



C – INDEFINITE DELIVERY INDEFINITE QUANTITY CONTRACT FOR COMMISSIONING (CXA) AND RELATED SERVICES AT VARIOUS LOCATIONS UNDER THE COGNIZANCE OF NAVFAC SOUTHEAST

Solicitation Number: N69450-11-R-0055 – 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-0055
SF 330 Due Date: 20 May 2011 at 4:00PM (EST)
Set Aside: Total SMALL BUSINESS
Classification Code: C -- Architect and Engineering Services
NAICS Code: 541330 – Engineering Services
Type of contract: Firm Fixed-Price, Indefinite-Quantity Contract.
Estimated start date: September 2011

Amendment Synopsis:

This amendment provides the following three items:

ONE: Due to a clerical error, there is no Amendment 0001.

TWO: Replace existing Evaluation Criterion “**7. Safety**” in its entirety with the following:

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.

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 below OSHA formula:

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

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 a verbal confirmation cannot be obtained, a formal request would have to 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 as to why these particular safety indicators could not be obtained or achieved.

Points of Contact

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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 Commissioning Authority (CxA) 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 CxA services for the geographic areas of Alabama, Florida, Georgia, Louisiana, Mississippi, South Carolina, Texas, the Bahamas, and the Caribbean Region.

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 \$5,000,000. 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 \$1,666,667 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 a 100% SMALL BUSINESS SET-ASIDE to only 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. Typical projects will have a construction cost in the \$5,000,000 - \$40,000,000 range, although smaller and larger projects may be included.

The required A-E services will be primarily for providing Leadership in Energy and Environmental Design (LEED) commissioning services for building services and utilities of new construction and major renovation projects. The Commissioning Authority (CxA) shall be capable of supporting the LEED Green Building Rating System- Commissioning Process for the design, construction, and post-acceptance phases of multiple, simultaneous LEED projects across the NAVFAC SE AOR.

The Commissioning Authority shall be responsible for complying with the LEED (EAp1) prerequisite commissioning requirements and LEED (EAc3) enhanced commissioning requirements of the LEED-NC v3.0 green building rating system, and other requirements as indicated in the individual task order for each project.

Work will include CxA of: Building mechanical (HVAC), electrical and plumbing systems; renewable energy systems (solar, wind) and other, high-technology, renewable- and energy-efficient systems; other types of energy-consuming process systems typically found at DOD Activities (bulk fuel storage, handling, and distribution systems); fabrication and repair facilities; blast & paint facilities; power and central energy plants; and aviation and fleet support facilities (air traffic control towers, secure communications facilities, data centers, corrosion control facilities, hangars, simulator, classroom training facilities, warehouses, fire stations, vehicle maintenance facilities, child development centers, fitness centers, bachelor's quarters, and administration facilities). NAVFAC SE considers the optimization of energy performance, the sustainable development and implementation of all capital improvements projects, however, some projects might require non-LEED commissioning to optimize energy performance without the LEED process.

The required CxA authority's tasks may include, but are not limited to the following:

CxA Responsibilities - General

- a. Develop Commissioning Specifications for the project and submit to the Government for incorporation into the project.

- b. Maintain an “Issues Log” and review at all commissioning meetings. Issue deficiency notices and verify that issues have been corrected. Deficiencies that have not been corrected in a timely manner shall be reported to the Government.

Commissioning Process During Pre-Design

- a. Assist the Government with the development of the Owner’s Project Requirements (OPR).
- b. Identify the scope and budget for commissioning services.
- c. Develop an initial commissioning plan.

Commissioning Process During Design

- a. Work with the Government’s design team or A&E design team to document the design team’s Basis of Design (BOD) for the project.
- b. Verify the BOD in regards to the OPR.
- c. Be involved in design workshops, design reviews, and value engineering discussion prior to the start of the construction documents phase of the work.
- d. Participate in discussions on evaluating new technologies with respect to meeting LEED certification requirements.
- e. Assist the Government with determining the commissioning requirements and activities and including these requirements in the construction documents.
- f. Develop full commissioning specifications for all commissioned equipment and systems.
- g. Coordinate the integration of the commissioning specifications into the project specification package.
- h. Develop a Commissioning Plan encompassing Design, Construction, Occupancy and Operations phases of the project.
- i. Complete a thorough commissioning design review of the design documents completed at [35%] [50%] [95%] [the end of each design phase]. Comments shall be submitted directly to the Government.

