



**SYNOPSIS FOR INDEFINITE DELIVERY-INDEFINITE QUANTITY (IDIQ)  
ARCHITECT-ENGINEERING (A-E) DESIGN SERVICES; FOR EUROPE, AFRICA  
AND SOUTHWEST ASIA AREA OF RESPONSIBILITY UNDER THE COGNIZANCE  
OF THE NAVAL FACILITIES ENGINEERING COMMAND, EURAFSWA**

**C – Architect-Engineering (A-E) services required for Indefinite-Delivery, Indefinite-Quantity (IDIQ) for NAVFAC EURAFSWA European Area of Responsibility (AOR).**

**Contracting Office:** N33191  
**Address:** PSC 817 BOX 51 FPO AE 09622-0051  
**NAICS Code:** 541330 -- ENGINEERING SERVICES  
**Solicitation Number:** N3319115R0818  
**Agency:** Department of the Navy  
**Office:** Facilities Engineering Command  
**Location:** Naples, Italy

**Synopsis Date:** 04 March 2015

**SF 330 response date is to 14 April 2015 at 11.00 A.M. Central European Summer Time (CEST)**

**Set-Aside: NA**

**Contracting Points of  
Contract:**

**Esma Erisen at [esma.erisen@eu.navy.mil](mailto:esma.erisen@eu.navy.mil) (Primary)  
Phone: +39 081-568 7745  
Mr. Dave Leigh [david.leigh@eu.navy.mil](mailto:david.leigh@eu.navy.mil) (Secondary)  
Phone: +39 081-568 5610**

---

**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 PROPOSAL (RFP) PACKAGE TO DOWNLOAD.

**I. DESCRIPTION:**

NAVFAC EURAFSWA plans to award a single IDIQ Contract to a licensed architectural, multi-disciplined engineering and design (A-E) services firm for various project types at Department of Defense (DoD) and non-DoD activities located throughout the NAVFAC EURAFSWA Europe Area of Responsibility (AOR).

The type of design projects expected to be performed under this contract include, but are not limited to: Administration Buildings, Religious Facilities, Community Buildings, Dining Facilities, Recreational Facilities, Security Buildings, Child Development Centers, Bachelor Quarters, Navy Lodges, Airfield Facilities, Waterfront Facilities, Operational Facilities, Base Housing, Water Treatment Facilities and associated work, Central Plants Utility System Upgrades, and other Infrastructure.

Architect-Engineering and Engineering Services that may be required under this contract include the preparation of DD Form 1391 documentation, Design-Build RFPs, plans, specifications, cost estimates, related studies, surveying soil borings, hazardous materials identification, energy audits and associated computations, life safety code studies, interior space planning/design, other associated engineering services, shop drawing review, as-built drawing preparation, Operation and Maintenance Support Information (OMSI), commissioning, and construction inspection and engineering consultation services during construction. For projects in the NAVFAC EURAFSWA AOR, the A-E will be expected to produce designs that fully comply with host nation requirements and will require a host nation compliance certification.

The DD Form 1391 documentation is prepared in the Navy's Electronic Procurement Generator (EPG) and includes cost valuation surveying, concept sketches, and site sketches with utility points of connections; and may require enhancement of previously prepared basic documentation, including economic analysis and recommendations for potential utilities impacts and sustainable features. Firms are required to prepare cost estimates utilizing the SUCCESS estimating system in Work Breakdown Structures (WBS), specifications, the SPECSINTACT program, and drawings in AutoCAD format. Firms will also be required to provide documents in PDF format. Most projects require design in the metric system.

As defined by paragraph 1-5 of UFC 3-600-01, Fire Protection Engineering for Facilities, this contract will require the services of a licensed fire protection engineer or consultant. Also, in accordance with UFC 3-120-10, the services of a practicing, certified or registered interior designer will be required for this contract. The Government reserves the right to negotiate Design-Build Request for Proposals (RFP), final plans, specifications, cost estimates, related studies, all associated engineering services, and all post construction award services for all projects.

The award will not be restricted to Small Businesses. The duration of the proposed contract will be a base period of one year with four (4) option periods of one year each. The guaranteed minimum is established at \$10,000.00 only for the base year of the contract. The combined total amount that may be paid under the contract (including option years) will not exceed \$25,000,000 for the entire contract term. There will be a \$400,000 dollar limit per task order. There is no dollar limit per year. No other general notification to firms for other similar projects performed under this contract will be made.

## **II. PROJECT INFORMATION-Statement of Work:**

Required architect and engineering services are for new construction, renovation/alteration, repair, and maintenance projects. Work is primarily for preparation of Design-Build Request for Proposals (RFPs), fully designed drawings and specifications, studies for renovation or alteration of existing facilities or construction of new facilities, and abbreviated descriptions of performance requirements and development of budget estimates. A sampling of projects may include: Residential – Barracks (Hotels, Apartments); Family Housing Lodges (Motels); Commercial/Office – Exchanges (Light Commercial); Commissaries (Super Markets); Administration Buildings; Fire Stations; Communication Centers; Chapels (Churches); Clubs; Recreation Facilities (Playing Fields, Auto Shops, Hobby Shops, Youth Centers, Gymnasiums); Institutional (Schools, Child Development Centers, Kindergartens); Dining Facilities, Training Facilities, Hospitals; Industrial Repair Facilities, Hangars, Warehouses, Expeditionary Contingency Structures (K-Spans, Sprung, SEAHUTS, pre-engineered buildings); Helicopter Pads, Taxiways, Runways, Utility Systems (Water Steam, Sewer, Gas, Electric, Communication, etc.); and Ship Berthing Areas (Piers, Ramps, Wharfs). Additional tasks may include: lighting and electrical power distribution, transformation, and frequency conversion; HVAC and control systems; planning studies; consultation on technical issues; storm drainage systems; soils grading; roads/parking lots; interior and exterior lighting systems; designs for fire protection and suppression systems; anti-terrorism force protection and blast analysis; asbestos/lead abatement and disposal of hazardous materials. During the performance of this contract, hazardous materials/waste assessments or surveys may be required. Firms must also accept work that involves asbestos, lead based paint, PCBs, and other hazardous materials. Firms must have familiarity with radon abatement foundation design and construction.

