

**N6247317R3402 INDEFINITE DELIVERY/INDEFINITE QUANTITY CONTRACT FOR ARCHITECT-ENGINEER SERVICES FOR MARINE CORPS BASE CAMP PENDLETON MASTER PLAN AND RELATED STUDIES AT MARINE CORPS BASE CAMP PENDLETON CALIFORNIA.**

Description: 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-Engineer (AE) services for Master Planning at Marine Corps Base Camp Pendleton California in accordance with Uniform Facilities Criteria (UFC) 2-100-01 Installation Master Planning and Marine Corps Order P-11000.12 Facilities Planning and Programming and related Studies and incidental and related work Marine Corps Base Camp Pendleton, Oceanside, California. These services will be procured in accordance with 40 USC Chapter 11, Selection of Architects and Engineers, 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 (if exercised). The total fee for the contract term shall not exceed \$30,000,000.00. The guaranteed minimum for the contract term (including option years) is \$5,000.00. 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. Estimated start date is April 2017.

This proposed contract is being solicited on an UNRESTRICTED basis. The Small Business size standard classification is North American Industrial Classification System (NAICS) Code NAICS Code: 541320, Landscape Architectural 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 selection criteria.

A market research study (Sources Sought Number: N6247316RMP10) was conducted by Naval Facilities Engineering Command Southwest (NAVFAC SW) that included an assessment of relevant qualifications and capabilities of potentially qualified firms. As a result of the market research analysis, a determination was made to solicit this procurement on an unrestricted basis inviting full and open competition. The NAVFAC SW small business office and San Diego Small Business Administration (SBA) office concurs with the determination.

The type of work expected to be performed under this contract are Master Planning at Marine Corps Base Camp Pendleton California in accordance with Uniform Facilities Criteria (UFC) 2-100-01 Installation Master Planning and Marine Corps Order P-11000.12 Facilities Planning and Programming and related Studies and incidental and related work at Marine Corps Base Camp Pendleton, Oceanside, California.

A-E Design and Engineering Services will include, but not be limited to preparation, updating, and implementation of Master Plan Planning Documents, related studies, and other related reports and documentation, for Marine Corps Base Camp Pendleton.

All A-E services will be in accordance with the scope of this contract, Uniform Facilities Criteria (UFC) 2-100-01 Installation Master Planning and Marine Corps Order P-11000.12 Facilities Planning and Programming. The number of task orders per fiscal year may vary and may involve surges of multiple projects with overlapping delivery dates.

The services required include support in implementing action items and /or planning measures, including, but not limited to, the following:

1. Primary Required A-E Services are required for:

1.1 MASTER PLANNING SERVICES: Local and regional planning to include sustainable urbanism, healthy community planning, campus planning, form-based planning, energy and renewable master planning, transportation planning, landscape architecture, water conservation planning, Basic Facilities Requirements, Facilities Planning Documents, Capital Improvements Plan, Area Development Plan and electronic/web-based master planning and other planning documents which incorporate sustainability principles such those outlined in UFC 2-100-01 Installation Master Planning and Marine Corps Order (MCO) P-11000.12 Facilities Planning and Programing. Provide a Master Plan for Marine Corps Base Camp Pendleton compliant with UFC 2-100-01 and MCO P-11000.12.

2. Secondary Required A-E Services are required for:

2.1 PROJECT PLANNING DOCUMENTS: Services such as, Military Construction (MILCON) and Special Project planning documentation (DD Form 1391) using Electronic Project Generator (EPG); demolition / footprint reduction; preliminary and parametric cost estimates; life cycle analysis; economic analyses (using the latest version of the Government's ECONPACK software); site approvals (ordnance, explosive safety, etc.); Anti-Terrorism/Force Protection (AT/FP); Asset Evaluations (AE); Special Siting Studies, Range Studies, other appropriate associated studies, and incidental and related work.

2.2 GEO-SPATIAL INFORMATION & SERVICE: The preparation of Geo-Spatial Data services includes: a) spatial and non-spatial data acquisition; loading data into enterprise GIS database systems in accordance with current spatial data standards (SDSFIE 3x); b) preparation of maps, datasets, data models, geo-processing models, automation scripts utilizing Microsoft Office, Adobe Acrobat, Oracle, AutoCAD, ESRI ArcGIS Product Suite; and c) GPS services which include the collection of global positioning system (GPS) data using GPS equipment compatible with the Marine Corps Installations West (MCI West) Geo-Fidelis format.