Commissioning Process During Construction

- a. Present an organized discussion of the commissioning requirements at the [pre-proposal] [pre-construction] meeting and review with the commissioning team.
- b. Coordinate and direct commissioning activities in a logical, sequential and efficient manner using consistent protocols, clear and regular communications and consultations with all parties, frequently updated timelines, schedules and technical expertise.
- c. Provide factory witness testing, as required.
- d. Perform site visits and inspections, as necessary, to observe component and systems installation, and to perform a statistical review of construction focusing on the owner’s design intent and the quality process. Attend selected planning and job-site meetings to obtain information on the construction progress. Assist in resolving any discrepancies.
- e. Work with the installing contractors to develop and write (pre-functional) construction checklists for the equipment and systems being provided for this project. Submit construction checklists to the Government for approval.
- f. Maintain a master issues (deficiencies) log and a separate testing record. Provide the Government with written progress reports and test results with recommended actions.
- g. Organize and conduct periodic commissioning team meetings necessary to plan, develop scope, coordinate, schedule activities and resolve problems.
- h. Review the shop drawing submittals concurrent with the A&E/Government’s review.
- i. Work with contractors in completing construction checklists and tracking of checklist completion.

- j. Statistically sample completion of construction checklists on a periodic basis to verify the contractor's quality control process is achieving the OPR.
- k. Approve systems startup by reviewing start-up reports and by selected site observation.
- l. Work with the installing contractors to develop and write functional performance test procedures for all commissioned equipment and systems. Submit test procedures to the Government for approval.
- m. Assist the Government's Construction Manager (CM) in direction of the Contractor to execute the tests.
- n. Coordinate witnessing and recommend approval of test procedures performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved.
- o. Recommend approval of air and water systems balancing through statistical sampling of the report with separate field verification.
- p. Document the correction and retesting of non-compliance items by the contractor.
- q. Prepare the Systems Manual to achieve the requirements of the OPR.
- r. Review, recommend approval, and verify the training provided by the Contractor.

Commissioning Process During Occupancy and Operations

- a. Schedule and verify deferred and seasonal testing by the contractor.
- b. Verify continued training.
- c. Schedule, organize and attend a lessons-learned workshop facilitated by an independent member of the commissioning authority's firm.
- d. Complete the Final Commissioning Process Report for the project.
- e. Assist in the development of a preventive maintenance plan, a detailed operating plan, or a resource management plan.
- f. The Commissioning Authority shall work with the Contractor and the Government, and shall register the project with the Department of Energy in order to obtain the ENERGYSTAR label for the project. The Commissioning Authority shall accumulate the required energy usage data over the first year of operation, submit the data and provide all additional information in order to obtain and provide the ENERGYSTAR label for each facility commissioned.
- g. Return to the project site 10 to 12 months into the warranty period. Review with the facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Identify problems or concern that the staff might have with operating the building as originally intended. Make suggestions for improvements and recording these changes into the IOM and Systems Manuals. Assist facility staff with developing reports, documents and requests for services to remedy outstanding problems.

Commissioning process will be provided in accordance with the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Guideline 0 – The Commissioning Process, ASHRAE Guideline 1 – The HVAC Commissioning Process, the NEBB Basic Procedural Standard for Commissioning of the National Environmental Balancing Bureau (NEBB), the AGC Commissioning Guidelines of the Associated Air Balance Council (AABC), and the Commissioning Handbook of the Building Commissioning Association (BCxA).

NOTE: The Successful Small Business will be required to comply with FAR 52.219-14, Limitations on subcontracting, which states that “at least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.”

Evaluation Criteria:

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

- 1- **Professional Qualifications and Technical Competence** (education, registration and/or certification and experience) The Commissioning Provider Firm shall be certified as a commissioning provider firm by the National Environmental Balancing Bureau (NEBB), the Building Commissioning Association (BCxA), or the Associated Commissioning Group (ACG) of the Associated Air Balance Council (AABC). The person designated as the Commissioning Authority (CxA) shall be accredited as a commissioning professional by the Association of Energy Engineers (AEE), the Building Commissioning Association (BCA), the National Environmental Balancing Bureau (NEBB), the University of Wisconsin - Madison (UWM), or the American Society of Heating Refrigerating and Air Conditioning Engineers (ASHRAE). The CxA shall also be a LEED accredited professional with a minimum of five (5) years of commissioning experience, with a successful record in commissioning a minimum of ten projects, of which five projects were successful in achieving LEED certification.
- 2- **Recent Specialized Experience:** (within the past 5 years)
 - a. Commissioning Firms shall have key personnel in the following disciplines: Senior Commissioning Authority/Agent, Project Manager, Building Envelope Specialist, Electrical Engineering Commissioning Specialist, Mechanical Engineering Commissioning Specialist, and Communications/Security Engineering Commissioning Specialist. The Senior Commissioning Authority, Project Manager and Lead Commissioning Field Personnel shall have bachelor's degrees in their discipline and certifications from recognized national Commissioning Certification Organizations.
 - b. Key personnel shall demonstrate a minimum of 5 similar projects commissioning systems in their discipline.
 - c. Recent experience of project commissioning team members individually and collectively, as an integrated team in providing:
 - (i) Commissioning services for renewable energy systems: solar hot water heating systems, solar photovoltaic power systems, wind-energy systems, and enthalpy wheel type energy recovery systems.
 - (ii) Commissioning services for large, high-performance mechanical (HVAC) equipment and systems such as central energy plants, chillers, boilers, pumps, heat exchangers, and cooling towers.
 - (iii) Experience with the LEED process, including being responsible for other LEED credits such as EAc5 – Measurement & Verification and IEQc3.2 – Construction Indoor Air Quality Management Plan (During construction), and experience acting as a LEED Project Administrator for a successful LEED Silver project.
 - (iv) Full experience with designing, specifying, installing, commissioning and trouble-shooting of DDC control systems and enhancing commissioning performance by using the facility DDC control system to expedite the commissioning process. Provide a list of at least three projects where the commissioning and trouble-shooting of DDC control systems played a significant part in the success of the project.
 - (v) Commissioning of at least two projects using lighting control systems to harvest 'daylighting' to reduce building power consumption for lighting.
 - (vi) Commissioning of existing buildings and retro-commissioning of existing buildings, which have never been commissioned.
 - (vii) Use of instrumentation and data-logging devices to improve commissioning performance and results.

(viii) Demonstrated good communications skills, with experience and success in working with project design teams and with construction teams in conducting “scoping meetings.”

(ix) Responding conscientiously to the client’s needs.

(x) Being responsible for, planning and delivering operation and maintenance training.

- 3- **Past performance:** Overall past performance on contracts with DoD and private industry. The Government shall consider, but not be limited to considering: Quality, performance, compliance with schedules, cost control of commissioning DOD facilities and other types of commercial/industrial facilities. 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- **Quality Control Program:** Demonstrated success of the commissioning firm’s Quality Control (QC) program to ensure the delivery of quality commissioning products. (1) Provide an organization chart that identifies the overall relationship and lines of authority of the proposed commissioning team. Include firm names, key personnel and their discipline/specialty; (2) Describe the firm’s QC program; who is primarily responsible for the QC program; how does the firm ensure quality across the entire team; Illustrate success in implementing the program; and (3) Address the team’s QC processes for checking and verifying commissioning process activities for errors, omissions, and quality, documenting decisions, and incorporating and tracking review comments. Of special interest are the QC processes in place that minimize the government’s effort to QA the Commissioning Authority’s work products for errors, omissions, and quality.
- 5- **Capacity:** (a) Capacity of firm and to accomplish multiple award task order projects concurrently. Provide qualified staff sufficient to perform concurrent commissioning services on at least three (3) projects with a value of at least \$5 million each in different areas of the NAVFAC SE AOR. (b) Describe the commissioning firm’s ability to sustain the loss of key personnel while accomplishing the commissioning work within the required time limits and schedule.
- 6- **Location:** (1) Knowledge of local site conditions and applicable regulatory requirements; and (2) Ability of firm to ensure timely response for on-site support.
- 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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- 8- **Volume of DoD Work:** (1) 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; (2) However, this is a secondary factor and is only notable when distinction is necessary between two equally qualified firms. (3) Firms with multiple offices shall indicate which office was awarded the contract/task order.

SERVICES SHALL BE ACCOMPLISHED IN THE FIRM'S OFFICE WITH THE EXCEPTION OF FIELD INVESTIGATIONS AND SURVEYS AS REQUIRED AT THE SPECIFIC TASK ORDER PROJECT SITES.

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 50 one-sided pages. Excess pages shall be excluded from the evaluation process.

Included in the 50 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. 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 could 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. First responding to this notice shall submit the original and THREE COPIES of the SF 330 submission package. Only Small Business firms responding to this notice will be considered. 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
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Jacksonville, Florida 32212-0030

Points of Contact

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Place of Performance

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