Offerors must be professional service design firms with in-house capability for the following disciplines:

- a. Architecture
- b. Mechanical Engineering
- c. Electrical Engineering

Other support services can be subcontracted and are not required to be in-house:

- d. Structural Engineering
- e. Civil Engineering

Specialty services, e.g. Fire Protection Engineering, Geotechnical Engineering, etc. may be subcontracted. Offerors must identify the individual proposed to perform Fire Protection Engineering on the SF 330 and indicate if provided by in-house staff or subcontracted.

Design services may include, but are not limited to: renovation and construction of administrative, commercial, industrial, health care, military, aviation, waterfront and residential facilities; general building renovation work; repair/replacement of components and building systems; building alterations, building additions and construction of new facilities; design of site utilities, paving, buildings and structures, mechanical systems, and electrical systems; civil, structural, geotechnical, architectural, mechanical, electrical, fire protection, telecommunications and antiterrorism/force protection work.

Engineering services may include topographic surveys, and site/soil investigations and analyses. Architectural services may include planning studies; design of additions, changes in use and new buildings; interior design; Energy conservation and sustainable design; and site design.

Civil Engineering services may include: studies; environmental assessments; vehicular, bicycle and pedestrian circulation - roads, paths, parking and bridges; pavements; water treatment and distribution; irrigation; wastewater pre-treatment and collection; drainage and storm water management; site planning; recreational facilities; airfield improvements; and waterfront improvements.

Structural and geotechnical services may include sustainable design; studies; soils investigations; design and analysis of existing, new and reinforced foundations; design and analysis of existing, new and reinforced buildings and non-building structures; and hardening for blast protection; and failure investigations.

Mechanical Engineering services may include: Energy conservation and sustainable design, Life Cycle Cost Analysis; construction of new and/or repair of existing HVAC (heating, ventilating and air conditioning) systems, HVAC control systems, industrial ventilation and exhaust systems, plumbing systems, automatic fire suppression systems, solar panels systems, boiler installation, and compressed air systems.

Electrical Engineering services may include; Energy conservation and sustainable design; Life Cycle Cost Analysis; load studies, construction of new and/or repair/renovation of interior and exterior medium and low voltage distribution systems, photovoltaic systems, lighting, substations, communications, cable TV, fire alarm, and mass notification systems. Work performed under this contract may require the inspection, sampling, testing, identification, and removal of asbestos, lead-based paint, PCBs, mercury lamps, and similar hazardous materials.

Professional services may include Post Construction Award Services (PCAS) such as: Commissioning, contractor's submittal and shop drawing review, response to Requests for Information (RFIs), preparation of as-built (record) drawings, construction consultation, and construction inspection services.

Scope of Task Orders: Various tasks will be ordered for all types of new or existing facilities. This includes but is not limited to: 1) Project planning and development (Scopes of Work/DD1391 development); 2) Engineering Studies; 3) Project designs (including preparation of full plans and specifications, calculations, associated services for projects in the NAVFAC EURAFSWA Area Of Responsibility (AOR), and all other design deliverables required by UFC 1-300-09N; “Design Procedures.”

### **III. A-E SELECTION CRITERIA:**

**Basis of the Award:** Contract will be awarded to the “most highly qualified” A-E Firm. Federal Acquisition Regulation (FAR) Part 36.6 and the Brooks Act apply.

**Order of importance:** There are six (6) primary evaluation factors and three (3) secondary factors for this solicitation. Factors 1 through 6 are considered equal in importance. Factors 7, 8, and 9 are of lesser importance and will be used as “tie-breakers” among otherwise technically equal firms.

**Application of Selection Criteria:** The selection board will evaluate firms' qualifications strictly on the basis of the announced selection criteria and their stated order of importance. An initial determination of acceptability will be conducted based on the material submitted to develop a “short list” of not more than **three (3)** firms. SF 330s will be evaluated to determine the most highly qualified firm based on criteria responses. The A-E Team must demonstrate its qualifications with respect to published evaluation criteria for all services. The firms that fail to meet one or more selection criteria will NOT be slated. NAVFAC EURAFSWA reserves the right to award only to the most qualified firm or to make no awards if it is determined that any of the firms that submit SF 330s are qualified to perform the required services.

The criteria will be applied as follows:

**Primary Selection Criteria:**

- Criterion 1 – Professional Qualifications and Experience
- Criterion 2 – Specialized Experience and Technical Competence
- Criterion 3 – Capacity of New Work
- Criterion 4 – Past Performance
- Criterion 5 – Quality Control Program
- Criterion 6 – Experience with Sustainable Design

An “UNACCEPTABLE” rating in any one of the above primary selection factors, will lead to the A-E firm being ineligible for contract award.

**Secondary Selection Criteria:**

- Criterion 7 – Volume of Work (Tie Breaker)
- Criterion 8 – Specialized United States Government (USG) Experience in the NAVFAC EURAFSWA AOR (Tie Breaker)
- Criterion 9 – Location (Tie Breaker)

## **A. Primary Selection Criteria.**

**For purposes of this solicitation, a project is defined as a single task order or stand-alone contract. For multiple award and IDIQ type contracts, the contract as a whole should not be submitted as a project and if submitted will not be evaluated; rather, offerors should submit the work performed under a task order as a project.**

### **CRITERION 1, PROFESSIONAL QUALIFICATIONS AND EXPERIENCE**

**SF 330, Part 1, Section E:** A board will evaluate, as appropriate, the education, training, registration, overall and relevant experience, and longevity with the firm of the key management and technical personnel. Professional Qualifications and experience of the proposed team members to be assigned to this contract, which are necessary for satisfactory performance of the type of work requirements listed in the Statement of Work section above. Professional qualifications including the necessary experience to satisfactory performance of required services within the required time.