2.3 ADDITIONAL REQUIRED A-E SUPPORT SERVICES MAY INCLUDE: Updating of GIS information, hosting events, Project Management Plan, Gap and Risk Analysis, Strength-Weakness-Risk-Threat (SWRT) Exercise / Analysis, Alternative Courses of Action (COA's) and project review by government personnel in the A/E offices. These services are limited to use in support of Primary and Secondary Services as described above.

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 FAR 36.601-4(b) the AE 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, (e.g., state registration number, or a brief explanation of the firm's licensing in jurisdictions that do not register firms, etc.). At least one person of the Prime Contractor shall be American Institute of Community Planners Certified. 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.**

The awarded contract will be subject to specific provisions addressing the avoidance of organizational

conflicts of interest, including NFAS 5252.209-9300, Organizational Conflicts of Interest. The prime firm for this contract will be required to perform throughout the contract term.

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

**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 **Times New Roman** or larger. Part I shall not exceed **78** single-sided 8.5 by 11 inch pages (the page limit does not include ISRs, certificates, PPQs, licenses, or the draft subcontracting plan, as required by the Small Business Subcontracting criterion, nor does the page limit include cover sheets or dividers, provided that these do not contain any substantive information submitted in response to the synopsis or intended to demonstrate the qualifications of the firm). Part I pages shall be numbered sequentially. The organizational chart may be one page single sided 11 by 17 foldout, using 11 point font or larger (font limitations do not apply to graphics, captions or tables). 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 one (1) Original and three (3) hard copies of the SF-330 and one (1) CDs to Naval Facilities Engineering Command Southwest, Code RAA00.SM, Attn: Roy Layug, 937 North Harbor Drive, Building 1, 3rd Floor, San Diego, California 92132. Responses are due no later than 2:00 pm, local time, on 14 December 2016. Late responses will be handled in accordance with FAR 52.215-1. The point of contact is Roy Layug, Contract Specialist, at (619) 532-4371 or [Roy.layug@navy.mil](mailto:Roy.layug@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 (e.g., state registration number).

If hand-carrying or express mailing proposal, 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 proposals must be delivered to 937 North Harbor Drive, Building 1, 3rd Floor, San Diego, California 92132. Government personnel will not pick up proposals at the gate but will pick up at 937 North Harbor Drive lobby. Contractors must contact Mr. Layug at (619) 532-4371 to arrange deliveries. It is the contractor's responsibility to ensure delivery to the location specified.

A firm risks the late receipt and rejection of their SF 330 package when delivery is delayed until the last few minutes before the deadline. Firms intending to deliver the SF 330 package in-person are cautioned that the NAVFAC SW facility is located downtown San Diego. It is recommended that the firm allow for delays driving through downtown San Diego caused by traffic (both freeway and downtown), train/trolley crossings, parking at the pay lots/meters near the facility, and gaining access to a secure Government facility. No parking or offloading of SF 330s is available at the Government facility. SF 330s shall be delivered to 937 N. Harbor Drive Building 1, 3<sup>rd</sup> Floor San Diego, CA 92132. Immediately upon proposal delivery, the A-E firm representative shall leave the premises of the Government facility. A firm that does not leave the premises may be requested to leave or be escorted off the premises.

**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 [roy.layug@navy.mil](mailto:roy.layug@navy.mil).

**THIS IS NOT A REQUEST FOR PROPOSAL.**

**SELECTION CRITERIA:** Firms responding to this synopsis will be evaluated to determine the most

highly qualified firms to perform the required services in accordance with the published selection criteria. Failure to comply with instructions, or provide complete information may affect the firm's evaluation or disqualify the firm from further consideration.

**SELECTION CRITERIA AND SUBMITTAL REQUIREMENTS:** Selection of Architects and Engineers, formerly the Brooks Act (PL 92-582) and Federal Acquisition Regulations (FAR) Part 36.6 selection procedures apply. The evaluation and selection will be based on the following criteria:

- Criterion 1: Specialized Experience (Critically Important)
- Criterion 2: Professional Qualifications (Critically Important)
- Criterion 3: Past Performance (Very Important)
- Criterion 4: Quality Control Program (Highly Important)
- Criterion 5: Program Management and Capacity (Highly Important)
- Criterion 6: Location (Important)
- Criterion 7: Commitment of Small Business (Very Highly Important)
- Criterion 8: Depth of Organization (Very Highly Important)
- Criterion 9: Organizational Commitment (Very Highly Important)

Relative importance of the evaluation criterion:

A level of importance has been assigned to each criterion. The relative level of importance is listed below in descending order of importance:

- Critically Important
- Very Highly Important
- Highly Important
- Very Important
- Important

For example, a criterion that is Highly Important will have a greater weight in the evaluation process than one that is Important. A criterion that is Very Highly Important will have a greater weight in the evaluation process than one that is Highly Important and a much greater weight in the evaluation process than one that is Important. A criterion that is Critically Important will have a greater weight in the evaluation process than one that is Very High Important and will have a much greater weigh in the evaluation process than one that is Highly Important or important. Where two or more criterion has the same level of importance, they are equal to each other.

