

DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND, HAWAII
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JBPHH, HAWAII 96860-3139

Notice No. 4
29 April 2015

RFP NO. N62478-15-R-2440, INDEFINITE DELIVERY/INDEFINITE QUANTITY
RETRO-COMMISSIONING SERVICES, OAHU, HAWAII

The following are answers to questions and comments regarding the subject solicitation.

**ANY STATEMENTS OR REPRESENTATIONS MADE IN ANSWERING THE
QUESTIONS DO NOT ALTER OR WAIVE SPECIFICATION REQUIREMENTS.**

1. Q: Does the following clause from the RFP indicate that all persons working on-site under the planned contract must be residents of the state of Hawaii?

52.222-7000 RESTRICTIONS ON EMPLOYMENT OF PERSONNEL
(MAR 2000) [See DFARs Subpart 222.70 for applicability]

(a) The Contractor shall employ, for the purpose of performing that portion of the contract work in the State of Hawaii, individuals who are residents thereof and who, in the case of any craft or trade, possess or would be able to acquire promptly the necessary skills to perform the contract.

(b) The Contractor shall insert the substance of this clause, including this paragraph (b), in each subcontract awarded under this contract.

A: See DFARs Subpart 222.70 for applicability.

2. Q: Section L, 5252.215-9300, b.(1)(c) states the pricing must be submitted using the Excel file "Offeror Pricing Schedule." Please provide Excel file.

A: Excel file is located under "Documents, Click here for Additional Documents."

3. Q: Is it possible to get editable version (Microsoft Word) of "Attachment A: Corporate Experience List," "Attachment B: Key Personnel Experience List", and "Attachment C: NAVFAC/USACE Past Performance Questionnaire"?

A: Offerors may submit the information required by the Attachments on separate sheets, however all information required by the forms must be submitted.

4. Q: The square footage values in ATTACHMENT J-0200000-06 do not seem to correlate to the square footage values in Attachment J-0200000-05. The cost per square foot will vary with the specified building types, but will also vary greatly based on the square footage to be retrocommissioned (i.e. the greater the square footage the lower the cost per square foot). Can the actual list of anticipated buildings be defined in the cost template so that accurate costs per square foot may be provided?
- A: The subject solicitation is an indefinite delivery/indefinite quantity contract. Services will be ordered as needed. The Exhibit Line Items in Attachments J-0200000-06 through J-0200000-10 are the line items the Government will use to order the services when required. These are estimated quantities. See Section 0200000, spec item 2.14.
5. Q: Can clarification be provided regarding the invoicing instructions? Will partial payments be provided for the percentage of work completed for a specific task or must an entire task be completed to be invoiced for payment?
- A: See Section G, "Invoicing Instructions" and "Payment" paragraphs.
6. Q: On Attachment B: Key Personnel Experience List, is the reference to "***custodial/grounds/_____*** work" in the 5th and 6th columns correct?
- A: Those are examples.
7. Q: Factor 3, Safety – For the DART Rate, we are a small company. How do we get that rate?
- A: See Section L, FAC provision 5252.215-9300, Content of Proposals, paragraph c.(3)(a)(2).
8. Q: Attachments J-0200000-06 through J-0200000-10, ELIN Nos. 716 and 717, what trade code should the rates be based on?
- A: Based on the scope of work in the contract, the offerors shall use their own judgment on what labor rates to use for ELINs 716 and 717. Also, see Section I, FAR Clause 52.222-42, Statement of Equivalent Rates for Federal Hires, which identifies the classes of service employees expected to be employed under the contract if they were employed by the contracting agency.
9. Q: Factor 4, Past Performance – Will you accept CCASS vice CPARs evaluations?

