



C – INDEFINITE DELIVERY INDEFINITE QUANTITY CONTRACT FOR ARCHITECT-ENGINEER DESIGN AND RELATED SERVICES AT VARIOUS LOCATIONS UNDER THE COGNIZANCE OF NAVFAC SOUTHEAST

Solicitation Number: N69450-11-R-0051 – AMENDMENT 0004
Agency: Department of Navy
Office: Naval Facilities Engineering Command
Location: NAVFAC Southeast

General Information

Document Type: Pre-solicitation AMENDMENT
Solicitation Number: N69450-11-R-0051
SF 330 Due Date: 20 May 2011 at 4:00PM (EST)
Set Aside: Unrestricted, Full and Open
Classification Code: C -- Architect and Engineering Services
NAICS Code: 541330 – Engineering Services
Type of contract: Firm Fixed-Price, Indefinite-Quantity Contract.
Estimated start date: December 2011

This amendment provides the following **nine items:**

ONE: The total amount that may be obligated under this contract, including option years, will not exceed **\$6,000,000**; rather than \$7,000,000. Thus, the Government estimates annual obligations under the contract to be **~\$2,000,000** (vice \$2,333,333). This is only an estimate and does not prevent the Government from obligating more or less than \$2,000,000 per contract period; up to the contract maximum of \$6,000,000.

The conformed synopsis (below) has been updated to reflect these revised amounts.

TWO: Replace existing **Professional Qualifications** Evaluation Criterion in its entirety with the following:

Professional Qualifications: The selected firm will be required to demonstrate substantial design experience in the following primary technical disciplines: Architectural, Civil, Structural, Mechanical, Electrical and Fire Protection. Also, the following specific areas of expertise shall be demonstrated in the proposal:

- a. Experience in and knowledge of multi-discipline design projects.
- b. Knowledge, acquired through recent design experience, of technical criteria for planning, designing, constructing, sustaining, restoring, and modernizing of facilities

- of, or similar to, the types located in Navy, Army, Air Force, and Marine Corps installations.
- c. Professional licensure of each discipline's key personnel to be assigned to this contract (all design disciplines).
 - d. An Engineer licensed in the discipline of fire protection engineering with at least 5 years of full time fire protection experience.
 - e. Key Specialists:
 1. A mechanical Engineer and an Architect, each, having U. S. Green Building Council LEED® accreditation and one, at least, having experience as Engineer/Architect of record and having responsibility for initiating and submitting all necessary design documentation to the US Green Building Council for LEED® certification of the project.
 2. A licensed professional Architect or Engineer, or a Registered Roof Consultant (RRC) by the Roof Consultants Institute (RCI), either of which having a minimum of 10 years continuous specialized experience in design, investigation, testing, and consulting services related to roofing, waterproofing, and building envelope systems for new and existing structures of similar size and scope.
 3. An Interior Designer licensed in the practice of Interior Design, qualified by the National Council of Interior Design Qualifications (NCIDQ), is a professional member of the American Society of Interior Designers (ASID), and has a minimum of 5 years continuous experience in interior design of facilities of, or similar to, the types located in Navy, Air Force, and Marine Corps installations.
 4. A designer certified by and registered with BICSI as an RCDD® (Registered Communications Distribution Designer).

THREE: This amendment provides Evaluation Criterion “**6. Quality Control**” as follows:

Quality Control Program: Provide Quality Assurance/Quality Control procedures that your firm has in place and implements to ensure a high quality product is provided to your clients. Include an explanation of the management approach; a graphic representation or an organizational chart indicating the inter-relationship of management and design team components; and specific quality control processes that are utilized.

The page limit for submissions remains 60 single-sided pages.

FOUR: Replace existing **Safety** Evaluation Criterion in its entirety with the following:

SAFETY: Submit your Experience Modification Rate (EMR) and OSHA Days Away From Work, Restricted Duty, or Job Transfer (DART) Rate. Also provide this same information for each major subcontractor that you propose to use under this contract (please note that an EMR greater than 1.10 and a DART Rate greater than 3.0 is considered to be a high risk Contractor by the Government and will be prohibited from participating on this contract). In addition to the referenced requirements, the selected Contractor will be required to submit an Accident Prevention Plan (APP) in accordance with EM 385-1-1, paragraph number 11. The APP is not required to be submitted as part of the proposal in response to this solicitation.

