor's staff will require unescorted access to the site. Prior to the start of on-site preparation, the contractor's staff is required to be available to coordinate inspection aspects, such as travel logistics, with the Team Leader. In cases where the technical specialist's office is in the proximity of the Region office, at the Team Leader's discretion, non-site activities will be conducted in the Region office. However, such cases will not involve additional travel and per diem in excess of that provided for in the "Meetings and Travel" section.

REPORTING REQUIREMENTS

Technical Reports

At the completion of Task 1, the contractor's specialist shall provide inspection plan input to the NRC Team Leader. The format and scope of this input shall be as provided by the NRC Team Leader.

During Task 2, the contractor's specialist shall provide daily reports to the NRC Team Leader. The format and scope of these reports shall be as provided by the NRC Team Leader.

At the completion of Task 2, (prior to the inspection team's exit meeting with the licensee) the contractor's specialist shall provide a draft inspection report input to the NRC Team Leader. Again, the format and scope of this input shall be as provided by the NRC Team Leader. Typically, this input will consist of a handwritten summary of the specialist's inspection findings.

At the completion of Task 3, the contractor shall deliver the specialist's final inspection report input (feeder report) to the NRC Project Manager (original and one copy) with one hard copy and one computer diskette version (WordPerfect 5.1 or other IBM PC compatible software acceptable to the NRC Team Leader) to the NRC Team Leader. The format and scope of the final report inputs shall be as provided by the NRC Team Leader.

The specialist's feeder report will serve as documentation of the specialist's inspection activities, effort, and findings, and will be used by the NRC Team Leader for the preparation of the NRC's inspection report. No further effort, including management finalization of the report, is needed beyond that one week time frame. The form and scope of the final report input shall be as provided by the NRC Team Leader. As a minimum, each specialist's report input shall include the following:

- Identity of the individuals (name, company, and title) that provided information to the specialist during the inspection.
- For each area inspected, a description of the activities and general findings and conclusions reached regarding the adequacy of the area.
- For each area with a concern or findings, a discussion of the concerns or findings with technical bases.

NOTE: The contractor is not required to undertake any further efforts toward report finalization. For example, management review of the feeder report beyond its submittal to the NRC Team Leader and Project Manager is not needed.

NRC-03-93-026, Task 20

Business Letter Reports

The contractor shall provide monthly progress reports in accordance with the requirements of the basic contract.

MEETINGS AND TRAVEL

One, one-person, five day trip to the plant site to prepare for the subject inspection.

One, one-person, five day trip to the plant site to assist the NRC in conducting the subject inspection.

The contractor's staff shall coordinate all travel arrangements in advance with the NRC Team Leader.

ESTIMATED LEVEL OF EFFORT

The total level of effort is as follows:

<u>Discipline</u>	<u>Hours</u>
Project Management	40
Mechanical Systems Engineer (one)	176
Support	10

The estimated level of effort for the specialist consists of 90 hours for inspection preparation (including 50 hours for preparation trip), 50 hours for on-site inspection activities, and 40 hours for inspection documentation at the home-office.

NRC FURNISHED MATERIAL

Documents required to prepare for the subject inspection will be provided by the NRC Team Leader.

OTHER APPLICABLE INFORMATION

The work specified in this SOW is 100% licensee fee recoverable. The contractor shall provide fee recovery information in the monthly progress reports in accordance with the requirements of the basic contract.

The contractor's specialist assigned to this task order will have to be badged for unescorted access privilege at the plant site. The contractor shall provide all documentation required for badging (as identified by the NRC Team Leader) at the plant site. Questions concerning badging and the plant site access shall be addressed to the NRC Technical Monitor.