#### **Firms will be evaluated in terms of:**

- a) Management Approach (management's staffing plan for these projects) including the planned use of a U.S. A-E firm and U.S. registered Fire Protection Engineers to assure that designs are compatible with U.S. standards and codes, as applicable.
- b) Primary Discipline Qualifications: (Professional licensure is required of each Primary Discipline's Key Personnel to be assigned to this contract).
  - Architecture;
  - Mechanical Engineering; and,
  - Electrical Engineering.
- c) Secondary Disciplines Qualifications. (Professional licensure is required of each Secondary Discipline's Key Personnel to be assigned to this contract).
  - Civil Engineering;
  - Structural Engineering;

The design of architectural, structural, geotechnical, mechanical, electrical, civil, fire protection or other features of the work shall be accomplished, reviewed, and approved by Architects and Engineers professionally registered with a registration number and an authorization to practice in the applicable field and will meet all local standards and codes.

#### **Key Specialist:**

**Fire Protection Engineer:** An U.S. registered engineer licensed in the discipline of fire protection engineering with at least 5 years of full time fire protection experience.

- d) Experience of staff members (with present and other firms) and roles of staff members on projects submitted for evaluation factor number one;

e) Experience of staff members with SPECSINTACT system format, and AutoCAD compatible format.

Rating	Description
Highly Qualified (HQ)	<ol style="list-style-type: none"> <li>1. The US A-E Firm/JV has a separate in-house staff for each of the primary disciplines listed above.</li> <li>2. The A-E Team includes at least one individual (Architect, Civil Engineer, Structural Engineer, Mechanical Engineer, and Electrical Engineer) <u>registered to practice</u> with at least 12 years of demonstrated professional experience and an engineering and/or architect degree recognized by accredited U.S. Education Institutions.</li> <li>3. Persons in charge of the services, performing independent checking of documents and field work, and signing documents, must have an engineering and/or architect degree recognized by accredited U.S. Education Institutions and demonstrated experience in the specific field, and on similar projects to those in the task order.</li> </ol>
Qualified (Q)	<ol style="list-style-type: none"> <li>1. The US A-E team/JV must include at least one individual (Architect, Civil Engineer, Structural Engineer, Mechanical Engineer, and Electrical Engineer) registered to practice in the professional field involved with at least 6 years each of demonstrated professional experience.</li> <li>2. Persons in charge of the services, performing independent checking of documents and field work, and signing documents, must have an engineering and/or architect degree recognized by accredited U.S. Education Institutions and demonstrated experience in the specific field, and on similar projects to those in the task order.</li> </ol>
Unqualified (U)	The US A-E Team/JV does not have the qualifications listed under “Qualified”. Unqualified A-E Team will be ineligible for contract award.

**Submission Requirements:** Provide brief resumes of Key Personnel, including those of each proposed team member who will serve as Project Manager, discipline Designers of Record (DOR) to include Architectural, Mechanical, Electrical, Civil, Structural and Fire Protection Engineer, and Cost Estimator. The DOR shall perform and direct the design within their respective discipline and shall sign and seal the drawings. All Project Managers and DORs must be professionally registered in their discipline. Experience of design team members using SPECSINTACT system format and AutoCAD compatible formats. Provide country (all individuals) and state (if U.S. license) of professional licensure/registration and discipline in Block 17 of the resume. This applies to (U.S. Registered Fire Protection Engineer) or if firm has licensure/registration to perform work in the U.S. or NAVFAC EURAFSWA AOR or both. If the Firm hires subcontractors to work in a specific country, subcontractors will need to be professionals who possess proper licenses and registration required to practice in that country. Licensing may be verified. Each resume shall include a maximum of five (5) specific completed projects that best illustrates the experience of the individual member relevant to the contract statement of work.

## **CRITERION 2, SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE**

### **(1) Unified Facilities Criteria (UFC) AND International Building Code (IBC) Experience:** SF 330, Part 1, Section F, G, and H.

Specialized experience and technical competence of the proposed team with the type of work described in the Statement of Work above. A board will evaluate the specialized experience of a firm on similar projects and the technical capabilities of the prime firm and any subcontractors.

NOTE: List qualifications including sub-consultants, if applicable, on Standard Form 330.

A board will evaluate the specialized experience of a firm on similar projects and the technical capabilities (such as design quality management procedures, CADD/BIM, equipment resources, and laboratory requirements) of the prime firm and any subcontractors, experience in energy conservation, pollution prevention, waste reduction, and the use of recovered materials, effectiveness of the proposed project team including management structure; coordination of disciplines, offices and/or subcontractors; and prior working relationships will also be examined.

a. SF 330, Part 1, Section F: Submission Requirements: For the proposed team, provide a maximum of ten (10) completed projects that best illustrate overall team experience and demonstrated technical competence relevant to this contract scope. Firms with multiple offices shall indicate which office completed each project listed. **Any additional submitted projects (in any section) will not be evaluated.**

b. SF 330, Part 1, Section G: Submission Requirements: Demonstrate Key Personnel Participation in the example projects listed in Section F as the SF330 form instructs. In addition, include firm name with names of Key Personnel.

c. SF 330, Part 1, Section H, Additional Information: Address Criteria 4, Past Performance in Section H. Firms may create an additional section to address each point under each criterion identified in the solicitation not covered under the SF330 form within the maximum number of pages. **CLEARLY IDENTIFY THE CRITERIA NUMBER AND TITLE.**

**(2) Knowledge of the Location:** Offerors will be evaluated on the extent of its capability to provide professional engineering services throughout the NAVFAC EURAFSWA AOR. Firms will be required to demonstrate knowledge and working experience of probable site conditions, design issues and regulatory requirements, working experience of design approaches, construction materials, local codes/ordinances/laws/practices, permits, costs in NAVFAC EURAFSWA AOR.

