

FREQUENTLY ASKED QUESTIONS

Question 1: The Proposal Submission Requirements under the Experience factor provide a description of what defines a relevant project. Does that mean that in order to be considered relevant, the projects we submit need to meet those requirements, including the project construction cost minimum?

Answer: Yes. Projects outside of the relevant project description (defined in the Experience factor proposal submission requirements) or that fall below the construction cost minimum will not be considered relevant.

Question 2: On Form SF1442 block 14, what sort of code and facility code is it asking for?

Answer: You do not need to fill out the code or facility code. You only need to provide the Offeror name and address in Block 14.

Question 3: The format for the proposal submittal is clearly outlined in the Instructions to Offerors. Are we permitted to provide a Table of Contents in addition to the required documents before Tab 1?

Answer: As noted in Section 00100 (Instruction to Offerors) of the RFP, “Offerors are asked to submit only the information/exhibits required.” Any additional information submitted, such as a table of contents, marketing brochure, etc., will not be evaluated.

Question 4: We are current and up-to-date in the System for Award Management (SAM). Does that suffice for the Representations and Certification clauses in Section 00600 of the RFP or do I still have to fill out those clauses and submit them with my proposal?

Answer: Offerors must complete and submit Section 00600 of the RFP as part of their proposal even if the Offeror is registered in SAM. Section 00600 of the RFP contains clauses which are not found in the electronic Reps & Certs in SAM; therefore, we require them to be completed and submitted as part of your proposal.

Note: The clauses found in Section 00600 of the RFP are also broken out as a separate form titled “Section 00600 – Representations and Certifications” which can be found with the other RFP Exhibits.

Question 5: Are Design Firms required to register in the SAM prior to award of this contract?

Answer: No, the Offeror receiving the contract award is required to be registered in SAM.

Question 6: Are Design Firms required to complete Online Registrations and Certifications?

Answer: No, the Offeror receiving the contract award is required to be registered in ORCA.

Question 7: I don't have any employees who are Veterans. Do I still have to submit a VETS-4212 report?

Answer: *You are subject to the **VETS-4212 Report** reporting requirements if you have:*

- 1. A current Government contract or subcontract in the amount of \$100,000 or more that was entered into **on or after December 1, 2003**; or*
- 2. A current Government contract or subcontract that was modified **on or after December 1, 2003**, and the contract or subcontract as modified is in the amount of \$100,000 or more.*

As stated in the Instructions to Offerors, "Upon the successful submission of a VETS-4212 report, federal contractors will receive an email confirmation of receipt notification for their records. Offerors shall include a copy of their confirmation notification email in their proposal as verification of submission. **DO NOT SUBMIT A COPY OF THE REPORT ITSELF.** If this requirement is not applicable to your firm, provide a statement that your firm does not have any contracts subject to this requirement."

Question 8: Are Design Firms required to comply with the provisions of FAR 22.1303?

Answer: Per FAR 22.1303, any contractor with a contract over \$100,000 must register with VETS-4212. However, for this contract, only the Offeror will be verified through VETS-4212 for compliance.

Question 9: Does one double-sided piece of paper count as one page or two pages when referring to page limits?

Answer: As stated in the RFP, PAGE is defined as "one printed side of a piece of paper. (For example, 5 pieces of paper printed on both sides would result in 10 pages of narrative.)"

Question 10: Is there a minimum number of projects we should submit for Factor 2 Experience?

Answer: Yes, as stated in the RFP, a minimum of three relevant projects is required to be submitted for experience. The definition of relevance is specified in the evaluation factor.

Question 11: If we are submitting as a Joint Venture, does each JV partner submit 5 projects or is it a total of 5 projects between the two firms?

Answer: As stated in the RFP, you can submit a combined maximum of five projects for the Joint Venture. This does not mean five projects for each JV partner. If more than five total projects are submitted for the evaluation of the JV firm, only the first five projects will be evaluated.

Question 12: If we are submitting as a Joint Venture, do all joint venture partners need to demonstrate relevant experience?

Answer: Yes. As stated in the factor, relevant projects shall be submitted for each partner. As stated in the RFP, you can submit a combined maximum of five projects for the Joint Venture. This does not mean five projects for each JV partner. If more than five total projects are submitted for the evaluation of the JV firm, only the first five projects will be evaluated.

Question 13: Might the Offeror receive a higher score if a Joint Venture is proposed for the Offeror? Might the Offeror receive a lower score if a Joint Venture is NOT proposed?

Answer: No. The JV will be evaluated in the same way as any Offeror.

Question 14: Can the aggregate of an IDIQ or MACC contract count as a single project experience?

Answer: No. As stated in the RFP, PROJECT is defined as “A design-build or a fully designed construction activity or task, with a single starting point and a single ending point.” No credit will be given for work performed under MACC/IDIQ contracts in the aggregate, for multiple projects completed under more than one task/delivery order.

Question 15: Are Construction Management at Risk and Design Assist considered Design-Bid-Build or Design-Build?

Answer: Construction Management at Risk and Design Assist are considered “other”.

Question 16: Will projects that are 90% complete be considered relevant for this RFP?

Answer: No. As stated in Factor 2, “Projects submitted for the Offeror shall be completed within the past five (5) years of the date of issuance of this RFP.”