Additional information can be found in the instruction for completing the SF 330 and information found later in this synopsis. In addition to the instructions found on the reverse side of the SF 330 for completing the SF 330, the Agency (NAVFAC SW) has included additional and amplifying instructions. The following note will be found to be repeated in various locations and will be indicated as [[Where a significant additional requirement is included it is highlighted by an additional letter added to the letter of the section of the SF 330 that applies. For example, Section D of the SF 330 "D. ORGANIZATIONAL CHART OF PROPOSED TEAM" includes two Agency requirements DC Organizational Chart and DM Organizational Matrix. Specific information required is provided in the related text described below. Section H of the SF 330 "H. ADDITIONAL INFORMATION" contains amplifying information as well as format information.]] The use of double square brackets is to simplify reading of the document, and not to indicate the statement does not apply.

**Criterion 1 – Specialized Experience (SF330, Part I, Section F):**

Firms will be evaluated on specialized experience in performance of services similar to those anticipated

under this contract through evaluation of experience in Master Plans.

Complete SF 330 Section F – Example Projects Which Best Illustrate Proposed Team’s Qualifications - Specialized Experience and Technical Competence of the Team: Provide a minimum of eight (8) and a maximum of ten (10) specific, recently completed projects that best illustrate the Team’s qualifications in performing the **Primary Required A-E Services (Master Planning Services)**. Preferred projects from most to least, Master Plans for large Department of Defense (DoD) U.S Marine Corps Bases in the Continental United States (CONUS); any large DoD Bases, CONUS and /or Outside of Continental United States (OCONUS), large County and / or City Master Plans in the United States.

A specific project is a single project or a single task order under an indefinite quantity contract or a specific project under a stand-alone contract. If multiple actions and / or task orders were taken to create the larger Master Plan for a specific location or mission action, all these combined would be a single example. “Recent” is defined as professional A-E services completed within the past 10 years prior to this Synopsis announcement due date.

Include the A-E fee for the services performed.

At least three (3) of the projects shall have been primarily self-performed by the Prime A-E firm.

Select projects where multiple team members worked together, if possible, that demonstrate the team’s capability to perform the Primary Required Services. Where sub-contractors are proposed include, if possible, examples where the Prime and Sub have worked together.

Include project title, location, team members involved, A-E fee, project length of time, completion date and how each project reflects experience in the required services. In addition provide an estimated number of personnel hours required to complete the work. This should be a single number and not listed by discipline.

Provide illustrations (this may include drawings, diagrams, photographs or other similar items), that best represent the Primary Required A-E Services (Master Planning Services). Provide one (1) page with a single illustration, one (1) page with two (2) illustrations and one (1) page with four (4) illustrations for a total of seven (7) illustrations for EACH project. This counts as part of the page limitation (see Section HF).

If the proposed team is a joint venture (JV), submit information for relevant projects completed by the JV entity.

If the JV does not have shared experience, projects may be submitted for each of the JV partners. In any case, do not exceed the ten (10) project limitation. In cases where the submitted project was performed by a JV, but all JV partners for that project are not on the team identified in Part I, Section C, specifically describe the relevant work performed by the JV partner(s) proposed for this contract.

In all cases, clearly describe the specific example of work self-performed by the proposing firm and the firm’s roles and responsibilities on the project; do not include work that is not attributable to the proposing firm. If the project description does not clearly delineate the work performed by the entity/entities teaming on this contract, the project may not be considered.

Specific selection criteria include (Firms will be evaluated on specialized experience in performance of

services similar to those anticipated under this contract through evaluation of experience in):

Criterion 1: Specialized Experience – use SF 330 Section F – Projects, AND – use SF 330 Section G – Key Personnel participation in Example Projects – Critically Important

Criterion 2: Professional Qualifications – use SF 330 Section E - Resumes of Key Personnel – Critically Important

Criterion 3: Past Performance – use SF 330 Section HP – Past Performance (Quality of the Work), AND – use SF 330 Section HQ – Past Performance (CPARS / ACASS / PPQ) – Very Important

