

**Amendment 0001: This amendment addresses the following:**

- A. DELETE the following sentence in the Project Information section: “SF 330s will be evaluated to determine the most highly qualified firm, in relation to architectural design and engineering services in support of medical facilities, based on criterion responses”, and replace with “SF 330s will be evaluated to determine the most highly qualified firm, in relation to architectural design and engineering services in support of utility infrastructure construction, based on criterion responses”. The correction is found in the 2<sup>nd</sup> paragraph of the referenced section, and the revised sentence is in red.**
- B. The page limit for Part 1 of the SF330 is hereby changed to 100 single-sided 8.5x11 inch pages. Double-sided pages are not permitted.**
- C. The following sentence has been added to Criterion 3 Submission Requirements: “The Government’s preference is for PPQs to be included with the SF330 rather than submitted directly to the Government Point of Contact.” The revised sentence can be found in the referenced section, and is in red.**
- D. The organization chart may be submitted on an 11”x17” foldout if desired.**
- E. Under Criterion 8 Volume of DOD Work, offerors with IDIQ contracts may provide a summary of the number of task order awards, average award size, and total awarded amount per IDIQ contract per year in lieu of listing task order awards individually.**
- F. The design team shall include a registered fire protection engineer per the requirements under Criterion 1.**

NOTICE OF INTENT TO CONTRACT N40085-13-R-5225 INDEFINITE QUANTITY/  
INDEFINITE DELIVERY CONTRACT FOR ARCHITECTURAL DESIGN AND  
ENGINEERING SERVICES IN SUPPORT OF UTILITY INFRASTRUCTURE  
CONSTRUCTION WITHIN THE EASTERN NORTH CAROLINA AREA

## **DESCRIPTION**

ALL INFORMATION NEEDED FOR INTERESTED PARTIES TO SUBMIT A STANDARD FORM (SF) 330, ENGINEER QUALIFICATIONS IS CONTAINED HEREIN. THERE IS NO SEPARATE RFP PACKAGE TO DOWNLOAD.

This proposed contract is for licensed architectural, multi-disciplined engineering (A-E) services as described below and will be procured in accordance with the Brooks Act as implemented by FAR Subpart 36.6. It is being solicited as a TOTAL SMALL BUSINESS SET ASIDE. Architectural Design and Engineering services are required for one (1) Indefinite Delivery Indefinite Quantity (IDIQ) Contract. The projects will primarily be located in Eastern North Carolina within MCI EAST’s Area of Responsibility (AOR), including Marine Corps Base (MCB) Camp Lejeune, Marine Corps Air Station (MCAS) New River, MCAS Cherry Point, and surrounding areas. Some work could be located in other areas within the MCI EAST’s AOR including MCAS Beaufort and MCRD Parris Island, SC and MLB Albany, GA, as well as, NAVFAC Mid-Atlantic’s and NAVFAC Atlantic’s AORs, including Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Virginia, North Carolina and West Virginia, as well as the NAVFAC Atlantic AOR including the

continental United States, Caribbean, Central and South America, Europe, Africa, and Southwest Asia.

## **PROJECT INFORMATION**

Projects may involve single or multiple disciplines. The work associated with each project may include, but is not limited to, the following engineering and design services: development of project plans, specifications, and cost estimates; analysis of proposed sites for foundations, utilities, site access, and environmental issues; obtaining permits and regulatory approvals; development of project requirements and scopes; review of shop drawings; and development of as-built record drawings. Projects that offerors are required to have the ability to perform under this contract are the demolition, repair, modification, and new construction of: water supply/storage structures, water distribution/conveyance systems, wastewater treatment facilities, wastewater pumping stations, sewer force mains, sewer interceptor systems, odor control facilities, and sludge storage and handling systems. Additional requirements include experience developing engineering evaluations and studies such as inflow/infiltration studies, process/related troubleshooting and startup services, operations and maintenance evaluations, and system modeling.

The offeror must demonstrate its qualifications with respect to the published evaluation criteria for all services. Evaluation Criteria (1) through (5) are considered most important and equal among themselves; Criteria (6) through (8) are slightly less important and equal among themselves. **SF 330s will be evaluated to determine the most highly qualified firm, in relation to architectural design and engineering services in support of utility infrastructure construction, based on criterion responses.** Failure to provide the requested data or to comply with the instructions in this notice could result in a firm being considered less qualified or eliminated from consideration. Specific evaluation criteria are as follows.