<b>Rating</b>	<b>Description</b>
Highly Qualified (HQ)	A firm will be considered "Highly Qualified" when a firm can provide six (6) design projects that were executed within the past five years, utilizing the UFC and/or the IBC and the projects submitted were completed within the NAVFAC EURAFSWA AOR. A maximum of ten (10) submissions may be submitted
Qualified (Q)	A firm will be considered "Qualified" when it can provide three (3) design projects that were executed within the past five years, utilizing UFC and/or IBC.
Unqualified (U)	A-E Team does not have the qualifications listed under "Qualified". Unqualified A-E Team will be ineligible for contract award.

**SUBMISSION REQUIREMENTS:** Address the capability of the team to adequately serve the NAVFAC EURAFSWA AOR relative to the firm's location. Describe and illustrate the knowledge of the team, design approaches, construction materials, local codes/ ordinances/ laws/practices, permits, costs and other conditions unique to NAVFAC EURAFSWA AOR.

---

**CRITERION 3, CAPACITY OF NEW WORK**

The board will consider a firm's experience with similar size projects and the available capacity of key disciplines when evaluating the capacity of a firm to perform the work in the required time. A-E will be required to demonstrate capacity for new work as well as the current and future volume of design work that the firm already has or will have in the future. A-E must show Design Quality Control procedures as stated on the Whole Building Design Guide and UFC criteria consistent with performing design work on a United States Government Design Contract.

<b>Rating</b>	<b>Description</b>
Highly Qualified (HQ)	A firm will be considered to have "Highly Qualified" Capacity of New Work when all four (4) of the below submission requirements (a, b, c, and d) are met.
Qualified (Q)	A firm will be considered to have "Qualified" Capacity of New Work when three (3) of the four (4) below submission requirements (a, b, c, and d) are met.
Unqualified (U)	A firm will be considered to have "Unqualified" Capacity of New Work when two (2) of the four (4) below submission requirements (a, b, c, and d) are met. An Unqualified rating will make the A-E ineligible for a contract award.

**SUBMISSION REQUIREMENTS:** **a)** For each design team firm, list all current projects being designed by the design team office with a current design fee for construction of greater than \$1,000,000. For each project, identify the current design fee, the current stage (percent completed) of design, and the anticipated design completion date. Indicate the present workload of the firm and the availability of the project team (including subconsultants) for the specified contract performance period; **b)** For each design team, describe experience in successfully delivering projects per performance schedule, providing timely construction support, and successfully completing multiple projects with similar delivery dates; **c)** Discuss how surge

workload would be managed; and **d)** Provide a narrative on how your firm plans to accomplish 15-20 Task Orders with a value of Not to Exceed \$400,000.00 each.

**CRITERION 4, PAST PERFORMANCE**

A board will evaluate A-E firm’s past performance on relevant contracts with Government agencies and private industry in terms of quality of work, cost control, and compliance with performance schedules.

Past Performance will be evaluated with emphasis on RECENT AND RELEVANT projects submitted on the SF 330s. Points of contact provided in other criteria may be contacted. The evaluation team will also review each firm’s past performance and performance rating(s) from Architect-Engineer Contract Administration Support System (ACASS) during the evaluation process as well as from Past Performance Information Retrieval System (PPIRS), Federal Awardee Performance and Integrity Information System (FAPIIS), Electronic Subcontract Reporting System (eSRS), ACASS, performance recognition documents, and information obtained for any other source that reflect a trend of satisfactory performance considering a pattern of successful completion of tasks; a pattern of deliverables that are timely and of good quality; a pattern of cooperativeness and teamwork with the Client at all levels (task managers, contracting officers, auditors, etc.); tasks that are identical to, similar to, or related to the task at hand. A firm with no record of past performance information shall be evaluated neither favorably nor unfavorably.

<b>Rating</b>	<b>Description</b>
Highly Qualified (HQ)	A firm will be considered to have “Highly Qualified” Past Performance when a firm has received evaluations that average above satisfactory without any evaluations below satisfactory for the projects submitted under <b>Criterion 2. Past Performance evaluations must be finalized. Interim evaluations will not be considered.</b>
Qualified (Q)	A firm will be considered to have “Qualified” Past Performance when a firm has received evaluations that average satisfactory without any evaluations below satisfactory for the projects submitted under <b>Criterion 2. Past Performance evaluations must be finalized. Interim evaluations will not be considered.</b>
Unqualified (U)	A firm will be considered to have “Unqualified” Past Performance when a firm received two or more Marginal ratings for the projects submitted under <b>Criterion 2. An “Unqualified” rating will make the A-E ineligible for a contract award. Past Performance evaluations must be finalized. Interim evaluations will not be considered.</b>
Neutral (N)	Not Rated. No past performance records are available upon which to base a meaningful per performance risk prediction. This is neither a negative or nor positive assessment.

**SUBMISSION REQUIREMENTS:** For each project provided as experience under Criteria 2:  
**a)** If a U.S. federal contract, provide a copy of **relevant** DD Form 2631s, Performance Evaluation – (Architect – Engineer) or other applicable form for that contract; **b)** If not a federal contract, provide facility owner documentation of the performance of the firm that was awarded

the contract. If no evaluation exists, so state; **c)** Provide accessible owner points of contact-name, title, address, telephone number, and **email address**.