DART Rate:

Although the Occupational Safety & Health Administration (OSHA) may not require a published DART rate for certain companies/industries, NAVFAC SE does require the calculation of this rate to assess an overall history of safety performance. Generating the DART rate is calculated by the OSHA formula listed below:

$$\text{DART rate} = N/EH \times 200,000^*$$

N = Total DART cases.

EH = Total number of hours worked by all employees, including management, temporary, and leased workers. Typical employee works 2000 hours per year (40 hour week, with two weeks of vacation)

* Base for 100 full-time equivalent workers

For example, if you have 50 employees who work a total of 100,000 hours during the year and have experienced 10 DART cases, the DART rate would be $(10 \div 100,000) \times 200,000 = 20$ (Obviously very high). The total number of DART cases and the total number of hours the employees work during the year are the two important figures entered into the formula.

EMR:

Self-insured employers based in Florida, can call the Florida Division of Workers Compensation (850) 413-1784 and will be provided with their EMR. Companies not based in Florida should contact that particular state division of workers compensation and request a verbal confirmation of their EMR. If verbal confirmation cannot be obtained, a formal request should be initiated.

Exception:

A company that is unable to obtain or meet the above specified DART rate or EMR, is required to submit a detailed narrative to explain why these particular safety indicators could not be obtained or achieved.

FIVE: Services may be required within the entire NAVFAC SE AOR and, less frequently, within the entire NAVFAC AOR (worldwide).

SIX: This amendment removes reference to Environmental Engineers in the synopsis.

SEVEN: Example projects submitted must be complete through Beneficial Occupancy. Further, to be considered recent, Beneficial Occupancy must have occurred within the past 5 years.

EIGHT: NAVFAC now requires all new general building construction projects to receive LEED Gold Certification (rather than Silver) from the U. S. Green Building Council (USGBC) as well as other command-specific energy efficiency standards.

NINE: CONFORMED SYNOPSIS

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.

Naval Facilities Engineering Command Southeast (NAVFAC SE), Naval Air Station (NAS) Jacksonville, Florida intends to award one Indefinite-Delivery Indefinite-Quantity contract for Professional Architectural and Engineering services to prepare design/build Request For Proposals (RFP) and to provide 100% design services for various project types at Department of Defense (DoD) and non-DoD activities located throughout the NAVFAC SE Area of Responsibility (AOR). The contract will primarily provide design services for the geographic areas of Kings Bay, GA; Mayport, FL; Blount Island, FL; Jacksonville, FL; and Orlando, FL. Services may be required within the entire NAVFAC SE AOR and, less frequently, within the entire NAVFAC AOR (worldwide).

The duration of the contract will be for one (1) year from the date of initial contract award; with two (2) additional one year option periods. The total amount that may be paid under this contract, including option years, will not exceed **\$6,000,000**. The Government guarantees a minimum of \$10,000 for the contract term. The Government makes no representation as to the number of task orders or the actual amount of work to be ordered. Contractors are not

guaranteed work in excess of the minimum guarantee. In the event the estimated annual fee is not met, the Government reserves the right to carry-over any unused capacity to the following option year(s). Additionally, the Government reserves the right to obligate more than **\$2,000,000** in any contract year. The options may be exercised at the discretion of the Government subject to workload and/or satisfaction of the A&E performance under the subject contract.

This proposed contract is being solicited as UNRESTRICTED, FULL AND OPEN to large and small business concerns. The North American Industry Classification system (NAICS) for this contract is 541330. The prime firm and consultants for each contract will be required to perform throughout the contract term (including option years, if implemented). The small business size standard classification for this procurement is \$4,500,000. The Estimated Construction Projects for this procurement will primarily be in the \$500,000 - \$1,500,000 range, although smaller and larger projects may be included.

The required A-E services will be primarily for providing architectural and engineering services for full design (100% plans and specifications) and for the preparation of technical Statements of Work (SOW) that will be used in soliciting design/build contracts. Services may also include field investigations and facility damage assessments after hurricanes or other storm events. Specific duties include Architectural programming, Geotechnical investigation, Surveying, Cost estimating, and Military Construction Project Data Sheet (DD Form 1391) preparation and other preliminary project documentation. The projects associated with this contract shall involve any combination of the following Primary disciplines: Architectural, Civil, Structural, Mechanical, Electrical and Fire Protection Engineering. Projects in this contract will include initiatives to seek certification under the US Green Building Council's Leadership in Environmental Engineering and Design (LEED®) Green Building Rating System (GBRS).

