



**PRE-PROPOSAL CONFERENCE  
AGENDA**

**SOLICITATION NUMBER:** N40080-16-P-3033

**PROJECT TITLE:** Potholes

**LOCATION:** NAS Patuxent River, NRC Solomons, Webster field.

**DATE:** 07/27/2016

*Welcome/Introductions*

*Contracting Officer/ Contract Specialist*

*Project Overview*

*Project Manager*

*Evaluation Criteria*

*Contract Specialist*

*Site Tour*

*Project Manager*

*Wrap-Up*

*NAVFAC Field Office*

***NOTICE TO PROSPECTIVE OFFERORS:***

***YOUR QUESTIONS ARE ENCOURAGED. PLEASE USE THE QUESTION SHEETS PROVIDED TO SUBMIT YOUR QUESTION IN WRITING. QUESTIONS WILL BE ANSWERED, IF POSSIBLE, DURING THE ALLOTTED QUESTION AND ANSWER PERIOD.***

***MINUTES OF THE CONFERENCE, INCLUDING QUESTIONS AND ANSWERS, WILL BE POSTED ON THE NECO WEBSITE.***

***THE SOLICITATION REMAINS UNCHANGED UNLESS AN AMENDMENT IS ISSUED.***

## AGENDA

### **1. Welcome/Introductions – Contracting Officer/Contract Specialist**

#### **a. Welcome**

Welcome to the Pre-proposal Meeting for the Potholes project.

#### **b. Attendance Roster**

Please take a moment to sign the attendance roster.

#### **c. Introductions**

#### **d. Amendments**

Be advised that unless the solicitation is amended in writing, it remains unchanged. If an amendment is issued, it will be posted on NECO and normal procedures relating to the acknowledgement and receipt of solicitation amendments shall apply.

- Minutes of the Pre-Proposal. Conference will be posted on the NECO website.  
Register at – <https://www.neco.navy.mil>

#### **e. Purpose**

This pre-proposal meeting is intended to:

- i. Provide an overview of the RFP; and
- ii. An opportunity for you to identify any issues with the RFP or ask any questions you may have with regard to the project.

## 2. Project Overview – Project Manager

### a. Project Description.

#### i. Architecture.

1. Program.
2. Interiors.
3. Furnishings.

#### ii. Engineering.

1. Civil.
2. Structural.
3. Mechanical.
4. Electrical.
5. Fire Protection.

**b. Funding Availability.** The Government's budget amount for this project is between *\$100,000* and *\$250,000*. While budget amounts are occasionally increased due to market condition changes, unforeseen costs, etc., the offerors should not assume that the funding for this project will be increased. Notification should be given to the Contracting Officer prior to the proposal submission date if an offeror believes the RFP requirements cannot be met within the stated funding limitation.

**c. Options.** If options are included they will be evaluated together.

**d. Completion Time/Phasing/Liquidated Damages.** The contract resulting from this solicitation will allow *120 calendar days after award (this includes 15 days for bond & insurance submittal)*. This time includes both design and construction. It is imperative that the prime contractor properly administers the design subcontract to ensure all design work is completed in a timely fashion. This project allows for fast tracking, which can allow for a more efficient strategy for completing the work on time. *The completion time for this project is based on our assessment of the design and construction requirements for this project.* However, if you believe that these requirements will require a longer period for completion or will result in additional proposal costs to meet the date, please notify the Contracting Officer prior to the proposal due date. If phases are included, discuss whether separate liquidated damages apply or the same rate is used for all the work.

### e. Special Issues.

- i) Security.
- ii) Required Completion Date(s).
- iii) Land Acquisition.
- iv) Permit(s).

## CONTRACT SPECIALIST BRIEF

### **3. Contract Procedures – Contract Specialist**

#### **a. Evaluation Factors**

This procurement will be evaluated based on the evaluating factors:

- i.** Award of the contract shall be based upon the best value offer using the Lowest Price Technically Acceptable (LPTA) to the Government considering all stated criteria.
- ii.** The object is to select a contractor whose proposal demonstrated the understanding and capabilities to perform the services within the time and quality requirements of the RFP and Offeror's response to the evaluating factors.
- iii.** Responses to the solicitation will be evaluated using the non-price evaluation factor Past Performance Evaluation Ratings (past performance) and price.

#### **b. Proposal Submittal Requirements.**

- i. RFI's (Request for Information) - Any RFI's must be received in writing by *Wednesday, August 10, 2016.*(NEW DATE)**
- ii. Proposals are due at (location): *Monday, August 15, 2016 by 2:00PM.* (NEW DATE)**  
The "TO" address is shown in Block 8 of the Standard Form 1442 for the solicitation. A receipt should be requested for hand deliveries.

**Please provide a copy to:**

**NAVFAC Washington  
22445 Peary Road Bldg #504  
NAS Patuxent River, MD 20670  
Attention: Dolly V. Garrison**

**Electronic copies shall be sent to [Dolly.Garrison1@navy.mil](mailto:Dolly.Garrison1@navy.mil) and [Dorothea.Holley@navy.mil](mailto:Dorothea.Holley@navy.mil)**

- iii. Representations and Certifications.**

Prospective offerors shall complete electronic annual representations and certifications at <http://orca.bpn.gov> in conjunction with required registration in the Central Contractor Registration (CCR) database. Prospective offerors shall update the representations and certifications submitted to ORCA as necessary, but at least annually, to ensure they are kept current, accurate, and complete. The representations and certifications are effective until one year from date of

submission or update to ORCA or please fill out the Reqs and Certs section in the solicitation and submit with your proposal.