---

---

### **CRITERION 5, QUALITY CONTROL PROGRAM**

Firms will be evaluated on the acceptability of their internal quality control programs and assigned key personnel to ensure technical accuracy and disciplined coordination of plans and specifications. Demonstrated success of the Quality Control (QC) program used by the firm to ensure quality products. A-E must show Design Quality Control procedures as stated on the Whole Building Design Guide and UFC criteria consistent with performing design work on a U.S. Government Design Contracts. A-E will have in place an internal quality control (QC) program used to ensure technical accuracy and design quality including: Technical quality of design work in terms of professional, correct and accurate application of current technology and codes; Coordination of drawings and specifications and Coordination between disciplines. Note that submittal of the QC plan and compliance with its terms will be required with each Task Order under this IDIQ Contract.

<b>Rating</b>	<b>Description</b>
Highly Qualified (HQ)	A firm will be considered to have “Highly Qualified” QC Program when all four (4) of the below submission requirements (a, b, c, and d) are met.
Qualified (Q)	A firm will be considered to have “Qualified” QC Program when three (3) of four below submission requirements (a, b, c, and d) are met.
Unqualified (U)	A firm will be considered to have “Unqualified” QC Program when two (2) of four below submission requirements (a, b, c, and d) are met. An “Unqualified” rating will make the A-E ineligible for contract award.

**SUBMISSION REQUIREMENTS:** **a)** Provide an organization chart that identifies the overall relationship and lines of authority of the proposed A-E team or JV. Include firm names, key personnel, and their discipline/specialty; **b)** Describe the QC program of the prime contractor; who is primarily responsible for the QC program, and how the prime firm ensures quality consistently across the entire team; **c)** Address the QC processes of the team for checking design-build solicitations and verifying plans and specifications for coverage of customer requirements; avoidance of errors and omissions; documenting design decisions; and incorporating and tracking review comments. Of special interest are the QC processes in place that minimize the effort required by the Government to QA the A-E’s work product for coverage of customer requirements, and identification of errors and omissions; and **d)** Illustrate success in implementing the program.

### **CRITERION 6: EXPERIENCE WITH SUSTAINABLE DESIGN**

---

---

A firm will be evaluated in terms of their knowledge and demonstrated experience in applying sustainability concepts through an integrated design approach and designing in accordance with UFC 1-200-02 HIGH PERFORMANCE AND SUSTANABLE BUILDING REQUIREMENTS (1 Mar 2013).

<b>Rating</b>	<b>Description</b>
Highly Qualified (HQ)	A firm will be considered “Highly Qualified” when a firm can demonstrate four (4) examples of working on a United States Government contract (individual task orders will be considered) that achieved Certified or higher rating of the U.S. Green Building Council, Leadership in Energy and Environmental Design (LEED) Green Building Rating System, or approved equivalent rating and it can demonstrate the ability of the team to provide sustainable designs, identify examples indicating design team (including consultants) experience and knowledge of the requirements of UFC 1-200-02 HIGH PERFORMANCE AND SUSTANABLE BUILDING REQUIREMENTS (1 Mar 2013)
Qualified (Q)	A firm will be considered “Qualified” when a firm can demonstrate a minimum of two (2) examples of working on a United States Government contract (individual task orders will be considered) that achieved Certified or higher rating of the U.S. Green Building Council, Leadership in Energy and Environmental Design (LEED) Green Building Rating System, or approved equivalent rating and it can demonstrate the ability of the team to provide sustainable designs, identify examples indicating design team (including consultants) experience and knowledge of the requirements of UFC 1-200-02 HIGH PERFORMANCE AND SUSTANABLE BUILDING REQUIREMENTS (1 Mar 2013)
Unqualified (U)	A firm will be considered “Unqualified” when a firm can demonstrate one (1) or no examples of working on a United States Government contract (individual task orders will be considered) that achieved Certified or higher rating of the U.S. Green Building Council, Leadership in Energy and Environmental Design (LEED) Green Building Rating System, or approved equivalent rating and it can demonstrate the ability of the team to provide sustainable designs, identify examples indicating design team (including consultants) experience and knowledge of the requirements of UFC 1-200-02 HIGH PERFORMANCE AND SUSTANABLE BUILDING REQUIREMENTS (1 Mar 2013) Unqualified rating will make the A-E ineligible for contract award.

**SUBMISSION REQUIREMENTS:** Clearly describe the familiarity of the design team with the use of recycled and recovered materials on construction contracts per FAR 52.223-9. A maximum of four (4) submissions may be submitted.

---

**B. Secondary Selection Criteria.**

The following criteria are secondary and will be applied by a pre-selection and selection board as “tie-breakers” among otherwise technically equal firms.

**CRITERION 7: VOLUME OF WORK (SECONDARY CRITERIA)**

Firms will be evaluated in terms of work previously awarded to the firm by U.S. DoD with the objective of affecting an equitable distribution of DoD contracts among qualified A-E firms. Volume (U.S. dollar amount) of DoD work awarded to the firm in past five years with the objective of equitably distributing contracts among firms, and firms without prior DoD contracts.

<b>Rating</b>	<b>Description</b>
Highly Qualified (HQ)	A firm will be considered “Highly Qualified” if the volume of work is between \$0 -\$15,000,000.00.
Qualified (Q)	A firm will be considered “Qualified” if the volume of work is more than \$15,000,000.

**SUBMISSION REQUIREMENT:** Provide a list of U.S. DoD contracts awarded in the previous five years to include total fees awarded per contract. Firms with multiple offices shall indicate which branch office completed each project. Include agency phone numbers and points of contact with email addresses.