NOTE: NAVFAC now requires all new general building construction projects to receive LEED Gold Certification from the U. S. Green Building Council (USGBC) as well as other command-specific energy efficiency standards. Selected firms will not be able to propose on design-build task orders for which the firm or any of the firms' subcontractors has assisted the Government in the preparation of the design-build technical statement of work or plans and specifications.

The A/E may be required to conduct comprehensive asbestos and lead paint surveys and provide designs, which will provide for the removal and disposal of these hazardous materials in accordance with applicable laws and regulations.

Evaluation Criteria:

The following seven (8) Selection Criteria (listed in descending order of importance) will be used to evaluate and award this contract:

1. Professional Qualifications: The selected firm will be required to demonstrate substantial design experience in the following primary technical disciplines: Architectural, Civil, Structural, Mechanical, Electrical, and Fire Protection. Also, the following specific areas of expertise shall be demonstrated in the proposal:

- a. Experience in and knowledge of multi-discipline design projects.
- b. Knowledge, acquired through recent design experience, of technical criteria for planning, designing, constructing, sustaining, restoring, and modernizing of facilities of, or similar to, the types located in Navy, Army, Air Force, and Marine Corps installations.
- c. Professional licensure of each discipline's key personnel to be assigned to this contract (all design disciplines).
- d. An Engineer licensed in the discipline of fire protection engineering with at least 5 years of full time fire protection experience.

e. Key Specialists

1. A mechanical Engineer and an Architect, each, having U. S. Green Building Council LEED® accreditation and one, at least, having experience as Engineer/Architect of record and having responsibility for initiating and submitting all necessary design documentation to the US Green Building Council for LEED® certification of the project.
2. A licensed professional Architect or Engineer, or a Registered Roof Consultant (RRC) by the Roof Consultants Institute (RCI), either of which having a minimum of 10 years continuous specialized experience in design, investigation, testing, and consulting services related to roofing, waterproofing, and building envelope systems for new and existing structures of similar size and scope.
3. An Interior Designer licensed in the practice of Interior Design, qualified by the National Council of Interior Design Qualifications (NCIDQ), is a professional member of the American Society of Interior Designers (ASID), and has a minimum of 5 years continuous experience in interior design of facilities of, or similar to, the types located in Navy, Air Force, and Marine Corps installations.
4. A designer certified by and registered with BICSI as an RCDD® (Registered Communications Distribution Designer).

2. Specialized Experience: The selected firm will be required to demonstrate specialized experience in the following areas:

- a. Recent experience in completing multiple projects in the \$500k - \$1.5M range of construction value.
- b. Recent multi-discipline experience of proposed design team, including consultants, in preparing 100% design documents for use in design-bid-build projects similar in scope and size to the work described herein.
- c. Recent multi-discipline experience of proposed design team, including consultants, in preparing performance-based specifications (RFPs) for use in design/build projects similar in scope and size to the work described herein.
- d. Recent experience of proposed design team, including consultants, to conduct and document project programming *charrettes* for projects similar in scope and size to the work described herein.
- e. Demonstrate ability to investigate and to accurately document existing site and environmental conditions.
- f. Experience utilizing sustainable design concepts integrated among all disciplines necessary for projects submitted, at least through the design phase completion, for LEED® Certifications.
- g. Recent experience in performing facility condition assessments and preparing quantified repair project scope of work and cost estimates.
- h. Demonstrate ability to design projects within strict anti-terrorism force protection design criteria (UFC 4-010-01).

3. Past Performance: The selected firm will be required to demonstrate any past performance in the following areas:

- a. Past performance on contracts with DoD and private industry in terms of cost control, quality of work and compliance with performance schedules;
- b. Part of this evaluation will be a review of each firm's past performance and performance rating(s) from the Architect-Engineer Contract Administration Support System (ACASS) during the evaluation process;

- c. Provide a tabular listing of all of designs that received past performance ratings, awards or special notice with respect to design excellence, innovation, time savings, etc;
- d. Commendations/awards may be from both private and DoD clients for projects that are similar and relevant in nature to projects that would be anticipated to be engaged in on a military installation;
- e. Designate your role in the project and identify the proposed team members that worked on these projects. These ratings should be dated 2006 or later and should include those for joint venture partners and consultants. Include points of contact (name & telephone number) for the client.
- f. If the A-E received any less than satisfactory past performance evaluations from customers and owners, it is incumbent upon the A-E to provide an explanation of the rating and what the A-E has done or will do to preclude less than satisfactory ratings on future contracts.