Criterion 4: Quality Control Program – use SF 330 Section H – Highly Important

Criterion 5: Program Management and Capacity – use SF 330 Section HC – Capacity – Highly Important

Criterion 6: Location – use SF 330 Section HL – Location - Important

Other Agency Criteria:

Criterion 7: Utilization of Small Business – use - SF 330 Section HSB – Small Business Consideration – Very Highly Important

Criterion 8: Depth of Organization – use – SF 330 Section C Proposed Team, AND - SF 330 Section DC – Organizational Chart – Very Highly Important

Criterion 9: Organizational Commitment – use SF 330 Section DM - Organizational Matrix – Very Highly Important

**Submission requirements:** Provide a maximum of Ten (10) projects completed within the past Ten (10) years immediately preceding the date of issuance of this notice that best demonstrate specialized experience of the proposed team in the areas outlined above. Sufficient information to determine the date of completion of the project must be included in the project description or the project will not be considered. If more than the maximum number of projects are submitted, the Government will only evaluate projects up to the maximum number authorized in the order submitted..

All projects provided in the SF330 must be completed by the actual office/branch/regional office/individual team member proposed to manage and perform work under this contract. Projects not meeting this requirement will be excluded from consideration in the evaluation. To enable verification, firms should include the DUNS number along with each firm name in the SF330 Part 1, Section F, block 25, “Firm Name” 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). In block 24, 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. For projects performed as a subcontractor or a joint venture involving different partners, specifically indicate the value of the work performed as a subcontractor or by those firms proposed for this contract, and identify the specific roles and responsibilities performed as a subcontractor or by those firms 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.

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 must be submitted for each joint venture partner, not to exceed 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 projects. Projects not 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 submit an IDIQ contract as an example project.** Instead, list relevant task orders or stand-alone contract awards that fit within the definition above. The Government will not evaluate information provided for an IDIQ contract. Examples of project work submitted that do not conform to this requirement will not be evaluated.

Submission Requirements: The SF330, See Section H item HF for Format Information (font size, number of pages etc.). In addition to the instructions found on the reverse side of the SF 330 for completing the SF 330, the Agency (NAVFAC SW) has included additional and amplifying instructions. [[Where a significant additional requirement is included it is highlighted by an additional letter added to the letter of the section of the SF 330 that applies. For example, Section D of the SF 330 “D. ORGANIZATIONAL CHART OF PROPOSED TEAM” includes two Agency requirements DC Organizational Chart and DM Organizational Matrix. Specific information required is provided in the related text described below. Section H of the SF 330 “H. ADDITIONAL INFORMATION” contains amplifying information as well as format information.]] Information submitted beyond the stated page limitation, unless otherwise accepted, will not be considered in the evaluation. Submit one (1) original and three (3) copies of SF330 (Parts 1 and 2), addressing the selection criteria information below. Requested items not counted as part of the page limitation are as noted herein. Also submit electronic copies of the complete SF330 on CD (Adobe Acrobat .PDF format. Submit two CDs (total). One (1) CD shall compile Parts 1 and 2 into one single file. One (1) CD shall have all Parts 2 as a single file each.

Complete SF 330 Section A – Contract Information. This counts as part of the page limitation (see Section HF)

Complete SF 330 Section B – A-E Point of Contact. In addition to name of firm in Block 5, provide your firm’s Dun and Bradstreet Number (DUNS) issued by Dun and Bradstreet Information Services and state if your firm is Large Business or SBA Certified 8(a), SBA Certified HUBZone, SDVOSB, EDWOSB or Small Business. If the firm is a Large Business provide a description of Small Business Utilization in SF 330 Section HSB. [[Where a significant additional requirement is included it is highlighted by an additional letter added to the letter of the section of the SF 330 that applies. For example, Section D of the SF 330 “D. ORGANIZATIONAL CHART OF PROPOSED TEAM” includes two Agency requirements DC Organizational Chart and DM Organizational Matrix. Specific information required is provided in the related text described below. Section H of the SF 330 “H. ADDITIONAL INFORMATION” contains amplifying information as well as format information]]. This counts as part of the page limitation (see Section HF).

**All information for Criterion 1 should be submitted in the SF330, Part I, Section F of the. The Government WILL NOT consider information submitted in addition to Part 1, Section F in evaluation of Criterion 1.**

**Criterion 2—Professional Qualifications and Technical Competence (SF330, Part I, Sections E & 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. Specific disciplines that must be included in key personnel are Principle / Program Manager and the Project Manager.

