

Amendment 02: The purpose of this amendment is to add language to Criterion 1 and Criterion 2 below; as noted in Response to Inquiries #1, point (7).

THE PROPOSED CONTRACT IS A 100% SET-ASIDE FOR SMALL BUSINESS FIRMS. 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 PROPOSAL (RFP) PACKAGE TO DOWNLOAD.

This is 100% set-aside for Small Business firms; therefore, replies to this notice are requested only from small business firms. There is no solicitation to download. Attachments A, Minimum Qualifications, shall be downloaded. Architect-Engineer (A-E) services are required for a single Firm Fixed-Price (FFP) Indefinite-Delivery, Indefinite-Quantity (IDIQ) contract to meet statutory environmental requirements for all applicable environmental laws and regulations. The NAICS Classification Code is 541330, Environmental Engineering Services. The applicable size standard is \$15 million average annual gross receipts for preceding three fiscal years.

Market research was conducted to determine whether this procurement should be set aside for small business programs. On 22 October 2014 a Sources Sought Announcement was posted on the NECO/FedbizOpps websites seeking the interest, availability, and capability of qualified and eligible business firms in the Small Business Program. On 2 October and 6 November 2014 a search of the SBA Dynamic Small Business Database was performed to determine the availability and capability of additional/current small business firms. As a result of the market research analysis, it was determined that there are at least two (2) qualified small business firms to perform the type of work solicited. On 27 January 2015, the Small Business Program Office concurred with the following set-aside determination.

The contract term is for a one-year base period with four one-year option periods. Each performance period will run 365 calendar days. The options may be exercised within the time frame specified in the contract at the sole discretion of the Government.

The total amount that may be ordered under this contract (including option years) will not exceed \$75,000,000 for the entire contract term. The minimum guarantee of \$5,000 for the entire contract term (including option years) will be satisfied by the award of the initial task order. The maximum order limitation for a single task order issued under the contract will be \$3,000,000. There will be no dollar limit per year. The contractor is not guaranteed work in excess of the minimum guarantee. The Government may exercise the option period unilaterally.

Typical work may include environmental studies, investigations, engineering, geology, and scientific assistance to support Environmental Restoration Navy (ERN) Program requirements, and similar requirements to complete Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA), aboveground/underground storage tanks (ASTs/USTs), Low

Level Radiological Program, Military Munitions Response Program (MMRP), Base Realignment and Closure Program (BRAC), and other environmental compliance projects incidental to CERCLA/RCRA studies and cleanup. These services include, but are not limited to, the following: studies, investigations, evaluations, consultations, conceptual design, value engineering, human health and ecological risk assessments, pilot or treatability projects to demonstrate innovative technologies, and operation, monitoring and optimization of environmental treatment or control systems. The Contractor shall also provide engineering services related to either continuation of existing environmental restoration projects or the implementation of new environmental restoration projects. Multiple task orders may be awarded with similar completion schedules, various locations, and overlapping performance periods.

Performance will be predominantly in the Naval Facilities Engineering Command Southwest (NAVFAC SW) Area of Responsibility (AOR) to include California, and to a lesser extent in Arizona, Colorado, Nevada, New Mexico, and Utah. Performance may also be performed in Washington, the NAVFAC Atlantic AOR, and other DOD and Federal installations nationwide. To meet mission requirements other federal agencies within the United States geographic area for which NAVFAC is providing environmental engineering services.

Selection of Architects and Engineers, 40 U.S.C. Chapter 11, (previously known as the Brooks Act) and Federal Acquisition Regulations (FAR) Part 36.6 selection procedures apply.

The selection will be based on the following criteria: Criterion 1 - Specialized Experience and Technical Competence; Criterion 2 - Professional Qualifications; Criterion 3- Past Performance; Criterion 4- Safety, Criterion 5- Location and Knowledge of the Locality; Criterion 6 - Quality Control Program; Criterion 7- Capacity; and Criterion 8- Volume of Work Awarded. Criteria 1 and 2 are of equal importance and the remaining criteria are listed in descending order of importance.

