



SYNOPSIS

INDEFINITE DELIVERY/INDEFINITE QUANTITY CONTRACT FOR ENGINEERING AND DESIGN SERVICES FOR INDUSTRIAL AND RESEARCH FACILITIES FOR WORK LOCATED PRIMARILY IN THE NAVFAC WASHINGTON'S AOR, BUT MAY ALSO INCLUDE WORK WORLDWIDE.

Solicitation No: N40080-16-R-0451
Agency: Department of the Navy
Office: Naval Facilities Engineering Command
Location: NAVFAC Washington

I. General Information:

ALL INFORMATION NEEDED FOR INTERESTED PARTIES TO SUBMIT A STANDARD FORM SF 330, ARCHITECT ENGINEER QUALIFICATIONS IS CONTAINED HEREIN. THERE IS NO SEPARATE REQUEST FOR PROPOSALS (RFP) PACKAGE TO DOWNLOAD.

This procurement will result in one Indefinite Delivery/Indefinite Quantity (IDIQ) contract for multi-discipline Architect-Engineering (A&E) services for Industrial and Research Facilities located in the Naval Facilities Engineering Command (NAVFAC) Washington's area of responsibility (AOR) including Washington, DC, Maryland and Virginia, but may also include work worldwide. Services will be procured in accordance with the Brooks Act as implemented by FAR Subpart 36.6. The IDIQ contract will be for a base period of one year and four one-year option periods. The combined total amount that may be paid (including option years) will not exceed \$75 million. The guaranteed minimum for the entire contract term (including option years) is \$25,000 and will be satisfied by the award of the initial task order. The options may be exercised within the time frame specified in the resultant contract at the sole discretion of the Government subject to workload and/or satisfaction of the A&E performance under the subject contract. Firm-fixed price task orders will be negotiated for this contract. There will be no dollar limit per task order and no dollar limit per year up to a maximum of \$75 million for the entire contract term. Estimated start date is in fourth quarter 2016.

This proposed contract is being solicited on an UNRESTRICTED basis; therefore, replies to this notice are requested from all business concerns. The Small Business size standard classification is North American Industrial Classification System (NAICS) Code 541330, Engineering Services. The Government seeks the most highly qualified firm to perform the required services, based on the demonstrated competence and qualifications, in accordance with the evaluation criteria. The Government makes no representation as to the number of task orders or the actual amount of work to be ordered.

The type of services expected to be performed under this contract are:

- Design of single or multi-story, high bay, masonry concrete, steel, wood and pre-engineered types of structures and facilities.
- Design of Industrial and/or Research facilities such as: water and sewer plants, power generation plants, hangars, airfield runways, taxiways and aprons, magazines, waterfront facilities, specialized training facilities, production and maintenance facilities, site improvements, research, development, and training (RD&T) facilities, fire and rescue facilities, communication facilities, training and instructional facilities, wet labs, electronic laboratories, and SCIF buildings.
- Wide range of facility designs in explosives safety support for RDT&E and manufacturing processes involving energetics and industrial chemicals. Such processes may range from laboratory-scale research and development

to full-scale production, testing, storage, transport, and decontamination/disposal. Scope involves working within the constraints of explosives safety quantity-distance (ESQD) arcs and conforming to the requirements of NAVSEA OP-5 (Ammunition and Explosives Ashore, Safety Regulations for Handling, Storing, Production, Renovation, and Shipping) , the National Environmental Policy Act (NEPA) and all associated federal, state and local requirements; including the MCO 8020.10, Marine Corps Explosives Safety Management Program. Preparation and review of Preliminary and Final Explosives Site Safety Approvals in accordance with NAVFAC Regional Planning Instruction 11010.45 and NAVSEA OP-5, and demonstrated experience in the development of construction document packages for approval by the Naval Ordnance Safety and Security Activity (NOSSA), Marine Corps System Command (MARCORSYSCOM), and the Department of Defense Explosives Safety Board (DDESB). The work may also include miscellaneous explosives safety services.