Submission Requirements:

SF330, Part I, Section E. Provide resumes for all proposed key personnel that illustrate experience in the work proposed under this contract. Resumes are limited to Ten (10) pages and should indicate: professional registration, certification, licensure and/or accreditation in appropriate disciplines; cite recent (within the past Ten (10) years) project-specific experience in work relevant to the services required under this contract; and indicate proposed role in this contract. At least one (1) of the key personnel shall be a professionally registered planner certified by the American Institute of Certified Planners (AICP) and be on the staff of the Prime A/E firm. Indicate participation of key personnel in example projects in the SF330, Part I, Section G.

Complete SF 330 Section E - Resumes of Key Personnel - Professional Qualifications of Key Personnel: Provide a minimum of ten (10) and a maximum of ten (10) resumes for key personnel on your team that would be directly responsible for performing the Primary Required Services. Resumes shall include that of the Principle / Program Manager and the Project Manager to be assigned to the work. Include the geographic office location of the individual on the resume. At least one (1) of the key personnel shall be a professionally registered planner certified by the American Institute of Certified Planners (AICP) and be on staff of the Prime A-E firm. (NOTE see Additional Information. The firm must be a Licensed / Registered Architect and / or Engineering Firm to qualify.) Complete Section E as listed in the SF 330 instructions and as above except for SF 330 Section E item 19 "Relevant Projects". Do not submit any relevant projects in Section E. The relevant projects will be addressed in Section G. This counts as part of the page limitation (see Section HF).

Complete SF 330 Section G – Key Personnel Participation in Example Projects: List only Key Personnel in Section E Resumes. All personnel in Section E must be listed here. This counts as part of the page limitation (see Section HF).

Complete SF 330 Section H – Additional Information: This section states "ATTACH ADDITIONAL SHEETS AS NEEDED". Additional attached sheets shall not exceed the sheet limitation stated. Any sheet beyond the stated requirement will not be considered.

**Criterion 3—Past Performance (SF330, 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 contacts with points of contact in other criteria. 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 A COMPLETED CPARS/ACASS EVALUATION IS NOT AVAILABLE**, 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 included under Criterion 1, Specialized Experience. **DO 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 SF330. 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 (legible copies are acceptable) 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 contact, Naval Facilities Engineering Command Southwest, Code RAA00.RL, Attn: Roy P. Layug via email at roy.layug@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.

Complete SF 330 Section HP - Past Performance (Quality of Work): [[Where a significant additional requirement is included it is highlighted by an additional letter added to the letter of the section of the SF 330 that applies. For example, Section D of the SF 330 "D. ORGANIZATIONAL CHART OF PROPOSED TEAM" includes two Agency requirements DC Organizational Chart and DM Organizational Matrix. Specific information required is provided in the related text described below. Section H of the SF 330 "H. ADDITIONAL INFORMATION" contains amplifying information as well as format information]]. Complete SF 330 Section HP Past Performance: Provide a narrative to describe the QA/QC process the firm employs. Describe other aspects of the Quality of Work, such as awards and / or letters of recommendation (provide no more than five (5)). Describe the worst quality issue the firm has faced and how it was successfully overcome. Examples may include the loss of Key Personnel, an intractable client, or the loss of data, etc. This counts as part of the page limitation (see Section HF).

Complete SF 330 Section HQ - Past Performance (CPARS / ACASS): [[Where a significant additional requirement is included it is highlighted by an additional letter added to the letter of the section of the SF 330 that applies. For example, Section D of the SF 330 "D. ORGANIZATIONAL CHART OF PROPOSED TEAM" includes two Agency requirements DC Organizational Chart and DM Organizational Matrix. Specific information required is provided in the related text described below. Section H of the SF 330 "H. ADDITIONAL INFORMATION" contains amplifying information as well as format information]]. Complete SF 330 Section HQ Past Performance: Provide the 10 most recent ACASS reviews germane to the Primary Required Services. These will be evaluated as part of this criterion. For firms that cannot meet his submission requirement Past Performance Questionnaire (PPQ) may be submitted in lieu of ACASS reviews. Ensure the PPQ has the correct phone numbers and e-mail addresses for the client point of contact. Completed PPQs should be submitted with the SF 330. Do not include by reference PPQs submitted with other response to synopsis. CPARS, ACASS and PPQ

information should be attached to this response after the SF 330 Part II response but before the “LAST SHEET” (see SF 330 Section HF). This information will not be counted against the page limitations.

**Criterion 4—Quality Control Program (SF330, 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 all 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 SF330, Section F or how the plan will work if it has not been used previously.
2. Provide a quality control process chart showing the inter-relationship of the management and team components.
3. Describe specific quality control processes and procedures proposed for this contract.
4. Identify the quality control manager and any other key personnel responsible for the quality control program and a description of their roles and responsibilities.
5. Describe how the firm’s quality control program extends to management of subcontractors.