- A: Per Section L, FAC Provision 5252.215-9300, Content of Proposals, paragraph c.(4)(a)(1), "IF THERE IS NOT A COMPLETED CPARS EVALUATION, the Past Performance Questionnaire (PPQ) included in the solicitation is provided for the offeror or its team members to submit to the client for each project the offeror includes in its proposal for Factor 1, Corporate Experience. AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE. The Government will not consider PPQs for projects for which completed CPARS are available."
10. Q: If the prime contractor does not have corporate experience for projects with a value of \$500,000.00 or more but the subcontractor has projects that exceed that amount, will this be acceptable?
- A: Per Section M, Evaluation Criteria, paragraph c.(1)(a), "The Government will consider corporate experience and Project Manager and Quality Manager of subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the acquisition." And paragraph b.(3), "Contracts and/or subcontracts will be considered relevant if:...(3) it was valued at \$500,000 or more per year. The dollar value is based on amount for standalone projects or multiple projects that collectively equate to \$500,000 or more per year and were on-going concurrently."
- Also, please see Section I, FAR Clause 52.219-14, Limitations on Subcontracting.
11. Q: Will the Government provide an Excel pricing Spreadsheet as referenced in the RFP?
- A: Excel file is uploaded on NECO. It is located under "Documents, Click here for Additional Documents."
12. Q: How many copies of the proposal volumes need to be submitted? Does anything other than the excel spreadsheet have to be submitted on CD?
- A: See Section L, FAC 5252.215-9300 which states "Submit one set of the price proposal and the non-price proposal in separate 3-ring binders. The complete price and non-price proposals shall be separated into folders entitled "Price Proposal" and "Non-Price Proposal." Please do not submit additional copies.
13. Q: Will questions be allowed past the day of the conference to allow questions to be asked related to the site visit? If so, when is the due date?

- A: As stated in the pre-proposal conference, due date was 4/21/15.
14. Q: Who attended the pre-proposal conference?
- A: The Government does not publish the site visit and pre-proposal attendance sheets.
15. Q: What was the total GSF of the previous contractor's last year Maximum Net Amount?
- A: That information is not available.
16. Q: What was the SOW for the previous contractor's last year?
- A: Please submit a request under the Freedom of Information Act (FOIA). The FOIA website is <http://www.foia.navy.mil>.
17. Q: Is there an explanation for difference between the 1,062,217 SF shown for "Potential Retrocommissioning Services" and the 1,730,155 SF shown for eight building types in ELINs A700 – A719?
- A: See answer to Question no. 4.
18. Q: How many buildings were assigned for RCx to the previous contractor for each of their Base and Option years?
- A: That information is not available.
19. Q: What was the total SF and price of the previous contractor's last year actual awarded task orders?
- A: Please submit a request under the Freedom of Information Act (FOIA). The FOIA website is <http://www.foia.navy.mil>.
20. Q: Section B "Contract Line Items, Subline Items and Exhibit Line Items" refers to Attachments 0200000-06 through -10. Each of those Exhibit Line Item forms refers to "Section C, Spec Item 4". Can you direct us to Section C, Spec Item 4?
- A: See Annex 1501000, Facility Management, Spec item 4.
21. Q: Will any buildings be repeated for RCx Task Orders in Option Years?
- A: Option year requirements are unknown at this time and the Government will order the subject services as required.

22. Q: For each of the boilers, chillers, AHUs, thermostats, VAV boxes, pumps tell us which are on the EMS?
- A: That information may be available when/if a task order is placed.
23. Q: Will NAVFAC accept bids from prime contractors who were not present at the site walk?
- A: NAVFAC Hawaii will accept proposals received by the proposal receipt date and time indicated in the solicitation.
24. Q: Can you provide a list of individual buildings, square footage, and type that are potential buildings to be included in a given task order? The provided list should clarify why Attachment J-0200000-05 identifies eleven buildings totaling 1,062,217 square feet, but then Attachment J-0200000-06 identifies a total of 1,730,155 square feet.
- A: The Government could order any combination of buildings. See answer to Question No. response 17.
25. Q: Attachment J-0200000- 06, -07, -08, etc. Attachment J-0200000-06 identifies a total of 1,730,155 square feet of potential facility floor area for the assessment. Does 1,730,155 square feet reflect the maximum square footage anticipated for the duration of the IDIQ? Or is 8,650,775 (base plus 4 option periods) the maximum square footage anticipated for the assessment?
- A: The Estimated Quantities listed on Attachments J-0200000-06 through J-0200000-10 are maximum quantities for each period (i.e., Attachment J-0200000-06 lists that maximum quantities for the base period, Attachment J-0200000-07 lists maximum quantities for Option Period 1, etc.).
26. Q: For each building under consideration, please provide an existing equipment list where available. Include: AHUs, Chillers, Boilers, Pumps, terminal units, etc. along with equipment sizes where available.
- A: See answer to Question No. 22.