- Depending upon the projects, consultations with regulatory agencies, such as the U.S. Fish and Wildlife Service (USFWS), state historic preservation offices (SHPO), and state environmental agencies will be required.
- Anti-Terrorism/Force Protection considerations including UFC-DoD Minimum Standards for Buildings (most recent version).
- SCIF buildings, renovated buildings that incorporate progressive collapse design, Intrusion Detection Systems (IDS) and related features, in accordance with NAVY/DoD related criteria.
- Facility projects that incorporate photovoltaic systems, new non-fossil fuel technologies for facilities such as wind and solar projects, and design of geothermal systems.
- Preparation of miscellaneous studies, preparing Requests for Proposals (RFP) for Design-Build projects, and design and documentation for Design-Bid-Build projects.
- Preparation of MILCON DD1391 Documentation, specifically Budget Final 1391 (including all requirements of the Region/FEC 1391) in accordance with the MILCON Team Planning and Programming Process (MTP3.)
- Design services including programming, design and engineering concepts, contract documents, construction cost estimates, surveys, shop drawing reviews, construction consultation and inspection, preparation of construction record drawings; O&M/OMSI manuals and similar types of work, may be required at any time up to the final acceptance of all work.
- Preparation of comprehensive storm water management and Low Impact Development (LID) plans that are required for the State of Maryland, the District of Columbia, and the Commonwealth of Virginia or other comprehensive storm water management plans for localities as may be required for other NAVFAC Atlantic sites.
- Interior design services including design, specification, procurement, installation coordination, and construction management services for both interior space and furniture systems.
- Coordination with the various regulatory agencies in the Washington metropolitan area, including submittals preparation, presentation and approvals with the National Capital Planning Commission, the corresponding SHPO's in DC, Maryland, and Virginia, the U.S. Commission of Fine Arts, and the Maryland National Capital Parks and Planning Commission.
- Coordination with regional government, transportation, and utility agencies such as DDOT, MDOT, VDOT, DOT, FHA, WSSC, DC Water, PEPSCO, Dominion Power, Washington Gas, Verizon, Comcast, Cox, etc.
- Addressing hazardous materials that may exist at various project sites such as conducting surveys, testing, sampling, developing removal procedures, and preparation of associated contract documents. Possessing all hazardous materials licenses and/or accreditations necessary for the locality of the potential project site will be a contract requirement.

- Work may also be associated with other NAVFAC Atlantic sites. The type of work primarily includes design and engineering services for new construction, major renovations, and alterations for projects with a construction cost ranging from \$5M to \$50M with, the potential for larger projects, and may include projects that are large in size and/or technically complex.

SELECTION CRITERIA AND SUBMITTAL REQUIREMENTS: Standard Form 330s will be evaluated to determine the most highly-qualified firm based on criterion responses. Brooks Act (PL 92-582) and Federal Acquisition Regulations (FAR) Subpart 36.6 selection procedures apply. The A&E must demonstrate the team's qualifications with respect to the published evaluation criteria. Failure to provide complete submission information defined in the evaluation criteria below or failure to comply with the instructions in this notice may affect a firm's qualification ratings or eliminated from consideration. Evaluation criteria (1) through (5) are considered most important and are considered equal in value; criteria (6) and (7) are of the lesser importance and will be used as a tie-breaker among technically equal firms. Specific evaluation criteria include:

1. Specialized Experience
2. Professional Qualifications and Technical Competence
3. Past Performance
4. Quality Control
5. Program Management and Capacity
6. Commitment to Small Business
7. Volume of Work

Criterion 1 —Specialized Experience (SF 330 Part I, Section F):

Firms will be evaluated on specialized experience and technical competence in performance of services similar to those anticipated under this contract and evaluation of:

1. Specialized experience of the firm, including subcontractors, and the proposed project team (the team/office actually accomplishing the work) in providing complete architectural and engineering services for the requirements as described above. The successful firm will demonstrate team collaboration for the projects provided in their offer
2. Experience with the requirements of Design Build and Design Bid Build master specifications/RFP Templates (available at <http://wbdg.org/ndbm/>) and the SUCCESS, PACES and RS Means cost estimating systems.
3. Demonstrate experience with construction cost estimates and cost estimate reviews for projects. Experience in applying sustainability concepts through an integrated, cost effective design approach and designing in accordance with recognized sustainability rating systems such as Green Globe, LEED, or other rating classifications. Firms will be evaluated in terms of their knowledge and demonstrated experience in applying sustainability concepts and solutions through an integrated design approach and designing in accordance with the U.S. Green Building Council, Leadership in Energy and Environmental Design (LEED) Green Building Rating System, Green Globes, or other Third Party Certification Systems. Identify examples indicating design team (including consultants) experience and concepts employed, LEED, Green Globes, or other Third Party Certification (TPC) Systems, and certified professionals proposed for this contract. Sustainable design systems, materials, and components are required during the design and engineering work for projects. Demonstrate a minimum of one (1) LEED Silver or Green Globes, or other certification, for a project,

Submission requirements: Provide a total of **10** projects with the design completed within the past 7 years immediately preceding the date of issuance of this notice that best demonstrate specialized experience of the proposed team in the areas outlined above.

