

SOLICITATION NO. N40085-16-R-6126 - INDEFINITE DELIVERY / INDEFINITE QUANTITY (IDIQ)
CONTRACT FOR TRAFFIC ENGINEERING AND TRANSPORTATION PLANNING SERVICES IN SUPPORT
OF PROJECTS PRIMARILY AT MILITARY INSTALLATIONS IN THE HAMPTON ROADS AREA OF
VIRGINIA

ALL INFORMATION NEEDED FOR INTERESTED PARTIES TO SUBMIT A STANDARD FORM (SF) 330,
ARCHITECT ENGINEER QUALIFICATIONS IS CONTAINED HEREIN. THIS IS NOT A REQUEST FOR
PROPOSAL (RFP). THERE IS NO SEPARATE RFP PACKAGE TO DOWNLOAD.

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. The maximum value of this contract is not to exceed \$15,000,000 for the base year and all option years. The minimum guarantee for the entire contract terms (including option years) is \$5,000 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 AE firm performance under the subject contract. There will be no dollar limit per task order and no dollar limit per year. No other general notification to firms for projects performed under this contract will be made. The resulting contract will be a firm fixed-price, indefinite delivery, indefinite quantity contract. The estimated start date is November 2016.

This proposed contract is being solicited on an UNRESTRICTED basis; therefore, replies to this notice are requested from all business concerns. A sources sought notice was posted under solicitation N40085-14-R-8120 to determine availability and capability of businesses to perform the requirement. Based on market research results, the procurement will be solicited as an unrestricted procurement with full and open competition. NAVFAC Mid-Atlantic's Office of Small Business Programs concurs with the determination to solicit as an unrestricted procurement. The North American Industry Classification System (NAICS) code for this procurement is NAICS 541330 – Engineering Services with a size standard of \$15,000,000.

DESCRIPTION AND PROJECT INFORMATION

This procurement will result in one IDIQ contract for Transportation Engineering and Planning Services as described below. It will be procured in accordance with the Selection of Architect and Engineers Statute (formerly the Brooks Act) as implemented by FAR Subpart 36.6. Transportation engineering and planning services are required for a single IDIQ contract for projects located primarily within the Hampton Roads area of Virginia. Projects may be included that serve the entire NAVFAC Mid-Atlantic AOR which includes the states of Virginia, North Carolina, South Carolina, Georgia, Delaware, Pennsylvania, New Jersey, New York, Connecticut, Rhode Island, Massachusetts, New Hampshire, Maine, West Virginia, Indiana and Illinois. Projects may also be included in the entire NAVFAC Atlantic AOR (rare occurrences).

The type of work expected to be ordered under this traffic engineering and transportation planning design contract may include, but is not limited to (listed in order of importance for this solicitation):

- a. Transportation Planning
 1. Land uses analysis; existing and future demands
 2. Pier demand requirements
 3. Trip calibration factors/methodologies for Military Installations
 4. Access management
- b. Traffic engineering studies/design/operation
 1. Data Collection
 2. Signal Design
 3. Signal Timing
 4. Entry Control Point Gate Analysis
 5. Queuing, field observations, peak hour spreading
- c. Intelligent Transportation Systems (ITS)
 1. Design

2. Regional Architecture and Integration
3. Communications
- d. Parking
 1. Occupancy
 2. Turnover
 3. Policy
- e. Multimodal Studies
 1. Bicycle/pedestrian
 2. Transit
- f. Roadway Design
 1. Alternatives analysis
 2. Interchange concept designs and Interchange Justification Report (IJR), Interchange Modification Report (IMR) analysis
 3. Other to include horizontal, vertical and miscellaneous roadway design
- g. User Stated Preferences analysis
 1. Origin/Destination studies
 2. Queuing studies
 3. Development of General Survey
 4. GIS applications
 5. Topographic and Property Survey
- h. Stakeholder coordination
 1. Integration with regional metropolitan planning organization (MPO)
 2. Adjacent cities/counties with regional integration
 3. Prioritization requirements

Additional Transportation Engineering Services that may be required under this contract include, but are not limited to: performing wetlands delineations; property and topographic surveys; geo-technical engineering; obtaining soil borings; assistance in the preparation of DD Form 1391 project programming documents; design, drafting, value engineering services, preparation of plans and specifications; preparation of cost estimates; hazardous materials identification and environmental testing; interior space planning/design; shop drawing review; as-built drawing preparation; Quality Assurance Plan (QAP) preparation; Title II services such as construction inspection and engineering consultation services during construction; and any other related planning and engineering services or studies in support of the above tasks.