### **Criterion 1 - Professional Qualifications (SF 330 Part 1 Section E and Section G):**

Offerors will be evaluated in terms of the technical competence by discipline of the individual design team members, including the A-E firm's design staff and its consultants. The evaluation will take into account education, active professional registration(s), and the experience of the design team members in the types of work required. At a minimum, the design team shall be comprised so that the team holds professional registrations in each of the major architectural design and engineering disciplines and shall specifically include a registered fire protection engineer. The design team should demonstrate knowledge of permitting in North Carolina. The offeror should demonstrate any experience of staff members specifically on projects addressed in Evaluation Criterion 2. The offeror will be evaluated on their proposed management plan. The evaluation will consider the office management and organizational structure, including personnel roles in the organization, and management's approach to engaging and fully integrating with consultants to assure that designs are in compliance with standards, codes, and construction practices.

**Submission Requirements:** The offeror shall provide resumes for all proposed key personnel in the SF 330 Part I Section E. Resumes are limited to one page each and should cite project specific experience and indicate the proposed role in this contract. Resumes should also indicate

professional licensure and/or the ability to obtain environmental and other permits from the State of North Carolina. The offeror shall provide professional registration, certification, licensure and/or accreditation of the design team members. The offeror shall indicate whether the key personnel hold a security clearance, and if so, what level. The offeror shall indicate the participation of the key personnel in the example projects in the SF 330 Part 1 Section G. The offeror shall provide verifiable evidence that the firm is permitted by law to practice the professions of architecture and/or engineering (i.e., state registration number). A professional license number and the state where licensed provided in the SF 330 Section E, box 17, is acceptable. The offeror shall also provide a management plan that demonstrates the office management and organizational structure, including personnel roles in the organization. The plan should include management's approach to engaging and fully integrating with consultants to assure that designs are in compliance with standards, codes, and construction practices.

**Criterion 2 - Specialized Experience (SF 330 Part 1 Section F):** Offerors will be evaluated based on the demonstration of recent experience (within the past five years) in the type of work required or evidence of similar relevant experience and in the following areas: a) Designing and providing construction documents for various A-E projects; b) Experience with multi-phased design and construction programs; c) Performing facility planning studies with includes 1391 development, developing of requirements, preparing engineering evaluations, project scope, and unit guidance or parametric cost estimating. Project development includes the development of alternatives and economic analysis, analysis of proposed sites foundations, utilities access, constraints, and identification of environmental issues; d) Designing projects to Navy's or other DOD agencies' criteria; e) On-site functional analysis and on-site schematics, space programming and budgetary or parametric cost engineering; f) Designs using AutoCAD SPECSINTACT, and NAVFAC cost estimating; g) Evidence of prior experience or of the skills needed in the preparation of design/build Request for Proposal packages; h) Evidence of experience of both the firm and key personnel in and knowledge of the federal acquisition process; i) The firm's experience in providing construction phase services (shop drawing review, record drawings preparation, construction inspection services, and OMSI; and j) Knowledge of North Carolina codes, laws and permitting procedures.

**Submission Requirements:** The Offeror shall provide a minimum of four (4) projects or up to a maximum of eight (8) projects that were completed within the past five (5) years and best illustrate specialized experience of the proposed team. If the project submitted was a Design Bid Build (full design), then the design must be complete. If the project was Design Build, the Design Build construction contract must be complete. All projects provided in the SF 330 must be completed by the office/branch/regional office/individual team member actually proposed to manage and perform work under this contract. Projects not meeting this requirement will be excluded from evaluation. Block 24 shall include the following for each example project : Experience as prime or consultant (please identify), contract number or project identification number, contract period of performance, award contract value, current contract value and a summary of the work performed that demonstrates relevance to specialized experience as outlined above.

Projects not completed will be excluded from evaluation consideration. For submittal purposes, a task order on an IDIQ contract is considered a project. **Do not list an IDIQ contract as an**

**example of a completed project. Instead, list relevant completed task orders that fit within the definition above.** Failure to provide requested data, accessible points of contact, or valid phone numbers will result in a firm being considered less qualified.