---

**CRITERION 8: SPECIALIZED UNITED STATES GOVERNMENT (USG) EXPERIENCE IN NAVFAC EURAFSWA AOR (SECONDARY CRITERIA)**

<b>Rating</b>	<b>Description</b>
Highly Qualified (HQ)	A firm will be considered to have “Highly Qualified USG Experience” if three (3) out of five (5) of the team members listed below have USG experience within NAVFAC EURAFSWA: Architect, Civil, Structural, Mechanical, and/or Electrical Engineer.
Qualified (Q)	A firm will be considered to have “Qualified USG Experience” if one (1) or two (2) of the five (5) team members listed below have USG experience within NAVFAC EURAFSWA: Architect, Civil, Structural, Mechanical, and/or Electrical Engineer.
Neutral (N)	Not Rated. A firm will be considered to have “No USG Experience” if none of team members listed below has USG experience within NAVFAC EURAFSWA: Architect, Civil, Structural, Mechanical, and/or Electrical Engineer.

**SUBMISSION REQUIREMENT:** List U.S.G. Experience within the NAVFAC EURAFSWA Area of Responsibility.

---

**CRITERION 9: LOCATION (SECONDARY CRITERIA)**

Firm location (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. Due the AOR coverage of this contract, offices in multiple locations would be considered an advantage.

<b>Rating</b>	<b>Description</b>
Highly Qualified (HQ)	A firm will be considered “Qualified” if they have an office anywhere in NAVFAC EURAFSWA AOR.
Qualified (Q)	A firm will be considered “Qualified” if they do not have an office in NAVFAC EURAFSWA AOR, but have Offices only in the US.

**SUBMISSION REQUIREMENTS:** Provide the address of the A-E or JV office. The SF 330 must clearly indicate the office(s)’ geographical location(s).

Firms with multiple offices shall indicate which branch office completed each project. Include agency phone numbers and points of contact with email addresses.

---

---

**FINAL SELECTION DECISION:**

If all three slated firms received the same rating for all three “secondary criteria” e.g. Criterion 7, Criterion 8 and Criterion 9 then the following will be implemented for the final selection.

Firms will be ranked in ascending order of volume of work.

The Firm who was awarded “the lowest total dollar value” of DOD contracts will be selected to submit a fee proposal in response to an request for proposal.

**SUBMISSION REQUIREMENTS:** Provide a detailed list of U.S. DoD contracts awarded in the previous five years (2014, 2013, 2012, 2011, 2010) to include total fees awarded per contract. Provide a table with the Contract Number, Agency, Title of the project, Total \$ Value Including Fees, Location, Task Order or Stand Alone, Year “Awarded”, JV or Individual.

---

---

#### **IV. ADDITIONAL SUBMISSION REQUIREMENTS:**

Architect-Engineer firms which meet the requirements described in this announcement are invited to submit a completed Standard Form 330 (Paper copy) to Ms. Esma Erisen, Contract Specialist. Firms will provide the Government with one (1) hard copy and one (1) CD of their A-E Qualifications, with all the requested information for evaluation.

**Submittals are to be mailed to the following address:**

ATTENTION:

Ms. Esma Erisen,  
Contracting Officer  
Mr. Dave Leigh  
Contract Specialist

NAVFAC EURAFSWA  
Viale Porto, Box 51  
Aeroporto Capodichino  
Napoli, Italy 80144

**Ms. Esma Erisen**, (Tel: +39-081-568-7745)

**Mr. Dave Leigh**, (Tel: +39 081-568 5610)

- a) Submissions are due no later than **14 APRIL 2015, 11:00 AM, CEST. Electronic copies will not be accepted.** Late submittals will be processed under FAR 15.208 (Submission, modification, revision and withdrawal of proposals). Please note that “DHL” and “FEDEX” are the only mail carriers allowed on the U.S. Navy Support Activity, Capodiccino, Naples, Italy. DHL delivers once a day directly to NAVFAC EURAFSWA Office, while FEDEX delivers to the main gate. Other carriers may be prevented from entry to the base causing delays in the proposal delivery. If the delivery time is missed on the day the proposals are due, your proposal will be considered late. Therefore, please select your carrier carefully and check with your preferred carrier in advance for timely delivery.
- b) Site visits will not be arranged during this period. Final RFI (Request for Information) submittal date is 07 April 2015, 16.00 CEST. Debriefing requests will not be scheduled prior to 45 days after the submittal due date. It is the responsibility of the firm to check the Federal Business Opportunities electronic solicitation website at: <http://www.fbo.gov> for any revisions to this announcement or other notices. E-mail address for inquiries: Ms. Esma Erisen [esma.erisen@eu.navy.mil](mailto:esma.erisen@eu.navy.mil) with a copy to Mr. Dave Leigh [Dave. Leigh@eu.navy.mil](mailto:Dave.Leigh@eu.navy.mil)
- c) Complete a SF 330 Part Two for the Offeror, branch offices, and subconsultants composing of the proposed team. Each SF 330 Part Two from each Offeror, branch offices, and sub-consultant are limited to one page.
- d) All projects provided in the SF 330 (Architect-Engineer Qualifications) must be completed by the office/branch/individual team member actually performing the work

under this contract. Projects not performed by the office/branch/individual team member will be excluded from evaluation consideration

- e) **SF 330, Part 1, Section B:** Contract Information: In Block 5, list the name of the firm, as well as the Dun and Bradstreet Number for each firm. The Prime A-E shall also include its Cage Code (U.S. Firms) or NCage (non-U.S. firms only).
- f) **SF 330, Part 1, Section D:** Organization Chart: In addition to the Instructions provided for the SF 330, identify the overall relationship and lines of authority of the proposed team, including key subconsultants. Note: All individuals listed on the organization chart are not required to have a resume in Section E, such as administrative or lower level engineering positions. Indicate the branch office location of each team member.