27. Q: For each building under consideration, please tell us whether the building has a DDC system that controls HVAC equipment. If so, please indicate: make and vintage of the front end, which equipment is controlled by front end, which equipment is monitored by front end, existing capability of EMS trending and archiving.
- A: See answer to Question No. 22.
28. Q: Page 17 of 84, "Office of Contractor": States that Contractor shall: "Maintain an office or place of business on the island of Oahu, Hawaii, manned during all regular working hours, and at any time whatsoever when work is in progress, equipped with telephone service at which toll-free or collect calls will be accepted for ordering work or any other purpose in connection with the work. Maintain an emergency telephone for other than regular working hours. Submit to the Contracting Officer the address and telephone number of the normal business office and emergency telephone number within fifteen calendar days after award of this contract and immediately after any changes."
1. Please confirm that this applies for the duration of the Contract and not just to times when work is being conducted on-site.
 2. Please confirm that this must be manned by employees of the Contractor and not its subcontractors.
- A: As stated in "Office of the Contractor", Maintain an office or place of business on the island of Oahu, Hawaii, **manned during all regular working hours, and** at any time whatsoever when work is in progress. The Government deals with the prime contractor and not the subcontractor.
29. Q: Page 77 of 84, "Factor 1, Corporate Experience" What portion of the \$500,000.00 value of similar scope RCx contracts must be that of the prime Offeror/Contractor as opposed to subcontractors?
- A: See answer to question no. 10.
30. Q: Pg 72, para 52.215-22/pg 27, para 1, Page 27 specifies that offeror shall incur at least 50% of contract performance. Page 72 states that if offeror subcontracts more than 70%, they must identify in it's proposal. Conflicting statements. Please clarify which statement applies.
- A: See Amendment No. 0001 which deletes FAR Provision 52.215-22.

31. Q: Attachment J-0200000-05/J-0200000-06. Attachment 05 lists 11 existing buildings with square footage. Attachment 06 lists types of buildings with square footage. How are they related as square foot quantities do not match? What is the minimum square foot award per building type we can assume?
- A: See answer to Question No. 17.
32. Q: Same as question 32 above. Work required with government security escorts. How do we separate pricing for buildings that require escorts and additional access coordination? Should there be two costs per square foot (normal and security access)?
- A: No, the solicitation requires one unit price per line item, and offerors should take this into consideration in preparing its proposal.
33. Q: Page 210 of 227, c.1.a.2 and page 20 of 227, 2.7.1.2. c.1.a.2 states that "You must submit a separate 'Key Personnel Experience List' for both the Project Manager and Quality Manager." However Spec Item 2.7.1.2 states that "The QCM may be the same person as the project manager." If we plan to have the same person fulfill the roles of PM and QCM, would we need to provide a duplicate of the Key Personnel Experience List for the individual?
- A: May submit one list, however as stated in Section M, Evaluation Criteria, this person must have experience as both a Project Manager and a Quality Manager meeting the stated requirements.
34. Q: We understand that Attachment B shall be completed for the Project Manager and Quality Control Manager only. Please confirm this is correct.
- A: Yes, however See Section L, FAC Provision 5252.215-9300, which states "You must submit a separate "Key Personnel Experience List" for both the Project Manager and Quality Manager. If you submit the list for only one position, it will not be considered."
35. Q: During site visit briefing, it was stated that the Prime 8(a) contractor needs to show corporate experience in completing \$500,000 of retro-commissioning/ commissioning work within a 12 month period. Can the experience of a subcontractor be used by the prime to help meet this requirement or must the prime show this experience?
- A: See answer to question no. 10.

- 36: Q: Is the required corporate experience of \$500,000 only for retro-commissioning and commissioning projects? Can other energy related work such as building energy audits be used to meet this requirement?
- A: See Section L, FAC Provision 5252.215-9300, Content of Proposals, paragraph c. (1) (a) (1). Energy audits are not considered as meeting requirement.
- 37: Q: Page 80 of the solicitation states that “The Government will award a contract resulting from this solicitation to the responsible offeror whose offer provides the best value to the Government, price and other factors considered.” We heard a lowest price technically acceptable plan at the site visit. Please confirm that lowest price will serve as the contract awarding criterion provided that the offeror is technically qualified.
- A: See Section M, Basis for award, paragraphs d., e. and f.
38. Q: What is the required Occupation Codes for A716 and A717 in the pricing sheet?
- A: See answer to question No. 8.
39. Q: If a Joint Venture is formed between an 8(a) company and a non-8(a) company after the RFP pre-solicitation date, is the Joint Venture allowed to submit a proposal as an 8(a) company?
- A: If submitting a proposal as a Joint Venture, the proposal shall be submitted in the name of the Joint Venture entity by the proposal receipt due date and time specified in the solicitation.
40. Q: If a Joint Venture is formed between an 8A company and a non 8A company after the RFP solicitation date, is the Joint Venture allowed to submit a proposal as an 8A company?
- A: See answer to question no. 39.
41. Q: RFP page 77: Non Price Proposal Factor 1 Corporate Experience List: Question: Are Energy Audit Projects, Energy Efficient HVAC Retrofit Projects considered towards meeting Corporate Experience.
- A: See Answer to Question No. 36. Retrofit projects are not considered as meeting requirement.