All projects provided in the SF 330 must be completed by the office/branch/regional office/individual team member actually proposed to manage and perform work under this contract. Projects not meeting this requirement will be excluded from evaluation. To enable verification, firms should include the DUNS number along with each firm name in the SF 330 Part 1, Section F Item 25 "Firms from Section C Involved in this Project," block 1. Include a contract number or project identification number in block 21. Include an e-mail address and phone number for the point of

contact in block 23(c). Include in the project description the contract period of performance, award contract value, current contract value, and a summary of the work performed that demonstrates relevance to specialized experience as outlined above. If the contractor served as a subcontractor on a project, indicate the value of the work that firm provided towards the performance of the overall project. If a project was performed by a joint venture, and not all joint venture partners are on the team proposed for this contract, the firm/team should specifically address the work performed by the joint venture partner offering/teaming on this contract. Likewise, if the firm/team member worked as a subcontractor on a project, the description should clearly describe the work actually performed by the firm/team member proposed for this contract and the roles and responsibilities of each on the project, rather than the work performed on the project as a whole. If the project description does not clearly delineate the work performed by the entity/entities offering/teaming on this contract, the project could be eliminated from consideration.

For sustainable design experience identify examples indicating design team (including consultants) experience and concepts employed, certification awarded, and accredited professionals proposed for this contract. For projects certified, submit a copy of the certificate (certificates are not included toward the overall page count).

NOTE: If the firm is a joint venture, projects performed by the joint venture should be submitted; however, if there are no projects performed by the joint venture, projects may be submitted for either joint venture partner. Submit a total of ten (10) projects. Firms failing to provide projects from all joint venture partners will be considered to have not met the requirements of the criterion.

Projects shall be submitted on the SF-330 at Part I, Section F and shall be “completed” or “substantially completed” projects. Projects not “substantially completed” will be excluded from evaluation consideration. For submittal purposes, a task order on an IDIQ contract is considered a project, as is a stand-alone contract award. Do not list an IDIQ contract as an example project. Instead, list relevant task orders or stand-alone contract awards that fit within the definition above. Examples of project work submitted that do not conform to this requirement will not be evaluated.

Failure to provide requested data, accessible points of contact, or valid phone numbers could result in a firm being considered less qualified.

All information for Criterion 1 should be submitted in Part I, Section F of the SF 330. The Government WILL NOT consider information submitted in addition to Part I, Section F in evaluation of Criterion 1.

Criterion 2—Professional Qualifications and Technical Competence (SF 330 Part I, Section E & Section G):

Firms will be evaluated on professional qualifications, competence, and experience of the proposed key personnel in providing services to accomplish the tasks required under this contract, including participation in example projects in the SF330 Part I Section G. Key personnel are individuals who will have major contract or project management responsibilities and/or will provide unusual or unique expertise. Failure to provide a balanced workforce in the disciplines required to satisfy the requirements of the scope listed above will result in the firm being considered not qualified. Specific disciplines that must be included in key personnel are quality control; task order managers, project managers, architecture, civil, structural, mechanical, electrical, telecommunication, fire protection, geotechnical, and interior design. All discipline lead personnel must be licensed and or certified. Possessing all hazardous materials licenses and/or accreditations necessary for the locality of the potential project site will be a contract requirement.

Submission Requirements:

Provide resumes for all proposed key personnel that illustrate experience in the work proposed under this contract. Resumes are limited to one page each and should indicate: professional registration, certification, licensure and/or accreditation in appropriate disciplines; cite recent (within the past seven years) project-specific experience in work relevant to and indicate proposed role for this contract. Indicate participation of key personnel in the SF330 Part I Section G for example projects.

Criterion 3—Past Performance (SF 330 Part I, Section H):

Firms will be evaluated on past performance with Government agencies and private industry in terms of work quality,

compliance with schedules, cost control, and stakeholder/customer satisfaction. Evaluating past performance and experience will include information provided in Past Performance Questionnaires (PPQs) or CPARS/ACASS for Criterion 1 projects and may include customer inquiries, Government databases, and other information available to the Government including communication with points of contact in other criteria. Failure to provide requested data, accessible points of contact, or valid phone numbers could result in a firm being considered less qualified. NOTE: Past performance information for projects listed under Criterion 1 may be given greater weight.