Standard Form (SF) 330s will be evaluated to determine the most highly qualified firm based on the responses to the selection criteria as described below. Evaluating past performance and experience may include information provided by the firm, customer inquiries, Government databases, and publicly available sources. Failure to provide requested data, inaccessible points of contact, or invalid phone numbers could result in a firm being considered less qualified. All projects provided in the SF 330 (A-E Qualifications) must be completed by the office/branch/individual team member actually performing the work under this proposed contract. Projects not performed by the office/branch/individual team member will be excluded from evaluation consideration.

Submission Requirements: Submit one (1) original hard copy of the SF 330 and four (4) electronic copies on separate CDs for the offeror. The SF 330, Part I, is limited to 35 single-sided 8.5" x 11" pages. Minimum font size is 10 point. Address the following selection criteria information:

SF330, Part I, Section B, Block 5: Provide the firm's DUNS, CAGE, and Taxpayer Identification Numbers in addition to the name of the firm.

SF330, Part I, Section D: In addition to the Instruction's provided for the SF330, provide an organizational chart that identifies the overall relationship and lines of authority of the proposed team, including key sub-consultants and personnel. Non-key personnel may also be shown on the organizational chart, but Section E resumes are not required for non-key personnel. The organizational chart will not be counted as part of the 35-page limit for Part I, but it must be affixed to the submittal to prevent separation in handling. The page size of the chart may be an 11" x 17" fold-out.

The SF 330 shall include a completed Part II for each team member and branch office listed in Part I. There is no page limit for Part II.

Firms that elect to propose as a formal Joint Venture (JV) or Limited Liability Company (LLC) (as a separate legal entity) shall submit their legally binding formal JV or LLC agreement(s) with their proposal. All such agreements shall be signed by the parties and shall demonstrate the relations between firms and identify contractual relationships and authorities to bind them. The offeror shall ensure that the Joint Venture or LLC meets the requirements of 13 CFR §§ 121.103 to 121.106 and 125.6. Copies of JV/LLC agreements will not be counted towards the SF-330 page limitation.

CRITERION 1 - SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE
(SF 330, Part 1, Section F)

Specialized experience of the offeror that was completed or substantially completed (at least 80% physically complete) in the period from March 2010 to March 2015. Firms will be evaluated on their demonstrated recent experience in performing multiple, simultaneous projects involving field investigations and preparation of studies, engineering design for environmental remediation and feasibility study cost estimating, consultations, conceptual design, value engineering, pilot or treatability projects to demonstrate innovative technologies, and operations, monitoring and optimization of environmental treatment or control systems, surveys, analyses, project work plans relating to CERCLA, RCRA, IR, MMRP, AST, UST, Low Level Radiological Program, BRAC, and environmental compliance projects. Firms shall demonstrate experience relating to GIS mapping, human health and ecological risk assessments, obtaining environmental permits, and interfacing with regulatory agencies (Federal, State, Local) predominately in California, and to a lesser extent in Arizona, Nevada, New Mexico, Utah, Washington, and Colorado.

Engineering work must be performed under the responsible charge of a professional engineer registered in the state in which the project is performed. Geology work must be performed under the responsible charge of a professional geologist registered in the state in which the project is performed.

Experience shall be for the offeror as a prime or sub-contractor self-performing the work. If the Offeror is proposing as a Joint Venture (JV) or Limited Liability Company (LLC), relevant project experience shall be submitted for projects completed by the JV/LLC entity. Refer to 13 CFR §121.103-106 and 13 CFR §125.6 for applicable small business size standards and requirements. If the JV/LLC does not have shared experience, at least one relevant project shall be submitted for each JV/LLC member.

A project is defined as a single contract, or an individual task order under an IDIQ contract. Firms shall provide the contract number and task order number (as applicable) the description of work performed, award amount, final contract amount, date the project was 80% substantially complete, Government/client point of contact, and specific work performed/relevance. Experience from proposed sub-consultants will not be considered. [Projects completed in the NAVFAC SW AOR may be considered more favorably in the evaluation process.](#)

Submission Requirements: Provide a maximum of 10 projects in Section F of the SF330 that best illustrate relevant specialized experience. Select projects that demonstrate the offeror's capability to perform work similar to that required for this contract. For each project provided indicate the offeror's specific role(s) in the project.