Tasks that may be ordered under this contract will require the successful offeror to utilize the following computer programs/applications during performance: Cube, TransCAD, Synchro, Sidra, Highway Capacity Software (HCS), Advanced Land Transportation Performance Simulation, CORSIM, SimTraffic, MicroStation, AutoCAD.

The DD Form 1391 documentation is prepared in the Navy's Electronic Project Generator (EPG) and includes cost valuation, surveying, soil borings, concept sketches, site sketches with utility points of connection and may require enhancement of previously prepared documentation, including economic analysis and recommendations for potential utility impacts and sustainable features. Firms are required to prepare cost estimates utilizing the SUCCESS estimating systems in work breakdown structure (WBS), specifications in the SPECSINTACT program and drawings in AutoCad 2010 format. Additionally, successful firms will also be required to provide documents in pdf format. All projects will require design in the Imperial system unless specifically exempted. The contract requires that the selected firm have online access to e-mail via the internet for routing exchange of correspondence. All design and engineering services shall comply with the most current edition of UFC 1-300-09N "Design Procedures" and other requirements as applicable.

Commander, Navy Installations Command (CNIC), has established the Navy Commercial Access Control System (NCACS), a standardized process for granting unescorted access privileges to vendors, contractors, suppliers and service providers not otherwise entitled to the issuance of a Common Access Card (CAC) who seek access to and can provide justification to enter Navy installations and facilities. Visiting vendors may obtain daily passes directly from the individual Navy installations by submitting identification credentials for verification and undergoing a criminal screening/ background check. Alternatively, if the vendor so chooses, it may voluntarily elect to obtain long-term credentials through enrollment, registration, background vetting, screening, issuance of credentials, and electronic

validation of credentials at its own cost through a designated independent contractor NCACS service provider. Credentials will be issued every five years and access privileges will be reviewed/renewed on an annual basis. The costs incurred to obtain Navy installation access of any kind are not reimbursable, and the price(s) paid for obtaining long-term NCACS credentials will not be approved as a direct cost of this contract.

Application for, and use of, badges will be as directed. Obtain access to the installation by participating in the Navy Commercial Access Control System (NCACS), or by obtaining passes each day from the Base Pass and Identification Office. Costs for obtaining passes through the NCACS are the responsibility of the Contractor. One-day passes, issued through the Base Pass and Identification Office, will be furnished without charge. Furnish a completed EMPLOYMENT ELIGIBILITY VERIFICATION (DHS FORM I-9) form for all personnel requesting badges. This form is available at <http://www.uscis.gov/portal/site/uscis> by searching or selecting Employment Verification (Form I-9). Allow 7 to 10 days for processing applications for badges. Immediately report instances of lost or stolen badges to the Contracting Officer.

a. NCACS Program: NCACS is a voluntary program in which Contractor personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to one year, or the length of the contract, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit. The Government performs background screening and credentialing. Throughout the year the Contractor employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued NCACS participation and installation access privileges. Under the NCACS program, no commercial vehicle inspection is required, other than for Random Anti-Terrorism Measures (RAM) or in the case of an elevation of Force Protection Conditions (FPCON). Information on costs and requirements to participate and enroll in NCACS is available at <http://www.rapidgate.com/vendors/how-to-enroll> or by calling 1-877-727-4342. Contractors should be aware that the costs incurred to obtain NCACS credentials, or costs related to any means of access to a Navy Installation, are not reimbursable. Any time invested, or price(s) paid, for obtaining NCACS credentials will not be compensated in any way or approved as a direct cost of any contract with the Department of the Navy.

b. One-Day Passes: Participation in the NCACS is not mandatory, and if the Contractor chooses to not participate, the Contractor's personnel will have to obtain daily passes, be subject to daily mandatory vehicle inspection, and will have limited access to the installation. The Government will not be responsible for any cost or lost time associated with obtaining daily passes or added vehicle inspections incurred by non-participants in the NCACS.

c. The Contractor shall obtain the required employee badges and vehicle passes from the Government at his own expense, or daily passes at no additional cost. Each employee shall wear the Government issued badge over the front of the outer clothing. When an employee leaves the Contractor's service, the employee's Passes and Badges shall be returned within 5 calendar days.