42. Q: Attachment J-1501000-01. Please confirm for pricing purposes are we to assume every type of building (office buildings, industrial buildings, retails stores, food services, barracks, data centers, and warehouses) are connected to a central BAS system.
- A: See answer to question no. 22.
43. Q: Attachment J-1501000-01, I. INTRODUCTION, paragraph 4. Please confirm for pricing purposes are we to assume every type of building (office buildings, industrial buildings, retails stores, food services, barracks, data centers, and warehouses) has a lighting control system.
- A: See answer to question no. 22.
44. Q: Attachment J-1501000-01, General. Please confirm for pricing purposes are we to assume every type of building (office buildings, industrial buildings, retails stores, food services, barracks, data centers, and warehouses) has renewable energy.
- A: See answer to question no. 22.
45. Q: Attachment J-1501000-01, Please confirm for pricing purposes are we to assume every type of building (office buildings, industrial buildings, retails stores, food services, barracks, data centers, and warehouses) has a Domestic Water/boiler System.
- A: See answer to question no. 22.
46. Q: Attachment J-1501000-01, page 6 of 9, Execute Test and Balance Assessment Survey wherever TAB is referenced. For Bidding purpose: Will all building types require the retro-Cx agent to perform Testing, Adjusting, and Balancing (TAB) of the existing air distribution systems, and what CLIN does the work fall under?
- A: See Annex 1501000, paragraph 2.5 for RCx in the investigation/implementation phase and ELIN items 708 through 715 for building type as applicable.
47. Q: Attachment J-1501000-01, page 6 of 9, , Execute Test and Balance Assessment Survey wherever TAB is referenced. Will all building types require TAB of existing hydronic water distribution systems.
- A: Hydronic balancing shall be performed where applicable and that information will be provided if/when an order is placed.

48. Q: Clin Schedule Elin A717. Please confirm if minor repairs (32 man hours) are to be included in the scope of work (e.g. replace dampers/valves/sheaves), only once per building type, not 32 man hours per each deficient condition. We will not know until after our investigation how many deficient conditions are existing.
- A: See "Description Extended" for Exhibit Line Item A717 which states, "Provide labor to perform unforeseen repairs where labor has exceeded 32 labor hours for each deficient condition."
49. Q: Attachment J-1501000-01. For Bidding purpose: In buildings connected to BAS and with multiple non-life safety / non-critical equipment (e.g. office/apartment heat pumps or VAVs), please confirm that Sampling strategy of 20% is acceptable for commissioning pre-functional and functional testing.
- A: See Annex 1501000, spec item 2.3.1, Workmanship and Material Standards and Attachment J-1501000-01, Retro-Commissioning Project Scope of Work and Assumptions (pages 6 and 7 of 9).
50. Q: Attachment J-1501000-01. For bidding purpose: Please confirm the maximum number of buildings that may be under repair/renovation/being Retro-Cx'd simultaneously.
- A: Information not available.
51. Q: Attachment J-1501000-01. For bidding purpose: Please confirm whether final as-buils of repaired/renovated/Retro-Cx'd systems are within the scope of work. If yes, please confirm whether 1) PDF's are available?, and 2) if red-lines of existing PDF's drawings are acceptable?
- A: See Annex 1501000, paragraph 2.3.1, Workmanship and Material Standards and Attachment J-1501000-01, Retrocommissioning Project Scope of Work and Assumptions. If as-buils are needed in the Final Report, you should include them. PDFs may be available for particular buildings and can be requested at the the time an order is placed
52. Q: SF 33, SOLICITATION, OFFER AND AWARD. Bid date states Sunday May 3rd. Please confirm when the proposal is due. 1) Is it possible to have the due date late in the week to allow for overnight delivery scheduling? 2) Will an extension of time be allowed for the receipt of Governments response to RFI's?
- A: See Amendment No. 0001.