CRITERION 2- PROFESSIONAL QUALIFICATIONS (SF330, Part 1, Section E)

Professional qualifications of the Key Personnel proposed for this contract will be evaluated on relevant experience in performing simultaneous projects involving multiple, simultaneous projects involving field investigations and preparation of studies, engineering design for environmental remediation and feasibility study cost estimating, consultations, conceptual design, value engineering, pilot or treatability projects to demonstrate innovative technologies, and operations, monitoring and optimization of environmental treatment or control systems, surveys, analyses, project work plans relating to CERCLA, RCRA, IR, MMRP, AST, UST, Low Level Radiological, BRAC, and environmental compliance projects. Key Personnel shall demonstrate experience relating to GIS mapping, human health and ecological risk assessments, obtaining environmental permits, etc. and interfacing with regulatory agencies (Federal, State, Local) predominately in California, and to a lesser extent in Arizona, Nevada, New Mexico, Utah, Washington, and Colorado.

Firms will be evaluated in terms of the staff's professional qualifications and relevant experience necessary for performance of the required services, and the depth of proposed staff to ensure continuity of services and ability to meet unexpected project demands. Key personnel include; Program Manager, Senior Technical Manager, Quality Control Manager, Certified Industrial Hygienist/Certified Safety Professional, and Contract Administration Manager. Key Personnel shall be employees of the offeror, as the prime contractor. Minimum qualifications of key personnel are provided in Attachment A. Minimum qualifications of non-key personnel are also provided in Attachment A for reference. Resumes for non-key personnel are not required and will not be evaluated.

Key personnel demonstrating relevant experience within the NAVFAC Southwest area of operations may be considered more favorably in the evaluation.

Submission Requirements: Resumes for key personnel are limited to two (2) pages each and should cite project specific experience and the individual's proposed role in this contract. Provide a brief but complete resume as instructed in Section E of the SF330 for each proposed key person who will participate significantly in the work required for this contract. Each resume shall include a maximum of five (5) projects that were completed or substantially completed in the period from March 2010 to March 2015, that best illustrate the individual's experience relevant to the requirements of this contract. Provide resumes only for those key personnel who will actually perform work under the proposed contract. Complete Section G of the SF330 as instructed to indicate key personnel participation in the example projects from Section F. Key personnel identified under this criterion should also be shown with their roles on the Organizational Chart provided under Section D of the SF330. Resumes for non-key personnel will not be evaluated.

SF330, Part 1, Section H, Additional Information requested by Agency Address the remaining Criteria 3 through 8; additional sheets may be used up to the maximum of 35 total sheets, if required. Clearly identify the Criteria number and title.

CRITERION 3 - PAST PERFORMANCE

The evaluation will consider the Offeror's past performance on relevant contracts with government and/or commercial projects in terms of cost control, quality of work, and compliance with performance schedules; with emphasis on example projects presented in Section F of the SF330. Firms will be evaluated based on past performance assessments and other available information regarding past performance. Where there is no record of past performance, the offeror will be evaluated neither favorably nor unfavorably. Superior performance ratings on relevant projects may be considered more favorably in the evaluation.

Submission Requirements for (Section H of the SF330): Submit an A-E Contractor Appraisal Support System (ACASS), Contractor Performance Assessment Report System (CPARS), or a Past Performance Questionnaire (PPQ) evaluation for each project listed under Criterion 1. If a completed ACASS/CPARS evaluation is available, it shall be submitted with the completed SF330 package. If there is not a completed ACASS/CPARS evaluation, the PPQ included with this notice is provided for the Offeror or its team members to submit to the client for each project. AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN AN ACASS/CPARS EVALUATION IS AVAILABLE. If an ACASS/CPARS 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 SF330. If the A-E is unable to obtain a completed PPQ from a client for a project before the response date set forth in this notice, the A-E should complete and submit with their response the first page of the PPQ (Attachment B), including contract and client information for the respective projects. Offeror's should follow-up with

clients/references to ensure timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Naval Facilities Engineering Command Southwest, Code ACQ4.PS, Attn: Pamela Sons, via email at Pamela.sons@navy.mil, prior to the response date. A-Es shall not incorporate by reference into their response ACASS/CPARS or PPQ evaluations 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. Submitted ACASS/CPARS and PPQ evaluations will not be counted as part of the 35 page limitation and shall be attached to the SF330, behind the SF330 Part II document.