4. Capacity: The selected firm will be required to demonstrate the capacity of the firm and proposed design team in the following areas:

- a. Capacity of the firm and proposed design team to perform multiple projects concurrently and to provide multiple, multi-discipline teams, for simultaneous execution of task orders of varying size and scope;
- b. Ability of the firm to sustain the loss of Key Personnel while accomplishing the work within the required time limits;
- c. Capacity of the firm and proposed design team to assist with performing hurricane damage assessments while concurrently providing design services on other assigned projects;
- d. Describe your capacity to provide services described in Selection Criterion 4 above. Indicate projected workload and availability of the project team (including consultants) for a specified contract period starting in October 2011.

5. Location: The selected firm will be required to demonstrate the location of the firm and proposed design team in the following areas:

- a. Knowledge and working experience of probable site conditions, design issues and regulatory requirements specific to the AOR for this Contract;
- b. Geographic location of the selected firm to ensure the ability to provide on-site response and support, to all areas of the AOR for this Contract, within 8 hours of notification by the Government;
- c. Provide a list of recent projects performed by the proposed design team in the areas encompassed by this contract. Provide backup data as appropriate demonstrating expertise and responsiveness for evaluation in Selection Criteria 5 above.

6. Quality Control Program: Provide Quality Assurance/Quality Control procedures that your firm has in place and implements to ensure a high quality product is provided to your clients. Include an explanation of the management approach; a graphic representation or an organizational chart indicating the inter-relationship of management and design team components; and specific quality control processes that are utilized.

7. Safety: Submit your Experience Modification Rate (EMR) and OSHA Days Away From Work, Restricted Duty, or Job Transfer (DART) Rate. Also provide this same information for each major subcontractor that you propose to use under this contract (please note that an EMR greater than 1.10 and a DART Rate greater than 3.0 is considered to be a high risk Contractor by the Government and will be prohibited from participating on this contract). In addition to the referenced requirements, the selected Contractor will be required to submit an Accident Prevention Plan (APP) in accordance with EM 385-1-1, paragraph number 11. The APP is not required to be submitted as part of the proposal in response to this solicitation.

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For example, if you have 50 employees who work a total of 100,000 hours during the year and have experienced 10 DART cases, the DART rate would be $(10 \div 100,000) \times 200,000 = 20$ (Obviously very high). The total number of DART cases and the total number of hours the employees work during the year are the two important figures entered into the formula.

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Exception: A company that is unable to obtain or meet the above specified DART rate or EMR, is required to submit a detailed narrative to explain why these particular safety indicators could not be obtained or achieved.

8. Volume of Work: The selected firm will be required to demonstrate their volume of work in the following areas:

- a. In accordance with, Department of Defense Federal Acquisition Regulation Supplement (DFARS) Procedures, Guidance and Information (PGI) 236.602-1, firms will be evaluated in terms of work previously awarded to the firm by the DoD within the past 12 months with the objective of effecting an equitable distribution of DoD A&E contracts among qualified A&E firms, including small and small disadvantaged business firms and firms that have not had prior DoD contracts;
- b. However, this is a secondary factor and is only notable when distinction is necessary between two equally qualified firms.
- c. Firms with multiple offices shall indicate which office was awarded the contract/task order.

TO ASSIST THE EVALUATION BOARD IN REVIEWING YOUR APPLICATION, ENSURE THAT THE FOLLOWING INFORMATION IS INCLUDED IN THE BODY OF THE SF330:

SECTION D, ORGANIZATIONAL CHART OF PROPOSED TEAM: Submit an organizational chart with the following information, including professional registration held (PE, RA, etc) for each person: Principal point of contact, project managers, at least, two licensed professionals in each primary discipline, and one of each key specialist. Make sure all architectural and engineering disciplines and all specialists listed under Selection Criteria 1 "Professional Qualifications" (above) are included in the organizational chart. Indicate the name of the company that the team member works for on the organizational chart.