**Note:** If the Offeror is a joint venture (JV), information should be submitted as a joint venture; however, if there is no information for the joint venture, information should be submitted for each joint venture partner not to exceed a combined total of eight (8) projects. If a project was performed by a joint venture, and all joint venture partners are not on the team proposed for this contract, the offeror/team should specifically address the work performed by the joint venture partner offering/teaming on this contract. Likewise, if the offeror/team member worked as a subcontractor on a project, the description should clearly describe the work actually performed by the offeror/team member and the roles and responsibilities of each on the project, rather than the work performed on the project as a whole. If the project description does not clearly delineate the work performed by the entity/entities offering/teaming on this contract, the project will be eliminated from consideration.

**Criterion 3 - Past Performance (SF 330 Part 1 Section H):** Offerors will be evaluated based on past performance with Government agencies and private industry in terms of work quality, innovation, compliance with schedules, cost control, overall safety record, and stakeholder/customer satisfaction. The evaluation of past performance will be based on information provided for on Past Performance Questionnaires (PPQs) for Criterion 2 projects (see submission requirements below) and may include other information provided by the firm, customer inquiries, Government databases, and other information available to the Government including information from the points of contact provided by the offeror. Failure to provide requested data, accessible points of contact, or valid phone numbers may result in a firm being considered less qualified. NOTE: Past performance information for projects listed under Criterion 2 will be given greater weight.

**Submission Requirements:** If a completed CPARS/ACASS evaluation is available for a project under criterion 2, it shall be submitted with the completed SF 330 PACKAGE. If there is not a completed CPARS/ACASS evaluation, the Past Performance Questionnaire (PPQ) included in this notice is provided for the A-E firm or its team members to submit to the client for each project the A-E firm includes under Criterion 2, Specialized Experience. The A-E Firm shall not submit a PPQ when a completed CPARS/ACASS is available. If a CPARS/ACASS evaluation is not available, the offeror shall ensure that correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with the SF 330. If the offeror is unable to obtain a completed PPQ from a client for a project(s) before the response date set forth in this notice, the offeror should complete and submit with the offer the first page of the PPQ, which will provide contract and client information for the respective project(s). A-E firms should follow-up with clients/references to ensure the timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Stuart Johnston, via email at [stuart.johnston@navy.mil](mailto:stuart.johnston@navy.mil), prior to the response date; **however THE GOVERNMENT'S PREFERENCE IS FOR PPQs TO BE INCLUDED WITH THE SF330 RATHER THAN SUBMITTED DIRECTLY TO THE GOVERNMENT POINT OF CONTACT.** A-E firms shall not incorporate by reference PPQs or CPARS/ACASS previously submitted in response to other A-E services procurements.

However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

In addition to CPARS/ACASS and/or PPQs, provide past performance by the Prime and team members on contracts with government agencies and private industry in terms of work quality, innovation, compliance with schedules, cost control, overall safety record, and stakeholder/customer satisfaction. Briefly discuss cost control procedures and adherence to project schedules.

**Criterion 4 - Quality Control Program (SF 330 Part 1 Section H):** Offerors will be evaluated based on the ability of the internal quality control program to ensure the technical accuracy of the design and engineering services in the aforementioned areas.

**Submission Requirements:** Offerors shall submit a quality control plan that will be utilized for this contract. The plan should, at a minimum, identify the firm's designated quality control manager and describe the authorities assigned to that individual. The plan should also discuss the quality control procedures in place and how those procedures extend to consultants utilized by the firm.

**Criterion 5 – Geographic Location (SF 330 Part 1 Section H):** The offeror will be evaluated based on the following: a) Geographical location in proximity to Eastern North Carolina, b) The design team's knowledge of North Carolina site conditions and applicable regulatory requirements, and c) the ability of the offeror to ensure a timely response to requests for on-site support in North Carolina.

**Submission Requirements:** The offeror shall indicate location of the office that will be performing the work, including main offices, branch offices, and the offices of the design team members. The offeror shall provide narrative to demonstrate the design team's knowledge of Eastern North Carolina as it pertains to this contract.

**Criterion 6 - Capacity (SF 330 Part 1 Section H):** The offeror will be evaluated based on the following criteria: a) The capacity of offeror and project teams to accomplish multiple, large, and small projects simultaneously, b) the ability of the offeror to complete work within different and disperse locations, and c) the ability to sustain the loss of key personnel while accomplishing work within required time limits, to ensure continuity of services and ability to meet surges in unexpected project demands.

**Submission Requirements:** The offeror shall demonstrate the design team's ability to concurrently perform and manage multiple projects in different locations to meet aggressive schedules and control costs. The offeror shall describe the responsibilities of team members and consultants. The offeror shall discuss past working experiences and relationships with key consultants. The offeror shall indicate the firm's depth of staff experience, present workload, and the availability of the project team (including consultants) for the specified contract performance period.