EVALUATION CRITERIA

The evaluation criteria listed below will be utilized in the slating of AE firms for interviews and the selection of the awardee. Evaluation Criteria (1) through (4) are considered the most important criteria and equal among themselves; Criteria (5) through (6) are slightly less important than criteria (1) – (4) and equal among themselves; Criteria (7) through (9) are of lesser importance still and equal among themselves. Failure to provide 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 - Specialized Experience (SF-330 Part 1 Section F): Firms will be evaluated on recent specialized experience and technical competence in performance of services similar to those anticipated under this contract through evaluation of experience in:

1. Transportation planning involving large military installations including, but not limited to, analysis of specific military user characteristics based upon observations of existing installation characteristics and considering likely deployments and/or return of large numbers of service members.

2. Transportation planning involving areas adjacent to large military installations and requiring negotiation and collaboration with key local, state, and federal stakeholders on issues such as analysis of military travel routes, access points, proposed roadway links, and/or peak hour spreading impacts.
3. Traffic engineering projects involving design of Intelligent Transportation Systems adjacent to large military installations that require collaboration with key local, state, and federal stakeholders.

Firms may be considered more favorably by demonstrating the following:

1. Experience with planning projects involving large Navy installations.
2. Experience with planning projects involving local Hampton Roads municipalities and/or the Virginia Department of Transportation.

Submission Requirements: Using Section F of the SF-330, the AE firm shall provide information on a minimum of three (3) projects up to a maximum of ten (10) projects completed within the past five (5) years or substantially underway (approximately 80% or more of work complete) that best illustrate the specialized experience of the proposed team in the areas outlined above.

All projects submitted in the SF-330 must have been completed by the office/branch/regional office/individual team member actually proposed to manage and/or perform work under this contract. Projects not meeting this requirement will be excluded from evaluation. For each submitted project, the offeror shall include the following information: experience as prime contractor or consultant (please specify), point of contact name, e-mail address, phone number, 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.

Note: If the offeror is a joint venture (JV), information should be submitted on projects performed by the JV. If the JV has not performed relevant projects, information should be submitted for each JV partner, although not to exceed a combined total of ten (10) projects. If a project was performed by a JV, and all JV partners are not on the team proposed for this contract, the offeror/team should specifically address the work performed by the JV 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 may not be considered.

Projects shall be submitted on the SF-330 and shall be completed or substantially completed projects. Projects not completed or substantially 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 could result in a firm being considered less qualified.

Criterion 2 - Professional Qualifications and Technical Competence (SF-330 Part 1 Section E and Section G):

AE firms will be evaluated in terms of the technical competence by discipline (education, active professional registration, and experience) of individual design team members (including AE firm's design staff and its sub-consultants) in the types of work required. Design team shall include a minimum of one individual with professional licensure in the State of Virginia who demonstrates experience in planning, transportation, design and traffic engineering. Design teams should demonstrate knowledge of state and local agencies in the Hampton Roads Area of Virginia. Experience (with present and other firms) and roles of staff members specifically on projects addressed in Evaluation Criterion 1 must be indicated.

Submission Requirements: Using Section E of the SF-330, provide resumes for all proposed key personnel. Resumes are limited to one page each and should cite project specific experience, indicate proposed role in this contract and office locations. Provide professional registration, certification, licensure and/or accreditation, which should include professional registration of the design team members. Indicate participation of key personnel in example projects in the SF-330 Part 1 Section G.

Provide verifiable evidence that your firm is permitted by law to practice the professions of engineering (i.e., state registration number). The Navy will accept showing an individual's professional license number and the state where licensed (typically provided to the Navy by the AE in SF 330 Section E, Box 17) in order to comply with this notice.

Criterion 3 - Past Performance (SF 330 Part 1 Section H): AE firms will be evaluated 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. Evaluating past performance and experience will include information provided on Past Performance Questionnaires (PPQs) for Criterion 1 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 contacts with points of contact in other criteria. Failure to provide requested data, accessible points of contact, or valid phone numbers could result in a firm being considered less qualified. NOTE: Past performance information for projects listed under Criterion 1 will be given greater weight.

Submission Requirements: IF A COMPLETED CPARS/ACASS EVALUATION IS AVAILABLE FOR A PROJECT UNDER CRITERION 1, 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 AE firm includes under Criterion 1. THE AE FIRM SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS/ACASS IS AVAILABLE.