Submission Requirements:

SUBMIT A COMPLETED CPARS/ACASS EVALUATION FOR EACH PROJECT UNDER CRITERION 1. IF THERE IS NOT A COMPLETED CPARS/ACASS EVALUATION, the Past Performance Questionnaire (PPQ) (Attachment (A)) included in this notice is provided for the firm or its team members to submit to the client for each project the firm includes under Criterion 1, Specialized Experience. A FIRM SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS/ACASS IS AVAILABLE.

IF A CPARS/ACASS EVALUATION IS NOT AVAILABLE, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with your SF 330. If the firm is unable to obtain a completed PPQ from a client for a project(s) before the response date set forth in this notice, firms should complete and submit with their responses the first page of the PPQ (Attachment (A)), which will provide contract and client information for the respective project(s). Firms may submit a PPQ previously submitted under a different Notice/RFP as long as it is on the same form as posted with this Synopsis. Firms should follow up with clients/references to ensure timely submittal of questionnaires. If requested by the client, questionnaires may be submitted directly to the Government's point of contacts, NAVFAC Washington, Attn: Trang Tran via email at Trang.T.Tran@Navy.mil and Lindsay Naill at Lindsay.Naill@Navy.mil, prior to the response date. Firms shall not incorporate by reference into their response PPQs or CPARS previously submitted in response to other A/E services procurements. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

Firms may provide any information on problems encountered and the corrective actions taken on projects submitted under Criterion 1 Specialized Experience. Firms may also address any adverse past performance issues. Information shall not exceed two double-sided pages (or four single-sided pages) in total.

Awards, letters of commendation, certificates of appreciation, etc. **shall not be submitted and will not be considered in the evaluation.**

Criterion 4—Quality Control Program (SF 330 Part I, Section H):

Firms will be evaluated on the strength of the quality control program proposed by the firm to ensure quality products and services under this contract, and means of ensuring quality services from their consultants/subcontractors.

Submission Requirements:

Describe the quality control program that will be utilized for deliverables of this contract and the management approach for quality control processes and procedures. The description shall:

1. Explain the quality control program including an example of how the plan has worked for one of the projects submitted as part of Criterion 1 or how the plan will work if it has not been used previously. Additionally, discuss any lessons learned that have led to the proposed plan.
2. Provide a quality control process chart showing the inter-relationship of the management and team components.
3. Identify the quality control manager and any other key personnel responsible for the quality control program and a description of their roles and responsibilities. Provide QC Manager's relevant Quality Control training and experience relative to the services to be performed under this contract.
4. Describe how the firm's quality control program extends to management of subcontractors.

5. Describe specific quality control processes and procedures proposed for this contract to include technical accuracy of the design, assurance of overall coordination of plans and specifications for all disciplines including documents prepared by sub-consultants, and proper arrangement and organization of plans and specifications.

Criterion 5—Program Management and Capacity and Location (SF 330 Part I, Section H):

Firms will be evaluated on the firm's ability to plan for and manage work under the contract, the capacity to accomplish the work in the required time, and on the locations of their office(s) that will be performing the work under this contract and demonstrated knowledge of the primary geographic areas in which projects could be located.

Submission Requirements:

1. Provide an organizational chart for the team and discuss the management plan for this contract and personnel roles in the organization. Describe the ability of the firm to manage, coordinate and work effectively with team members, both internal staff and consultants. Discuss the history of working relationships with team members, including joint venture partners where applicable. Teams with a demonstrated history of working together may be considered more favorably.
2. Describe the firm's present workload and the availability of the project team (including consultants) for the specified contract performance period. Describe the workload/availability of the key personnel during the anticipated contract performance period and the ability of the firm to provide qualified backup staffing for key personnel to ensure continuity of services. General statements of availability/capacity may be considered less favorably.
3. Provide the location of the office(s) that will be performing the work, including main offices, branch offices, and offices of team members. Evaluation of firms will include consideration of their location within the primary geographic area of the anticipated projects, primary locations of consideration are Washington DC, Maryland, and Virginia within NAVFAC Washington Area of Responsibility (AOR). Provide a narrative describing the team's knowledge of the primary geographic areas in which projects could be located.