SECTION E, RESUMES OF KEY PERSONNEL: Include resumes of team members included on the Organizational Chart in Section D. However, resume's for administrative, CAD or lower tier design personnel are not required to be provided even if included on the Organizational Chart. Resumes' should reflect the required professional qualifications and specialized experience cited in the Professional Qualifications selection factor above.

SECTIONS F & G, EXAMPLE PROJECTS: Include a description of at least five germane recent projects. Projects submitted must be complete through Beneficial Occupancy. Further, to be considered recent, Beneficial Occupancy must have occurred within the past 5 years. At least, one project must demonstrate that necessary design phase documentation was submitted to the US Green Building Council for LEED® certification. Do not provide information for more than 10 example projects. Indicate Key Personnel Participation in Example Projects.

JOINT VENTURE, TEAMING OR SUBCONTRACTOR UTILIZATION: Slated large business firms slated for interviews will be required to submit a subcontracting plan (in addition to addressing the small business criteria in the SF 330) before price negotiations begin for contract award. Subcontracting plan shall indicate the extent to which they identify and commit to small businesses, veteran-owned small business, HUBZone small business, small disadvantaged businesses, and woman-owned small business concerns as consultants in performance of these contracts. The current subcontracting goals established for these contracts for subcontracted work is 77.51% for small businesses, 16.18% for small disadvantaged businesses, 14.53% for woman-owned businesses, 1.42% HUB Zone businesses, 3% for veteran-owned businesses, and 3.25% disabled veteran-owned business.

The Federal Acquisition Regulation (FAR) requires the use of the On-Line Representations and Certifications Application (ORCA) in Federal Solicitations as part of the proposal submission process. Offerors are required to complete the ORCA on-line via website <http://orca.bpn.gov>. Refer to FAR 52.204-8 Annual Representations and Certifications (FEB 2009).

Offerors are required to be registered in the DoD Central Contractor Registration (CCR) Database prior to award of a contract. Failure to register in the CCR Database may render your firm ineligible for award. For more information, check the CCR Website: <http://www.ccr.gov> or refer to DoD FAR Supplement, Part 204 Subpart 204.72. Registration in Wide Area Workflow (WAWF) at <https://wawf.lb.mil/> is also required.

Submission Instructions: Architect-Engineer Firms which meet the requirements described in this announcement are invited to submit a completed SF 330 original and three copies. The SF 330 should be typed and one-sided with a minimum font of 11. The entire submission, including both SF 330 Parts I and II and the cover letter, shall not exceed 60 one-sided pages. Excess pages shall be excluded from the evaluation process.

Included in the 60 pages, provide an organization chart of the proposed team showing the names and roles of all key personnel listed in Section E with the associated firm as listed in Section C. An 11"x17" page for the organizational chart is acceptable, which will be counted as one page of the 60 pages. Please include your DUNS, CAGE, and TIN numbers in Section H, Block 30 of the SF 330. Provide evidence that your firm is permitted by law to practice the professions of architecture or engineering (e.g. State registration number).

A summary of experience as specifically defined in the evaluation criteria herein is requested as part of the SF 330 submittal. SF 330s will be evaluated to determine the most highly qualified firm based on criteria responses. 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, accessible points of contact, or valid phone numbers may result in a firm being considered less qualified.

Responses are due no later than 4:00 P.M. EST, 20 May 2011. Responses should be sent to the address provided below, ATTN: AE/PPV/Donna Yon. Late responses will be handled in accordance with FAR 52.215-1. Hand carried responses will not be accepted. Electronic (E-mail, facsimile, etc.) submissions are not authorized. Firms responding to this notice shall submit the original and THREE COPIES of the SF 330 submission package. THIS IS NOT A REQUEST FOR PROPOSAL. Inquiries concerning this solicitation notice should include the solicitation number, and title.

Additional Information: <https://www.neco.navy.mil/>

Contracting Office Address

Department of the Navy, Naval Facilities Engineering Command, NAVFAC Southeast
Building 903 Yorktown Avenue
Jacksonville, Florida 32212-0030

Points of Contact

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Place of Performance

Performance of services shall be predominantly in North Florida. However, services may be required within the entire NAVFAC SE AOR and, less frequently, within the entire NAVFAC AOR (worldwide).