IF A CPARS/ACASS EVALUATION IS NOT AVAILABLE, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with your 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 shall complete and submit with their response the first page of the PPQ which will provide contract and client information for the respective project(s). AE firms should follow-up with clients/references to ensure timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, NAVFAC Mid-Atlantic, Attn: Jeff Haycox via email at jeffrey.haycox@navy.mil, prior to the response date. AE firms shall not incorporate by reference into their response PPQs or CPARS/ACASS previously submitted in response to other AE 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.

Firms may provide any information on problems encountered and the corrective actions taken on projects submitted under Criterion 1 Specialized Experience. Firms may also address any adverse past performance issues. Information shall not exceed two double-sided pages (or four single-sided pages) in total.

Awards, letters of commendation, certificates of appreciation, etc. shall not be submitted and will not be considered in the evaluation.

Criterion 4 - Program Management and Capacity (SF 330 Part 1 Section H): Firms will be evaluated on the firm's ability to plan for and manage work under the contract and the capacity to accomplish the work in the required time. AE firm must provide organization and office management as evidenced by management approach (management plan for these projects), and personnel roles in organization, in particular; management's approach/plan to engage and fully integrate with consultants and sub-consultants, ability to perform multiple tasks simultaneously and provide timely responsiveness to the requests, and an understanding of national and regional standards, programs for interagency coordination requirements.

Submission Requirements:

1. Provide an organizational chart for the team and discuss the management plan for this contract and personnel roles in the organization. Describe the ability of the firm to manage, coordinate and work effectively with team members, both

internal staff and consultants. Discuss the history of working relationships with team members, including joint venture partners where applicable. Teams with a demonstrated history of working together may be considered more favorably

2. Describe the firm's present workload and the availability of the project team (including consultants) for the specified contract performance period. Describe the workload/availability of the key personnel during the anticipated contract performance period and the ability of the firm to provide qualified backup staffing for key personnel to ensure continuity of services. General statements of availability/capacity may be considered less favorably.
3. AE firms shall also provide a list of existing and potential future endeavors with other agencies that may pose a possible conflict of interest with the Navy relative to transportation projects in Hampton Roads during the initial contract award.

Criterion 5 – Geographic Location (SF-330 Part 1 Section H): a) AE firm location in the general geographical area of the anticipated projects, including professional traffic and transportation engineers for primary location; b) knowledge of local site conditions and transportation policies and programs in the surrounding cities/counties and Hampton Roads area and c) ability of the AE firm to ensure timely response to requests for on-site support. Evaluation of firms will include consideration of their location within the general geographical area of the anticipated projects; primarily in the Hampton Roads area of Virginia.

Submission Requirements: Indicate location of the office that will be performing work under this contract, including main offices, branch offices and offices of team members. Describe and illustrate the team's knowledge of the primary geographic areas to be covered by this contract, addressing items a-c above.

Criterion 6 - Quality Control Program (SF 330 Part 1 Section H):

Firms will be evaluated on the strength of the quality control program proposed by the firm to ensure quality products and services under this contract, and means of ensuring quality services from their consultants/subcontractors.

Submission Requirements: Describe the quality control program that will be utilized for all deliverables of this contract and the management approach for quality control processes and procedures. Explain the quality control program including an example of how the plan has worked for one of the projects submitted as part of SF330, Section F or how the plan will work if it has not been used previously. Additionally, discuss any lessons learned that have led to the proposed plan. Provide a quality control process chart showing the inter-relationship of the management and team components. Describe specific quality control processes and procedures proposed for this contract including technical accuracy of and assurance of overall coordination of plans and specifications, and engineering and design services. Identify the quality control manager and any other key personnel responsible for the quality control program and a description of their roles and responsibilities. Describe how the firm's quality control program extends to management of subcontractors.

Criterion 7 - Sustainable Design (SF330, Part I, Section H):

Firms 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 recognized sustainability rating systems such as U.S. Green Building Council, Leadership in Energy and Environmental Design (LEED) Green Building Rating System.

Submission Requirements: Identify examples indicating design team (including consultants) experience and concepts employed, certification awarded, and accredited professionals proposed for this contract.