**Criterion 5—Program Management and Capacity (SF330, 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.

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.
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.

Complete SF 330 Section HC – Capacity: [[Where a significant additional requirement is included it is highlighted by an additional letter added to the letter of the section of the SF 330 that applies. For example, Section D of the SF 330 “D. ORGANIZATIONAL CHART OF PROPOSED TEAM” includes two Agency requirements DC Organizational Chart and DM Organizational Matrix. Specific information required is provided in the related text described below. Section H of the SF 330 “H. ADDITIONAL INFORMATION” contains amplifying information as well as format information]]. Complete SF 330 Section HC - Capacity To Accomplish the Work: Indicate the number of employees within the firm responsible for the Primary Required Services and address the firm’s capacity to accomplish multiple small and large task orders simultaneously. This counts as part of the page limitation (see Section HF).

**Criterion 6—Firm Location (SF330, Part I, Section H)**

Provided that the application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the contract, firms will be evaluated on the locations of their office or offices that will be performing the work under this contract and demonstrated knowledge of the general geographic areas in which projects could be located. Evaluation of firms will include consideration of their location within the general geographic area of the anticipated projects, primarily Marine Corps Base Camp Pendleton, Camp Pendleton California.

**Submission Requirements:**

1. Indicate location of the office(s) that will be performing the work, including main offices, branch offices, and offices of team members.
2. Provide a narrative describing the team’s knowledge of the primary geographic areas to be covered by this contract.

Complete SF 330 Section HL - Location (In the General Geographic Location of the Work): [[Where a significant additional requirement is included it is highlighted by an additional letter added to the letter of the section of the SF 330 that applies. For example, Section D of the SF 330 “D. ORGANIZATIONAL CHART OF PROPOSED TEAM” includes two Agency requirements DC Organizational Chart and DM Organizational Matrix. Specific information required is provided in the related text described below. Section H of the SF 330 “H. ADDITIONAL INFORMATION” contains amplifying information as well as format information]]. Complete SF 330 Section HL: Indicate the location of the firm’s main office and any branch offices that may be involved in the work, and describe the team’s knowledge and availability to work in the proposed geographical area (Marine Corps Base Camp Pendleton). Indicate any local Sub-contractors and their relationship to the work. If the work is to be performed from other than the local area, briefly describe the ability of the Prime to forward deploy personnel and how the Team would respond to data requirements throughout the life of the contract. This counts as part of the page limitation (see Section HF).

**Criterion 7—Commitment to Small Business (SF330, Part I, Section H):**

Firms will be evaluated in terms of the extent to which they have identified and committed to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), Historically Underutilized Business Zone Small Business (HUBZoneSB), 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, HUBZoneSB, 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 FY2017 in terms of percentages of total planned subcontracting dollars for utilization of small businesses. Demonstrate the plan to meet these goals:

	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>
<b>SB</b>	66.94%	66.94%	67.07%	67.20%	67.33%
<b>HubZone</b>	9.03%	9.03%	9.12%	9.21%	9.30%
<b>SDB</b>	17.44%	17.44%	17.62%	17.79%	17.97%
<b>WOSB</b>	15.45%	15.45%	15.61%	15.77%	15.93%
<b>SDVOSB</b>	3.06%	3.06%	3.09%	3.12%	3.15%
<b>VOSB</b>	3.06%	3.06%	3.09%	3.12%	3.15%

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, HUBZoneSB, VOSB, SDVOSB, and HBCU/MI if applicable in the performance of this contract.

The Small Business size standard classification is NAICS (insert applicable NAICS Code), (insert Title of Classification), size standard (insert applicable size standard).

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.