Criterion 6—Commitment to Small Business (SF 330 Part I, Section H):

Firms will be evaluated in terms of their extent to identify and commit to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), Historically Underutilized Business Zone Small Business (HUB Zone SB), Veteran-Owned Small Business (VOSB), Service Disabled Veteran Owned Small Business (SDVOSB), and if applicable, Historically Black Colleges or Universities and Minority Institutions (HBCU/MI) in performance of this contract, whether as a joint venture, teaming arrangement, or subcontractor. The Government will evaluate proposals based on: (A) Past performance in utilization of small business concerns, and (B) Participation of small business concerns for this requirement. In support of (A), all firms shall provide historical data on utilization of SB, SDB, WOSB, HUB Zone SB, VOSB, SDVOSB and HBCU/MI. Large Businesses shall submit three "final" or "most recent" Individual Subcontracting Reports (ISRs) for similar contracts of relative size which show compliance with utilizing the various types of small business firms noted above. If ISRs are not FINAL or MOST RECENT they will not be considered. If subcontracting goals were not met, provide an explanation. If Individual Subcontracting Reports were not applicable to the similar contracts noted, large businesses shall submit other documentation which shows their utilization of the various types of small business firms for the contracts. Small Businesses shall also submit documentation which shows their utilization of the various types of small business firms for similar contracts of relative size. In support of (B), large businesses shall submit a draft Small Business Subcontracting Plan, in which they will be evaluated on the extent to which they identify and commit to the published Small Business Subcontracting Program. The Secretary of the Navy has assigned the Naval Facilities Engineering Command goals for FY2016 in terms of percentages of total planned subcontracting dollars for utilization of small businesses. Demonstrate the plan to meet these goals:

	FY2016	FY2017	FY2018	FY2019	FY2020
Small Business (SB)	66.94%	67.07%	67.20%	67.33%	67.47%
Hub Zone SB	9.03%	9.12%	9.21%	9.30%	9.40%
Small Disadvantaged Business	17.44%	17.62%	17.79%	17.97%	18.15%
Women-Owned SB	15.45%	15.61%	15.77%	15.93%	16.09%
Service-Disabled Veteran-Owned SB & Veteran-Owned SB	3.06%	3.09%	3.12%	3.15%	3.18%

If a large business firm is selected for award, a Small Business Subcontracting Plan, in accordance with FAR 19.7 and DFAR 219.7, will be required and incorporated into the contract award. A draft Small Business Subcontracting Plan is not required from small businesses; however, small businesses shall submit similar information on the extent to which they identify and commit to subcontracting to large business (LB), SB, SDB, WOSB, HUBZone SB, VOSB, SDVOSB, and HBCU/MI if applicable in the performance of this contract.

The Small Business size standard classification is NAICS 541330, Engineering Services, size standard \$15 million.

The attached Small Business Subcontracting Plan template (Attachment (B)) shall be used by large businesses to complete the draft subcontracting plan. Firms shall submit their “draft” Small Business Subcontracting Plans utilizing this template, and ONLY this template.

Criterion 7—Volume of Work (SF 330 Part I, Section H)

Firms will be evaluated in accordance with DOD Federal Acquisition Regulation Supplement (DFARS) Procedures, Guidance and Information (PGI) 236.602-1, from data extracted from the Federal Procurement Data System (FPDS). Firms will be evaluated in terms of work previously awarded to the firm by DOD within the past twelve months with the objective of effecting an equitable distribution of contracts among qualified A&E firms including small, disadvantaged business firms, and firms that have not had prior DOD A&E contracts.

Submission Requirements:

Firms do not submit data for this factor.

SELECTION FOR INTERVIEW:

Interviews may be scheduled with firms slated as the most highly qualified. Firms selected for interviews may be asked to clarify information contained in the SF330 submittal. Elaborate presentations are not desired.

All contractors are advised that registration in System for Award Management (SAM) Database is required prior to award of a contract. Failure to register in the SAM Database may render your firm ineligible for award. For more information, check the SAM Web site: <https://www.sam.gov>.

In accordance with the Brooks Act, the A-E firm must be a registered/licensed architectural and/or engineering firm to be eligible for award. Provide proof that firm is permitted by law to practice the professions of architecture or engineering, (i.e., state registration number, or a brief explanation of the firm’s licensing in states that do not register firms, etc.). Failure to submit the required proof could result in a firm’s elimination from consideration.

FIRMS WHO ARE OFFERING AS A JOINT VENTURE SHOULD INCLUDE WITH THEIR SUBMISSION A COPY OF THE JOINT VENTURE AGREEMENT. FAILURE TO INCLUDE THE JOINT VENTURE AGREEMENT WILL RESULT IN THE FIRM’S ELIMINATION FROM FURTHER EVALUATION.