Criterion 8 - Volume of DoD Work (SF 330 Part 1 Section H):

Firms will be evaluated in accordance with DOD Federal Acquisition Regulation Supplement (DFARS) Procedures, Guidance and Information (PGI) 236.602-1, from data extracted from the Federal Procurement Data System (FPDS). Firms will be evaluated in terms of work previously awarded to the firm by DOD within the past twelve months with the objective of effecting an equitable distribution of contracts among qualified AE firms including small, disadvantaged business firms, and firms that have not had prior DOD AE contracts.

Submission Requirements: Firms do not submit data for this factor.

Criterion 9 - Small Business and Small Business Subcontracting Plan (SF 330 Part 1 Section H):

Firms will be evaluated in terms of their extent to identify and commit to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), Historically Underutilized Business Zone Small Business

(HUBZoneSB), Veteran-Owned Small Business (VOSB), Service Disabled Veteran Owned Small Business (SDVOSB), and if applicable, Historically Black Colleges or Universities and Minority Institutions (HBCU/MI) in performance of this contract, whether as a joint venture, teaming arrangement, or subcontractor. The Government will evaluate proposals based on: (a) Past performance in utilization of small business concerns, and (b) Participation of small business concerns for this requirement.

Submission Requirements: In support of (a), all firms shall provide historical data on utilization of SB, SDB, WOSB, HUBZoneSB, VOSB, SDVOSB and HBCU/MI. Large Businesses shall submit three “final” or “most recent” Individual Subcontracting Reports (ISRs) for similar contracts of relative size which show compliance with utilizing the various types of small business firms noted above. If ISRs are not FINAL or MOST RECENT they will not be considered. If subcontracting goals were not met, provide an explanation. If Individual Subcontracting Reports were not applicable to the similar contracts noted, large businesses shall submit other documentation which shows their utilization of the various types of small business firms for the contracts. Small Businesses shall also submit documentation which shows their utilization of the various types of small business firms for similar contracts of relative size. In support of (b), large businesses shall submit a draft Small Business Subcontracting Plan, in which they will be evaluated on the extent to which they identify and commit to supporting various small business programs. NAVFAC Mid-Atlantic’s small business subcontracting targets for FY16 are as follows: Small Business (SB) 65%; Historically Underutilized Business Zone (HUBZone) 6%; Small Disadvantaged Business (SDB) 15%; Women-Owned Small Business (WOSB) 15%; Veteran-Owned Small Business (VOSB) 5%; and Service-Disabled Veteran-Owned Small Business (SDVOSB) 5%. If a large business is selected for award, a Small Business Subcontracting Plan, in accordance with FAR 19.7 and DFAR 219.7, will be required and incorporated into the contract award. A draft Small Business Subcontracting Plan is not required from small businesses; however, small businesses shall submit similar information on the extent to which they identify and commit to subcontracting to large business (LB), SB, SDB, WOSB, HUBZoneSB, VOSB, SDVOSB, and HBCU/MI if applicable in the performance of this contract. The attached Small Business Subcontracting Plan template shall be used by large businesses to complete the draft subcontracting plan. Firms shall submit their “draft” Small Business Subcontracting Plans utilizing this template, and ONLY this template.

SUBMISSION REQUIREMENTS

Architect-Engineer firms desiring to be considered for this contract must submit a completed SF-330 package. The SF-330 shall be typed, one sided, at least 10 point or larger. Part I shall not exceed fifty (50) single-sided 8.5 by 11 inch pages. The page limit does not include the ISRs, certificates, PPQs, licenses, or the draft subcontracting plan as required by the Small Business Subcontracting criterion. Include these documents in a separate section immediately following Part I of the SF-330. Part I pages shall be numbered sequentially. As an attachment, provide an organizational chart of the proposed team (Section D of the SF-330) showing the names and roles of all key personnel listed in Section E with the associated firm as listed in Section C. Introductions shall be included in Sections E and F. Please include your DUNS, CAGE and TIN numbers in Block 30 of the SF-330.

Contractors must register 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: The AE 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.

Failure to submit an SF330 completed 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. local time, 12 July 2016. Responses should be sent to the following address:

Commanding Officer
NAVFAC, Mid-Atlantic
Attn: Jeff Haycox, Contract Specialist
Building Z-140, Room 225

9324 Virginia Ave.
Norfolk, VA 23511

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. **NO EXCEPTIONS AT ALL.**

Inquiries concerning this project shall be made no later than 10 days prior to proposal due date. Inquiries must include solicitation number and be addressed to Jeff Haycox via email: jeffrey.haycox@navy.mil.