Complete SF 330 Section HSB – Small Business Consideration (Utilization of Small Business, if the Proposer is a Large Business): [[Where a significant additional requirement is included it is highlighted by an additional letter added to the letter of the section of the SF 330 that applies. For example, Section D of the SF 330 “D. ORGANIZATIONAL CHART OF PROPOSED TEAM” includes two Agency requirements DC Organizational Chart and DM Organizational Matrix. Specific information required is provided in the related text described below. Section H of the SF 330 “H. ADDITIONAL INFORMATION” contains amplifying information as well as format information]]. Complete SF 330 Section HSB Small Business Consideration: Utilization of small business concerns as subcontractors shall be evaluated. Firms that propose a high level of utilization of small business in subcontractor roles work may be considered more favorably in the evaluation process. Submission Requirements: Submit a narrative that demonstrates commitment and use of small business concerns as subcontractors on this contract. Address the key elements by identifying and discussing: 1) Commitment to the following small business subcontracting goals: Small Business (SB) - 66.94%; Small Disadvantaged Business -17.44%; Woman- Owned Small Business - 15.45%; HUBZone Small Business - 9.03%; and Service-Disabled Veteran-Owned Small Business - 3.06%; 2) How the small business, listed as subcontractor in your SF330, will meet the subcontracting goal for each socio-economic category(ies); and 3) Type of service the subcontractor performs and list of subcontracting percentages the subcontractor will meet in their respective socio-economic category. Of the percent of work committed to small businesses, indicate in a percentage basis the amount for each socio-economic category. Show subcontractor name, DUNS number, small business socio-economic category, and type of service to be perform in this contract. A subcontracting plan may be required at a later date. This counts as part of the page limitation (see Section HF).

Criterion 8: Depth of Organization – use – SF 330 Section C Proposed Team, AND - SF 330 Section DC – Organizational Chart:

Complete SF 330 Section C – Proposed Team. List Prime Contractors Home Office first. List in the following order offices of the Prime that will be engaged in the Primary Required Services, followed by

sub-contractors. Then list Prime and sub-contractors that will be engaged in Secondary Required Services. SF330, Part 1, Section C: In Block 9, in addition to the name of the firm, provide the firms Data Universal Numbering System (DUNS) number issued by Dun and Bradstreet Information Services of each proposed team member. The SF 330 instructions allow for “an additional sheet if needed”, “an” shall mean one. This counts as part of the page limitation (see Section HF).

Complete SF 330 Section DC [[Where a significant additional requirement is included it is highlighted by an additional letter added to the letter of the section of the SF 330 that applies. For example, Section D of the SF 330 “D. ORGANIZATIONAL CHART OF PROPOSED TEAM” includes two Agency requirements DC Organizational Chart and DM Organizational Matrix. Specific information required is provided in the related text described below. Section H of the SF 330 “H. ADDITIONAL INFORMATION” contains amplifying information as well as format information]]. Complete SF 330 Section DC (Section D Chart) – Organizational Chart of Proposed Team. Complete as listed in the instructions except: Present in a single 24 inch by 36 inch sheet format. Attach to the submittal so it will not separate in handling. Indicate at this location in the SF330 where the attachment can be found. In addition, show on the Table of Organization, illustrations (this may include drawings, diagrams, photographs or other similar items) representative of each Secondary Required Services and which sub-contractor, or which portion of the Prime will perform the work. In addition to evaluation of Secondary Required Services, this sheet, by construct and presentation value may be used in the evaluation of criterion SF 330 Section HP Past Performance (Quality of Work). This sheet does not count against the page count (see SF 330 Section HF).

Criterion 9: Organizational Commitment – use SF 330 Section DM - Organizational Matrix:

Complete SF 330 Section DC [[Where a significant additional requirement is included it is highlighted by an additional letter added to the letter of the section of the SF 330 that applies. For example, Section D of the SF 330 “D. ORGANIZATIONAL CHART OF PROPOSED TEAM” includes two Agency requirements DC Organizational Chart and DM Organizational Matrix. Specific information required is provided in the related text described below. Section H of the SF 330 “H. ADDITIONAL INFORMATION” contains amplifying information as well as format information]]. Complete SF 330 Section DC (Section D Chart) – Organizational Chart of Proposed Team. Complete as listed in the instructions except: Present in a single 24 inch by 36 inch sheet format. Attach to the submittal so it will not separate in handling. Indicate at this location in the SF330 where the attachment can be found. In addition, show on the Table of Organization, illustrations (this may include drawings, diagrams, photographs or other similar items) representative of each Secondary Required Services and which sub-contractor, or which portion of the Prime will perform the work. In addition to evaluation of Secondary Required Services, this sheet, by construct and presentation value may be used in the evaluation of criterion SF 330 Section HP Past Performance (Quality of Work). This sheet does not count against the page count (see SF 330 Section HF).