**iv. Please Acknowledge any Amendments.**

**v. Acceptance of faxes:** *Facsimile copies will NOT be accepted*

**vi. Bid Bond Requirement:** None

**vii. Wide Area Work Flow (if applicable to solicitation).**

Wide Area Work Flow is the Department of Defense's (DoD's) secure Web-based system and is NAVFAC's method for electronic submissions of Vendor/Contractor invoices, government receipt, acceptance, and certification. The successful contractor will be required to utilize WAWF for invoicing (specify solicitation clause/terms).

**c. Debriefing Procedures.**

Debriefing procedures are discussed in FAR Subpart 15.5.

A **debriefing** is a meeting between Government personnel and successful or unsuccessful offerors to explain the rationale for the contract award decision, explain to unsuccessful offerors why they were not selected for award, instill confidence in offerors that they were treated fairly, assure offerors their proposals were evaluated in accordance with the solicitation and applicable laws and regulations, identify weaknesses in offeror's proposals so they can prepare better proposals in the future, reduce misunderstandings, instill confidence in the Source Selection process, and avoid the cost to both parties and the potential impact to the Navy's mission of protests.

A debriefing is not a point-by-point comparison of one offeror's proposal to another's proposal. Only the successful offeror's overall cost or price can be disclosed in the debriefing process.

A debriefing is also not a debate over the award decision or evaluation results.

Debriefings can be done orally or in writing. It is our preference to have oral debriefings so that information can be fully understood through an open dialogue. Due to the administrative burden of duplicating debriefings, an offeror will be afforded only one type of debriefing, written or oral.

Debriefings may take place before contract award (Pre-Award Debriefing) if an offeror is being eliminated from the competitive range or not continuing to Phase II in a Two-Phase Design Build procurement or after contract award (Post-Award Debriefing). Offerors should review and understand their rights as they pertain to requesting debriefings and

the limitations on information that can be released during a Pre-Award Debriefing versus a Post-Award Debriefing.

Preaward notifications are given to offerors whose proposals fall outside the competitive range to inform them that a decision has been made not to further consider their proposals for award and to prevent them from spending more time, money, and resources pursuing the acquisition from which they are being eliminated.

Within 3 days after award, the Government is required to notify in writing all unsuccessful offerors whose proposals were in the competitive range. The notice must include the number of offerors solicited, the number of proposals received, the name and address of each offeror receiving an award, the items, quantities, and any stated unit prices of each award. If the quantity of items or other factors makes listing unit prices impracticable, only the total contract price need be furnished. The items, quantities and any stated unit prices for each award must be made publicly available upon request. An offeror may request a debriefing within writing 3 days of being notified that it is being excluded from the competitive range, or that contract award has been made.

**d. Points of Contact.**

Your points of contact for this solicitation are:

**Procuring Contract Specialist: Dolly Garrison**  
**Telephone: 301-757-4810**

**Project Manager: Richard Gorman**  
**Telephone: 301-757-4783**

**e. QUESTION AND ANSWER SESSION**

**CAUTION – Today's Q&A's are not contractually binding unless provided in writing.**

## **PRE-PROPOSAL CONFERENCE GENERAL INFORMATION**

References: FAR 14.207, 14.208 and 15.201

### **Definition/Purpose:**

The pre-proposal conference is a means to brief prospective bidders or offerors and explain complicated specifications and solicitation requirements.

A conference shall never be used as a substitute for amending a defective or ambiguous solicitation. Even if a change is mentioned at a conference, it does not relieve the requirement to issue an amendment.

All interested parties shall be invited to the conference. Interested parties, include potential offerors, end users, Government acquisition and supporting personnel, and others involved in the conduct or outcome of the acquisition.

### **Determination:**

The Contracting Officer/Contract Specialist shall determine whether a pre-proposal conference is required.

### **Timeframes:**

If a pre-proposal conference is held, it shall be held after a solicitation has been issued, but before offers are due to be submitted. Normally, the solicitation is posted on NECO and prospective offerors are allowed sufficient time to review prior to the conference. Adequate time after the conference should be provided to allow contractors to prepare and submit timely offers.

The conference is normally held approximately fifteen days after the solicitation is issued. The closing date normally provides at least ten days prior to closing for any questions or comments to be issued.

### **Conference Arrangements:**

The Contracting Officer/Contract Specialist and designated representatives shall participate in the pre-proposal conference and make necessary arrangements, including the following:

- Establish time and place of the conference.
- Make conference room arrangements if held locally.
- If notice was not in the solicitation, give all prospective offerors adequate notice of the conference (time, place and nature of conference).
- Notify Government reps. It is always a good idea to have the ACO attend.
- If time allows, request that offerors submit written questions in advance.

- Prepare response to questions submitted in advance for delivery during the conference.
- Conduct preliminary meeting of Government personnel, if appropriate. Discuss limitations on information to be provided and the lead role of the Contract Specialist.
- Prepare agenda.
- Prepare attendance roster.
- Issue question sheets for questions to be submitted.
- Chair conference.
- Prepare consolidated list of questions and answers from conference and attendee list and post on NECO.

**Procedures:**

The chair is responsible for conducting the conference and will always be a warranted Contracting Officer. The introduction should include advising attendees that any remarks and explanations at the conference shall not qualify the terms of the solicitation. The terms and conditions of the solicitation remain unchanged unless the solicitation is amended in writing.

The chair must maintain control of the conference at all times. Remember that questions must be documented - so all questions should be submitted on the question sheets provided.

After the conference, the chair/contract specialist is responsible for preparing a consolidated list of questions and answers from the conference and posting it on NECO together with the attendance roster. If an amendment to the solicitation is necessary, it shall be posted separately on NECO.

The closing of the solicitation shall be adjusted to allow for timely submission of offers based on at least ten days for the contractors to submit their proposals.