For projects provided as experience in Section F, list and provide copies of any applicable performance awards received (not counted in the page limitation). Clearly indicate to which Section F project the award applies; otherwise the information may not be considered.

CRITERION 4 - SAFETY

Offerors shall submit the following information, certifying their corporate health and safety performance history. If the Offeror is a joint venture, information should be submitted as a joint venture. If there is no information for the joint venture, information should be submitted for each joint venture partner. Offerors must demonstrate the relationship between the firms and identify each partner's roles and responsibilities as it pertains to their safety program. Firms will be evaluated on their record of safety and the effectiveness of their proposed safety management plan.

1. Experience Modification Rate (EMR): Submit your insurance company EMR for the last five (5) years (March 2010 to March 2015). If an EMR is not available for the entire five year period from the insurance carrier, the Offeror shall provide an explanation as to why it is not available. If an Offeror was not rated by the insurance carrier, submit a letter from the insurance carrier stating that your firm was not rated. The letter shall provide a point of contact (name, phone number, email address) with the insurance carrier for verification purposes. Offerors shall advise your insurance agent that the government will contact them to confirm these EMRs.

2. Citations (Federal, State, and Municipal OSHA-Type): Submit copies of Federal, State, and Municipal OSHA-type citations for the last five (5) years (March 2010 to March 2015). Offerors shall provide a written response addressing corrective action taken by the Offeror and mitigation plans to avoid recurrence in the future.

3. Safety Management Plan: Narrative is limited to two (2) pages. Offerors shall demonstrate the effectiveness of their proposed safety management. The plan shall document how the Offeror will ensure safety of prime personnel, and subcontractor personnel, who will be responsible for managing safety and that individuals reporting chain of command. In addition, the plan shall specify how safety will be managed during the performance of the work requirement.

CRITERION 5 – LOCATION AND KNOWLEDGE OF THE LOCALITY

The evaluation will consider Offeror's location, demonstrated knowledge of the general geographical areas and working knowledge of the local regulatory environment in relation to Naval and Marine Corps installations in California, Arizona, Nevada, New Mexico, Utah, Washington, and Colorado shall be evaluated. A-E firms with a local office in Southern California may be considered more favorably in the evaluation.

Submission Requirements (Section H of the SF330): Submit a narrative demonstrating the offeror's knowledge of the geographical areas and working knowledge of the local regulatory environment in relation to Naval and Marine Corps installations in California, Arizona, Nevada, New Mexico, Utah, Washington, and Colorado. Provide any additional information regarding location and knowledge of the locality that has not already been provided in another section of the SF 330.

CRITERION 6 - QUALITY CONTROL PROGRAM

Firms will be evaluated on the validity and strengths of their described internal quality control methods and demonstrated knowledge of applicable regulatory requirements related to quality control.

Submission Requirements (Section H of the SF330): Describe your corporate quality control program, processes and procedures, and assigned authorities. Submittal of a broad or generic quality control manual is not acceptable. Provide a description of the specific steps the project team will use for each of the tasks under this contract that relate to management of workload, coordination between team members, assignment of tasks to appropriate personnel, use of appropriate technical methodology, technical and regulatory accuracy, consistency between resource topics in a single document, technical editing by a professional technical editor, word processing by a professional word processor, reviews to ensure revisions per government comments on draft documents are made accurately, correct grammar and spelling, readability of documents, understandability of the project documents to the public reader (compliance with the Plain Writing Act of 2010), and document production scheduling and delivery. In addition to technical document preparation, discuss how the project team proposes to provide quality service in terms of understanding government client objectives, following government-provided document formats and templates, providing timely responses to government requests, and reducing government time and effort required to manage the contract. Illustrate successes in ensuring quality and identify any commendations or evaluations received regarding quality control. Of special interest are the quality control processes in place that minimize the government's need to perform quality assurance reviews of the A-E's work product for errors, omissions, and quality.