Additional information requested on the SF 330:

- g) Indicate solicitation number in block 2b, Dun & Bradstreet number in block 3, Fax number and email address in block 3a., and summarize why the firm is especially qualified based on the selection criteria in block 10.
- h) Submit a list of proposed major consultants or joint venture partners, including verification of licensure and countries of licensure for each major consultant or joint venture partner.

**JOINT VENTURE (JV) AGREEMENTS:** FOR THE PURPOSES OF THIS SOLICITATION, A JOINT VENTURE (JV) REFERS TO A U.S.-STYLED FORMAL LEGAL ENTITY IN THE NATURE OF A PARTNERSHIP COMPRISED OF TWO OR MORE PERSONS OR COMPANIES. EACH JOINT VENTURE MUST PROVIDE ONE (1) CAGE/NCAGE CODE, ONE (1) DUNS NUMBER FOR THE JOINT VENTURE AND ONE (1) DUNS NUMBER FOR EACH MEMBER COMPRISING THE JOINT VENTURE. EACH JOINT VENTURE MUST BE REGISTERED IN THE SAM USING THE NAME OF THE JOINT VENTURE.

Joint Venture Offerors (JV) offerors, shall provide with their proposal a notarized legal document that establishes the JV. The JV Agreement shall take effect upon the submission of the proposal and remain irrevocable until one (1) year after the work has been finally inspected and accepted by the Government. Submission of the notarized legal document that establishes the JV shall be furnished with the proposal in its original language version along with a certified English translation of the notarized JV document.

**The Joint Venture must be formed and valid at the time of submission of the proposal.** The validated notarized legal document must include language that each member of the JV will be jointly and severably liable for the performance of the whole contract and will be incorporated into the contract award if award is made to the JV. The U.S. Government reserves the right to review the actual JV Agreement to determine its basis and compliance with the applicable laws. Any internal agreements affecting the internal composition of the existing JV and its potential liabilities in relation to the contract (performance guarantee, insurance, etc) will be sent to the Contracting Officer to

provide notice of the same. Any change in the composition of the JV will require the JV to formally request a Novation Agreement in accordance with FAR 42.12, which will be approved/disapproved at the discretion of the Contracting Officer.

- i) **The SF 330 page limit is forty five (45) single-sided pages, 8.5 inches x11 inches with a minimum Times New Roman, font size of 10.**
- Page limit includes narrative, charts and photographs. In part F, example projects, additional descriptive information, and photographs may be provided as additional pages in the SF 330; however, they are also included in the maximum page count.
  - Page limit excludes front and back cover and cover letter if applicable.
  - Page limit excludes Past Performance Forms (DD Form 2631 and NAVFAC Past Performance Questionnaire – PPQ). Please do not provide copies of awards and letters of appreciation as they will not be evaluated. Please refer to Criterion 4, Past Performance for submission requirements.
  - Any page with smaller font size than “Times New Roman 10” will not be evaluated.
  - Any page that includes two or more pages copied onto one single page will not be evaluated.
  - Each printed side of double sided pages will be counted as two pages.
  - Each printed side of paper larger than standard letter size (8.5 X 11 inches) will be counted as 2 or more pages
- j) The number of projects listed in the **SF 330 shall not exceed 10**. Any additional submitted projects (in any section) will not be evaluated. A project is defined as a single task order or stand-alone contract. For multiple award and IDIQ type contracts, the contract as a whole should not be submitted as a project and if submitted will not be evaluated; rather, offerors should submit the work performed under a task order as a project.
- a) The SF 330 is located in the following web site:
- [http://contacts.gsa.gov/webforms.nsf/o/21DBF5BF7E860FC185256E13005C6AA6/\\$file/sf330.doc](http://contacts.gsa.gov/webforms.nsf/o/21DBF5BF7E860FC185256E13005C6AA6/$file/sf330.doc)
- k) Upon selection, a Request for Proposal (RFP) including all contract terms and conditions will be issued to the proposed awardee requesting discipline labor and overhead rates. Upon receipt of the RFP, the proposed awardee will have seven (7) days to submit its proposal. The Government may elect to have some or all proposed rates audited prior to negotiations or after. Escalation of base year negotiated labor and overhead rates for the option years will not be entertained on this contract.
- l) The contract requires that the selected firm A/E Firm or JV will be required to provide “the latest three complete balance sheets”, certified by an authorized officer of the organization (s). If a new joint venture is selected, the latest three complete balance sheets for each firm, certified by an authorized officer of the organization will be required. All the documents shall be in English. The Firm or the JV will also be required

to submit one letter of credit in English as evidence of availability of working/operating capital, from an independent financial institution.

- m) The contract requires that the selected firm have an on-line access for E-mail for routine exchange of correspondence and for access to reference documents and standards including, but not limited to, the Construction Criteria Base on the Whole Building Design Guide website for Unified Facility Criteria (UFCs), Unified Federal Guide Specifications (UFGS) and other documents; Naval Facilities Engineering Command (NAVFAC) Engineering Construction Bulletins (ECBs); NAVFAC Instructions (NAVFAC INSTs); U. S. Army Corps of Engineers (USACE) publications; Leadership in Energy and Environmental Design (LEED) standards and processes; Executive Orders etc..
- n) The selected A/E firm or JV will be required for each task order to prepare cost estimates and submit all design submittal packages digitally and by hard copies utilizing a format to be provided by the Government and as identified in the UFC 1-300-09N Design Procedures and the NAVFAC Whole Building Design Guide. Specifications shall be prepared in the SPECSINTACT system format, and all drawings shall be submitted in an AutoCAD compatible format. All AUTOCAD files will be submitted to the Government with the final design submittal package. UFC 1-300-09N Design Procedures and the NAVFAC Whole Building Design Guide define what constitutes a complete design submittal package and defines all its deliverables (i.e. design drawings and CAD files, design analysis, basis of design, cost estimate, specification package etc.) during each phase of the design submittal process. In order for the Government to provide acceptance and approval of the final design submittal, the final design submittal package must be in compliance with UFC 1-300-09N Design Procedures and according to the NAVFAC section of the Whole Building Design Guide (<http://www.wbdg.org/>).
- o) Design fees will mainly be dependent on the projects estimated construction cost (ECC). This does not apply to studies. Based on federal acquisition regulations, design fees cannot exceed 6% of the ECC of a project. This does not include the A/E's costs for engineering services such as site investigations and topographical surveys or post construction ward services (PCAS) as well as travel costs and per diem.
- p) The A-E will be required to be familiar with Department of Defense (DoD) standards, United States Codes, and references. Studies, Analyses, Specifications, Drawings, Cost Estimates shall be done in accordance with DoD standards. Design will be in accordance with DoD criteria and applicable U.S. codes. UFC 1-300-09N, Design Procedures, and UFC 1-200-01, General Building Requirements, apply to this Contact. The edition that is current at time of award will govern task orders issued during the first year of this contract. The edition that is current at each renewal period, if any, will govern task orders issued in the renewal period.
- q) Except for electrical power, lighting, communications, and electrically powered items as noted below, projects shall be designed to maximize use of European materials to minimize the cost and delays associated with procurement of U.S. materials. This does