53. Q: Attachment J-1501000-01. For bidding purpose: Please confirm whether pre-trending of existing BAS buildings is required prior to start of work. If required, please confirm whether NAVFAC or the contractor is required to perform/setup pre-trends and what CLIN it is in?
- A: See Annex 1501000, paragraph 2.3.1, Workmanship and Material Standards and Attachment J-1501000-01, Retrocommissioning Project Scope of Work and Assumptions.
54. Q: Attachment J-1501000-01. For bidding purpose: Please confirm whether NAVFAC or the contractor is required to perform/setup post-trends after completion of Retro-Cx and other affiliated repairs/renovations and what CLIN it is in?
- A: See answer to question no. 53.
55. Q: Attachment J-1501000-01. Please confirm if NAVFAC Facilities will operate any proprietary control programs.
- A: See Attachment J-1501000-01, page 6 of 9, for DDC requirements. Some NAVFAC facilities may operate proprietary control programs and that information will be provided if/when a task order is placed.
56. Q: Attachment J-1501000-01. Please confirm that multiple buildings will be made available at a time during each project phase (e.g. site investigations, repairs/renovations, TAB, Retro-CX).
- A: See answer to Question No. 22.
57. Q: CLIN Schedule. Elin A716 says to include 2,500 HR, which trade are we to assume?
- A: See answer to question no. 8.
58. Q: CLIN Schedule. Elin A717 says to include 250 HR, for bidding purpose, what trade code are we to assume? Plumber or Sheet metal worker, or other? Please specify
- A: See answer to question no. 8.
59. Q: The RFP is not clear regarding the Bonding Requirements. Will you please clarify the following bonds? Which are required? 1) Bid Bond? 2) Performance and Payment Bond?

- A: No bonds are required for the subject solicitation.
60. Q: The RFP lists due date as Sunday, May 3rd. Can you please let us know if this date will be moved to a business day or if it will remain on May 3rd. Additionally, would you be willing to consider proposals after this due date?
- A: See Amendment No. 0001 for revised proposal receipt date. For proposal receipt, please see Section L, FAC Provision 52.215-1, Instructions to Offerors—Competitive Acquisition, paragraph (c)(3)
61. Q: My firm was recently inducted in the 8(a) program, so I did not learn of this bid until a few days ago and unfortunately I missed the site visit that was arranged a few days back. Is there any chance we can speak with someone familiar with the buildings and the equipment? This will help us greatly understand the level of effort required and help us with pricing.
- A: This is an indefinite delivery/indefinite quantity contract. Services will be ordered as required. Should services be required, the Government may conduct a site visit at that time.
62. Q: I am partnering with a subcontractor that is an engineering firm with significant retro-commissioning experience including the Marine Corps facilities in Hawaii. I believe that their experience meets all the requirements of your RFP. However, I do not have the level of experience (in terms of the dollar amount) that RFP lists. Will this be an issue during our proposal review? Please note that I am working with the SBA and my subcontractor on the SBA's Mentor-Protege program. After SBA approves our application, we will be able to participate as a JV.
- A: See answer to question no. 10.
63. Q: Our subcontractor has submitted a PPQ for a different proposal a few months back. Can we use that PPQ for your RFP. If not, can you use the PPQ while we work to get you a new PPQ?
- A: See Section L, FAC Provision 5252.215-9300, Content of Proposals, paragraph c.(4)(a)(1) and (2).
64. Q: The facility square footages listed on page 164 of the RFP does not match with the square footages for buildings listed on subsequent pages (pages 165 to 174). Can you provide clarification?
- A: See answer to Question No. 17.

65. Q: The attachments on pages 165 to 174 list the same activities for each of the option years. Is this the intended action that you would like the selected company to follow.

A: See answer to Question no. 4.

66. Q: Section M, Evaluation Criteria, paragraph c, Factor 1. We have many years of prime experience in O&M and Operational Support Services, but no contracts that were under the guidance of one of the acceptable commissioning organizations. Our team partner does have many contracts, including ones in HI, that they have completed as the Retro Commissioning Authority. The RFP does not address how the government will evaluate the Corporate Experience of a team. We recently had a very similar situation and the Evaluation of Corporate Experience was based on the whole of the team. We would like to know if this is possible.

A: As stated in Section M, Evaluation Criteria, “The Government will evaluate the offeror’s relevant corporate experience on commissioning and/or retro-commissioning contracts or subcontracts performed under the guidelines of one of the following approved commissioning organizations: AEE, ASHRAE, ACG, BCA, NEBB, UWM...” It further states “The Government will consider corporate experience and Project Manager and Quality Manager of subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the acquisition.”