CRITERION 7 - CAPACITY

The evaluation will consider the Offeror's capacity to accomplish the work in the required time. Offeror's will be evaluated based on projected workload and staffing, and ability to meet the requirements of FAR 52.219-14, Limitations on Subcontracting. Offeror's must demonstrate capacity to work on multiple simultaneous projects in dispersed locations.

Submission Requirements (Section H of the SF330): Indicate the offeror's present and projected workload (including project type, dollar amount, and complexity), staffing plan (including location of staff), and the availability of the proposed team for the specified contract performance period. Include information concerning the offeror's ability to obtain security clearance(s) for its key personnel. Provide any additional information pertinent to the offeror's capacity to meet the FAR 52.219-14 requirement that at least 50% of the cost of contract performance incurred for personnel shall be expended for employees of the prime contractor.

CRITERION 8 - VOLUME OF WORK AWARDED

Offeror's will be evaluated in terms of work previously awarded to the firm by the Department of Defense (DoD) within the past 12 months with the objective of effecting an equitable distribution of contracts among qualified A-E firms as appropriate.

Submission Requirements: Provide a list of DOD contracts/task orders awarded in the last 12 months to the Firm identified in the SF330 as the Prime. Do not include work performed as a Subcontractor. Include the dollar amount for each DOD contract/task order awarded. Firms with multiple offices shall indicate which branch office completed each project. Include agency phone numbers and points of contact.

ADDITIONAL INFORMATION:

All information must be included in the SF 330 package. Cover letters, attachments (other than the Section D Organizational Chart) and excess numbers of pages will be excluded from the evaluation process.

All contractors are advised that registration in the 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. SAM is a Federal Government owned and operated free website that consolidates the capabilities of CCR (Central Contractor Registration), ORCA (Online Representations and Certifications Application), and EPLS (Excluded Parties List System). SAM is the primary Government repository for current and prospective federal awardee information. Please complete your SAM registration for the same name and address identified as the submitting office on your SF330, with its associated CAGE code and DUNS or DUNS+4. Registration instructions and information can be accessed from the SAM home page at: <https://www.sam.gov>

In accordance with Selection of Architects and Engineers, 40 U.S.C. Chapter 11 (previously known as the Brooks Act) the A-E firm must be a registered/licensed

architectural and/or engineering firm and shall submit proof of this with the submission of the SF330. Specifically, section 901(1) of Selection of Architects and Engineers, 40 U.S.C. Chapter 11 requires that a firm be a “legal entity permitted by law to practice the professions of architecture and engineering”. The A-E firm must be permitted by law to practice the professions of architecture or engineering in California. Should the A-E firm be permitted by law to practice the professions of architecture and engineering in more states within the geographic region covered by the proposed contract, Offeror’s shall submit that information. In states where a firm is not required to be registered under state law, the name of the registered architect or engineer with their state registration number and business license is acceptable. Firms must submit proof with the SF-330 that they have filed the Organizational Record Form for businesses whose principal office is in California or for principal offices in other states.

A-E firms that meet the requirements described in this announcement and wish to be considered must submit their completed SF 330 package [One (1) original and one (1) hard copy plus four (4) electronic copies on separate CDs] marked with the solicitation number to: Naval Facilities Engineering Command Southwest, 1220 Pacific Highway, Attn: Pamela Sons, Environmental Core ACQ, Code ACQ4.PS, San Diego, CA 92132-5190 no later than 2:00 PM local time on **Tuesday, 28 April 2015**. Submittals received after this date and time will not be considered. Facsimile and email submittals will not be accepted. This is not a request for proposal. It is each firm’s responsibility to check the NECO website at <https://www.neco.navy.mil> for any revisions to this announcement or other notices. Address inquiries via email to Pamela Sons, Contract Specialist at pamela.sons@navy.mil or via telephone at 619-532-4624 or Contracting Officer, Beatrice Appling at beatrice.appling@navy.mil or via telephone at 619-532-2786.

***** END OF ANNOUNCEMENT *****