SUBMISSION REQUIREMENTS: Architect-Engineer firms desiring to be considered for this contract must submit a completed SF-330 package. The SF-330 shall be typed, one sided, at least 11 point font or larger. Part I shall not exceed 80 single-sided 8.5 by 11 inch pages (**the page limit does not include the ISRs, certificates, PPQs, licenses, or the**

draft subcontracting plan, as required by the Small Business Subcontracting criterion). Part I pages shall be numbered sequentially. The 80 page limitation also does not include cover sheets or divider sheets, provided that these do not include any information regarding the capability of the company, or any information submitted in response to a question or requirement from the synopsis. If a cover sheet or divider sheet includes any information determined by the Contracting Officer to be substantially answering a question or requirement in the synopsis or explaining company capability, it will be counted as a page toward the 80 page limit.

Introductions shall be included in Sections E and F. Please include your DUNS, CAGE, and TIN numbers in Block 30 of the SF-330. Interested firms shall submit **four (4)** hard copies of the SF-330 and **two (2)** CDs to Naval Facilities Engineering Command Washington, Attn: Trang Tran, 1314 Harwood Street SE, Bldg. 212, First Floor Mail Room, Washington Navy Yard, DC, 20374. Responses are due no later than **2:00 P.M. EST, 21 January 2016**. Late responses will be handled in accordance with FAR 52.215-1. The points of contacts are either Trang Tran, Contracting Officer, at Trang.T.Tran@Navy.mil or Lindsay Naill Contracting Officer, at Lindsay.Naill@Navy.mil.

If an SF 254/SF 255 is submitted for this solicitation, it will not be reviewed or considered. As required above, provide verifiable evidence that your firm is permitted by law to practice the professions of architecture or engineering (i.e., state registration number). The organizational chart can be one page single sided 11 by 17 foldout, using 11 pitch/point font or larger (font limitations do not apply to graphics, captions or tables), and Part I shall not exceed 80 single-sided pages in total.

NOTE: If hand-carrying or express mailing the SF-330, the firm is advised that the Contracting Officer is on a secured base and passes are required to enter the base. Anticipate delays in base access and plan accordingly. Hand-carried the SF-330s **must be delivered to the mailroom**. Government personnel will not pick up proposals at the gate. It is the contractor's responsibility to ensure delivery to the location specified.

The SF-330 and all copies shall be **sent via FedEx or hand-delivery to the address and POC** as shown below:

**NAVFAC Washington
Attn: Trang Tran
1314 Harwood Street SE, Bldg. 212, First Floor Mail Room
Washington Navy Yard
Washington, DC 20374**

If hand-delivering, please see Instructions for Hand Delivery of the SF-330s below.

Please allow **SUFFICIENT TIME** for your SF-330s to be received prior to the proposed closing date/time. The SF-330s shall be submitted in sealed envelopes/boxes marked in the bottom right corner "Solicitation N40080-16-R-0451, DO NOT OPEN"

All SF-330s must be received prior to the due date and time. Any SF-330S submitted after the time set for receipt will be stamped with the date and hour of receipt and held unopened until after award. The file shall be documented in accordance with FAR 15.208 (h).

INSTRUCTIONS FOR HAND DELIVERY OF SF-330S:

The current security condition at the Washington Navy Yard requires escorts for entry to the base by individuals not possessing a U.S. Government DoD Common Access Card (CAC) identification card. Individuals without a DoDCAC will not be permitted to enter the Navy Yard. NAVFAC Washington **WILL NOT** be able to provide escorts for Navy Yard entry of hand delivered of the SF-330s. NAVFAC Washington will NOT receive hand delivered of the SF-330s at the Base Pass Office or any location other than that identified for receipt in the solicitation.

The Government considers use of a courier service, such as FedEx or UPS, as hand delivery of proposals and the responsibility for timely delivery resides with the offeror.

Offerors are notified that the entry point for the SF-330s submitted through the **U.S. Postal Service is at Joint Base Anacosta-Bolling and NOT at the Washington Navy Yard**. Contractors proposals must be received by NAVFAC Washington at the Navy Yard by the due date outlines in the solicitation and **delivery time from the Joint Base**

Anacosta-Bolling to the Navy Yard cannot be predicted nor guaranteed. Offerors should take this into consideration when determining delivery method.

Electronic (E-mail, facsimile, etc.) submissions are not authorized.

Inquiries concerning this procurement should include solicitation number and title and be forwarded via email to Trang Tran, Contracting Officer, at Trang.T.Tran@Navy.mil or Lindsay Naill Contracting Officer, at Lindsay.Naill@Navy.mil.

THIS IS NOT A REQUEST FOR PROPOSAL.