not negate the requirement for design and analysis to DoD criteria and U.S. codes, e.g. UFC 1-200-01. Design and analysis shall be performed in compliance with UFC 1-200-01 and U.S. codes. European materials and processes meeting or exceeding the requirements shall be specified in the construction documents.

- r) Electrical design and analysis will be for U.S. power characteristics in accordance with National Fire Protection Association (NFPA) 70 and the National Electric Code. European materials and processes will not be substituted for electrical items.
- s) The A-E is required to have access to all referenced U.S. and/or European standards cited in applicable UFCs and in the Specifications prepared for each task order. Digital copies of such referenced standards shall be furnished to the Government upon request.
- t) Drawings shall be prepared in metric units. Drawings shall be prepared in English. Specifications, reports, and all text documents shall be written in English. Specifications shall be produced through editing of UFGS where applicable, using SpecsIntact software and submitted in Microsoft Word compatible format, and drawings shall be submitted in an AutoCAD compatible format.
- u) DoD requires certain new projects to be Certified as LEED Silver and projects must consider sustainable mandates including, but not limited to: Energy Policy Act (EPAct) 2005, Energy Independence and Security Act (EISA) 2007, Memorandum of Understanding (MOU) Guiding Principles for High Performance Sustainable Buildings (HPSB), Executive Order 13423 (2007), Executive Order 13415 (2009), Recycled Content: EPA Comprehensive Procurement Guidelines (CPG) (Resource Recovery Act (RCRA) 2002), and Biobased Content: USDA Federal Biobased Products Preferred Procurement Program (FB4P). A-E must be familiar with these requirements and implement as required by the nature of each project.
- v) The contract will include NFAS clause 5252.236-9309, Key Personnel. An excerpt of this clause is: “No substitution will be made without the advance written approval of the Contracting Officer, after he has reviewed the proposed replacement's experience and qualifications record submitted by the architect-engineer firm with explanation of the necessity for the change.”
- w) No other general notification to firms for other similar projects performed under this contract will be made. Type of contract: Firm Fixed-Price Indefinite Quantity Contract. Estimated start date is 2Q2016.
- x) **ALL DOCUMENTS MUST BE IN ENGLISH. ANY DOCUMENTS SUBMITTED IN ANY LANGUAGE OTHER THAN ENGLISH WILL NOT BE CONSIDERED AND MAY BE GROUNDS FOR ELIMINATION OF THE FIRM FROM FURTHER COMPETITION.**
- y) The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is no fee to register for this site. Entities may register directly from this page at no cost. User guides and webinars are available under the Help tab. All contractors proposing on

Department of Defense Solicitations must be registered in the SAM, <https://www.sam.gov/portal/public/SAM/>, ***prior to submission of proposals*** of any United States of America Department of Defense contract. In order to register in SAM, proposers must have a Dun and Bradstreet (DUNS) Number, <http://fedgov.dnb.com/webform>, and a Commercial and Governmental Entity (CAGE) Code (U.S. firms) or a NATO Commercial and Governmental Entity (NCAGE) code (foreign firms), [http://www.dlis.dla.mil/Forms/Form\\_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp). The SAM requirement applies to all contract awards, regardless of the country where the work is performed. It is highly encouraged for prospective proposers to begin the SAM registration process as early as possible.

***Firms must have DUNS number and CAGE or NCAGE code prior to the submittal of the proposals. Joint Ventures (JV) must have one (1) DUNS number and CAGE or NCAGE code registered under the JV prior to submitting proposals. However, individual DUNS Numbers and CAGE Codes for the JV Partners must also be provided on page 1 of SF330 as well. Proposals missing DUNS number, CAGE or NCAGE codes will not be considered and will be eliminated from the competition as being unresponsive.***

- z) ***This contract will be awarded in U.S. Dollars and will be strictly administered using iRAPT (Invoicing, Receipt, Acceptance, and Property Transfer) / Wide Area Workflow eBusiness Suite for electronic invoicing. Non-US Firms may use corresponding US Banks. Firms must register for electronic invoicing prior to submitting their proposals. Submit a proof or registration with SF330. Firms failed to do so will not be considered any further and will be eliminated from the competition as being unresponsive.***

***Please access to the following link for registration.***

***<https://wawf.eb.mil/xhtml/unauth/help/helpvendors.xhtml>***

***For more information and WAWF related questions access the following link. Please do not submit RFIs for WAWF related questions as we are not in the position to help with registration issues.***

***<http://www.dla.mil/wideareaworkflow/pages/default.aspx>***

**END OF ANNOUNCEMENT**