Complete SF 330 Section DM [[Where a significant additional requirement is included it is highlighted by an additional letter added to the letter of the section of the SF 330 that applies. For example, Section D of the SF 330 “D. ORGANIZATIONAL CHART OF PROPOSED TEAM” includes two Agency requirements DC Organizational Chart and DM Organizational Matrix. Specific information required is provided in the related text described below. Section H of the SF 330 “H. ADDITIONAL INFORMATION” contains amplifying information as well as format information]]. Complete SF 330 Section DM (Section D Matrix) At this location in the SF330 provide a matrix showing all key personnel listed in Section E and any additional personnel as appropriate on the vertical. On the horizontal show each of the 7 key features of a Master Plan in the order as listed;

(1) Basic Facilities Requirements (BFR)

- (2) Facilities Planning Documents (FPD) Workshop
- (3) Vision Charrette
- (4) Area Development Plan
- (5) Illustrative Plan
- (6) Analysis of Requirements
- (7) Capital Improvements Plan (CIP)

Indicate the Master Plan project commitment / level of effort that each listed person will participate in each / any of the key features. This counts as part of the page limitation (see Section HF).

Section H of the SF 330 “H. ADDITIONAL INFORMATION” contains amplifying information as well as format information]]. Complete SF 330 Section HL: Indicate the location of the firm’s main office and any branch offices that may be involved in the work, and describe the team’s knowledge and availability to work in the proposed geographical area (Marine Corps Base Camp Pendleton). Indicate any local Sub-contractors and their relationship to the work. If the work is to be performed from other than the local area, briefly describe the ability of the Prime to forward deploy personnel and how the Team would respond to data requirements throughout the life of the contract. This counts as part of the page limitation (see Section HF).

Complete SF 330 Section HF Format Information – Response to Synopsis is limited to; [[Where a significant additional requirement is included it is highlighted by an additional letter added to the letter of the section of the SF 330 that applies. For example, Section D of the SF 330 “D. ORGANIZATIONAL CHART OF PROPOSED TEAM” includes two Agency requirements DC Organizational Chart and DM Organizational Matrix. Specific information required is provided in the related text described below. Section H of the SF 330 “H. ADDITIONAL INFORMATION” contains amplifying information as well as format information]].

- 1) Submit one (1) original and three (3) copies of SF330 (Parts 1 and 2).
- 2) Page Format: 8-1/2” by 11” printed two sided. Any font(s) type, however font must be at a minimum 10 point. Do not include any fold out pages.
- 3) Number of Pages for Response to Synopsis: For EACH document (one (1) original and (3) three copies) the page limitation is: 78 pages EACH (39 sheets, printed both sides for a total of 78 printed pages) 8-1/2 inch by 11 inch. One (1) 24 inch by 36 inch chart printed one side only. The 24 inch by 36 inch chart does not count against the page limitation indicated. In the body of this synopsis each part of the response will indicate if it does, or does not count against the page limitation.
- 4) Binding Method: Bind the response in a secure manner such as comb or spiral binding etc. Use of three ring note books or clip binders is discouraged.
- 5) Cover and Back Sheet: Provide a Cover Sheet with Firm and Synopsis information. The reverse of this sheet shall be left blank and marked “This page intentionally left blank”. Provide the last sheet of the proposal (Back Sheet) as blank and marked “LAST SHEET This page intentionally left blank” on both sides. These two (2) double sided sheets do count against the total of 39 sheets.

6) Submit electronic copies of the complete SF330 on CD (Adobe Acrobat .PDF format). Submit two CDs (total). One (1) CD shall compile Parts 1 and 2 into one single file. One (1) CD shall have all Parts 2 as a single file each.

Complete SF 330 Section I – Authorized Representative: Ensure the authorized representative of the firm signs the page attesting to the information provided in the Response to Solicitation.

Part II General Qualifications: Complete SF330 Part II - General Qualifications for the Prime Firm and Sub-contractors responding to this Solicitation. These sheets do not count against the sheet total.

Additional Info: All information must be included in the SF 330 package (cover letter, attachments, other than those specifically requested, and excess number of pages will be excluded from the evaluation process).

**THIS IS NOT A REQUEST FOR PROPOSAL. ALL INFORMATION NEEDED TO SUBMIT SF 330 DOCUMENTS IS CONTAINED HEREIN. NO SOLICITATION PACKAGE, TECHNICAL INFORMATION, OR BIDDER/PLAN HOLDER LIST WILL BE ISSUED.** It is the offeror's responsibility to check the NAVFAC electronic solicitation website NECO (Navy Electronic Commerce Online) at: <https://www.neco.navy.mil> for any revisions to this announcement or other notices. All NAVFAC Southwest solicitations are posted on the NECO website and begin with "N62473."

Plan-holder list available via the NECO website and an Interested Vendors List is available via the FedBizOpps website, [www.fbo.gov](http://www.fbo.gov), under this solicitation number. Address inquiries via email: [roy.layug@navy.mil](mailto:roy.layug@navy.mil) or via telephone (619) 532-4371.

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