**Criterion 7 - Sustainable Design (SF 330 Part 1 Section H):** Offerors will be evaluated in terms of their knowledge and demonstrated experience in applying sustainability concepts through an integral design approach and designing in accordance with the U.S. Green Building Council, Leadership in Energy and Environmental Design (LEED) Green Building Rating System, Low Impact Development, Energy Policy Act of 2005 and Energy Independence and Security Act of 2007.

**Submission Requirements:** Provide a narrative that describes examples of the design team's (including consultants) experience and concepts employed on past projects to comply with the sustainable design criteria outlined above. Identify the design team's involvement on projects achieving LEED certification and provide the number of LEED accredited professionals proposed for this contract.

**Criterion 8 - Volume of DOD Work (SF 330 Part 1 Section H):** Offerors will be evaluated based on work previously awarded to the firm by DOD within the past 36 months.

**Submission Requirements:** The offeror shall provide a list of DOD contracts awarded to the firm within the past 36 months. The submission shall include a dollar value for each contract/task order awarded. Firms with multiple offices should indicate which office was awarded the contract/task order. Joint ventures should list awards to the JV entity and separately list awards to each individual JV member.

#### **CONTRACT INFORMATION**

There will be one (1) selection made from this announcement. The duration of this contract will be for one (1) year from the date of an initial contract award with four (4) additional one-year option periods not to exceed a total of \$5,000,000 over the whole contract duration. This contract is for work primarily in Eastern North Carolina within MCI EAST's AOR, which includes MCB Camp Lejeune, MCAS New River, MCAS Cherry Point, and surrounding areas. The minimum guarantee for the entire contract is \$5,000.00 and will be satisfied by the award of the initial Task Order. The options may be exercised within the time frame specified in the resultant contract at the sole discretion of the Government subject to workload and/or satisfaction with the A-E performance under the subject contract. No other general notification to firms for other similar projects performed under this contract will be made. The type of contract is Firm Fixed Price IDIQ. The estimated start date is July 2014. This proposed contract is being solicited as a TOTAL SMALL BUSINESS SET ASIDE; therefore, replies to this notice are requested from small businesses only. The applicable NAICS code is 541330 Engineering Services, and the small business size standard is \$14,000,000.

**Contractors must have an active registration in the System for Award Management (SAM) database to be eligible for award.** Failure to register in the SAM database may render your firm ineligible for award. For more information, check the SAM website at <https://www.sam.gov/> or call 1-866-606-8220.

**PLEASE READ THE FOLLOWING CAREFULLY: In accordance with the Brooks Act, the A-E firm must be a registered /licensed architectural and/or engineering firm to be eligible for award of this contract and must submit proof of the same with the SF 330.**

**Failure to submit the required proof could result in an offeror's elimination from consideration.**

Architectural Design-Engineer Firms that meet the requirements described in this announcement and desire to be considered for award of this proposed contract must submit a completed SF 330 package. SF 254/SF 255s will not be considered or accepted for this solicitation. The SF-330 shall be typed, one sided, at least 12 pitch font or larger. **Part I shall not exceed 100 single-sided 8.5 X 11 inch pages.** The CPAR/ACASS and PPQs are not included as part of this page limit. Include these documents in a separate section immediately following Part I of the SF330. As an attachment, provide an organizational chart of the proposed team (Section D of the SF330) 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 Block 30 of the SF 330. Failure to submit a completed SF330 as required may result in an offeror's elimination from consideration. Firms responding to this advertisement are requested to submit five (5) hard copies of the SF 330 and two (2) CDs. Responses are due no later than 2:00 p.m. EST, 20 March 2014. **Packages should be sent to the following mailing address:**

**Officer In Charge of Construction- MCI EAST  
Attn: Stuart Johnston, Contract Specialist  
1005 Michael Road  
Camp Lejeune, NC 28547**

Late responses will be handled in accordance with FAR 52.215-1. Electronic (E-mail, facsimile, etc.) submissions are not authorized. NO EXCEPTIONS AT ALL.

Inquiries concerning this project shall be made not later than **10** days prior to proposal due date. Inquiries must include solicitation number, title, and be addressed to Stuart Johnston via Email: [stuart.johnston@navy.mil](mailto:stuart.johnston@navy.mil).