Question 17: Can a project for which design was completed by the design firm(s) prior to the five-year period be submitted as long as construction was completed within the allowable 5-period?

Answer: No. As stated in Factor 2, “the design portion of the contract shall have been completed within the past five (5) years of the date of issuance of this RFP.”

Question 18: Can the construction cost (award amount) shown on Attachment C include escalation to today's dollars?

Answer: No. The award amount and final cost must be as specified on the contract documents.

Question 19: Can we include photos as part of the description of the project on Attachment C?

Answer: Photos are not requested for Exhibit B and will not be evaluated. We recommend that you not alter the content or format of the Exhibits. Individual blocks on the Exhibits may be expanded; however, page limits, if stipulated, must be adhered to.

Question 20: Can an Offeror or Design Firm submit a CCASS evaluation for a project where they performed as a subcontractor?

Answer: Yes, but the CCASS evaluation must identify the name of the Subcontractor (Offeror) or design firm in the evaluation and provide information to evaluate the Subcontractor's (Offeror's) or design firm's performance on the project. If it does not identify and evaluate the Offeror's performance, then a Past Performance Questionnaire (PPQ) should be submitted.

Question 21: If an Offeror or Design Firm was a subcontractor on a project, should the PPQ be completed by the prime contractor?

Answer: No. The PPQ should be completed by an owner representative or contract administrator.

Question 23: Will the government allow Offerors to include previously completed Past Performance Questionnaires from the same customer points of contacts in lieu of new Past Performance Questionnaires? Can these be US Corp of Engineer surveys that have slightly different questions?

Answer: Yes, it is acceptable to submit previously completed Past Performance Questionnaires, as long as the evaluations assign an overall rating and cover the same criteria as the PPQ form included with the RFP. If the questionnaire submitted is not similar, it may not be considered.

Question 24: If we are unable to obtain a completed PPQ from a client for one of our projects before the proposal due date, what do we need to include on the first page of the PPQ that we submit in the proposal for that project?

Answer: Offerors are **strongly encouraged** to include **fully completed** PPQs in their proposals. If, however, you are unable to obtain a completed PPQ from a client for a project, as stated in the RFP, "the Offeror should complete and submit with the proposal the first page of the PPQ, which will provide contract and client

information for the respective project(s). The Government may make reasonable attempts to contact the client noted for that project(s) to obtain the PPQ information. However, Offerors should follow-up with clients/references to help ensure timely submittal of questionnaires.” When filling out and submitting the first page of the PPQ, you **MUST COMPLETE BLOCKS 1 – 5, INCLUDING THE CLIENT CONTACT INFORMATION** so that we know who to contact to attempt to obtain PPQ information.

Question 25: How many Past Performance Questionnaires can we submit for each project?

Answer: Only one past performance evaluation will be considered per project. If more than one past performance evaluation is included, only the first will be considered. Note that if a PPQ is provided, but an evaluation exists in the CCASS system, the CCASS evaluation will supercede the PPQ.

Question 26: For Factor 4, Safety, what if we don't have EMR or DART information to submit?

Answer: As stated in the factor, if you have no EMR or DART, affirmatively state so, and provide an explanation in your proposal. Any explanation of rates or extenuating circumstances will not count against the two-page limitation for the Technical Approach to Safety narrative.

Question 27: For the EMR and DART rates, is it required that the information be presented on official documents (i.e. letterhead)?

Answer: The EMR and DART rates are not required to be presented on official documents/letterhead.

Question 28: For EMR and OSHA DART Rate, is the page limit for this information one page, in addition to the two pages allocated for the Technical Approach for Safety?

Answer: The EMR and DART rates are to be provided separately from the Safety Narrative, and do not count against the page limitation for the narrative.

Question 29: How do we deliver the proposals?

Answer: Proposals may be mailed or hand delivered to Naval Facilities Engineering Command Southwest. As noted in Section 00100 (Instruction to Offerors) of the RFP “It is an Offeror's responsibility to deliver its proposal to the proper place at the proper time which includes allowing a reasonable amount of time for the delivery of the proposal (FAR 15.208(a)). Proposals that are received after the stated date and time in Block 13 of the SF1442 will not be considered.

Offerors shall ensure that proposals are mailed or sent by courier in a timely manner to be delivered to the NAVFAC Southwest facility no later than the date

and time stated in Block 13 of the SF1442. Proposals may be mailed to the following address:

Naval Facilities Engineering Command Southwest
Central IPT / Code: OPAA.MC
Attention: Melinda Cabrera
937 Harbor Drive, Bldg 1, 3rd Floor
San Diego, CA 92132-5190

Proposals must be clearly marked on the outside of the package with the solicitation number.

Offerors intending to deliver the proposals in person to the facility at the address above are cautioned that this NAVFAC Southwest facility is located in downtown San Diego, and that there is currently construction on Harbor Boulevard as part of the North Embarcadero Visionary Plan. It is recommended that the Offeror allows for delays in driving through downtown San Diego caused by traffic (both freeway and downtown), train/trolley crossing, parking at the pay lots/meters near the facility, construction and road closures, and gaining access to a secure Government facility. No parking or offloading of proposals is available at this location.

Question 30: Is a typed/electronic signature acceptable on a past performance questionnaire?

Answer: No. A signed copy must be provided. If the signature appears questionable, the evaluator may be contacted to verify the information.