

**N62470-14-R-3007 INDEFINITE DELIVERY / INDEFINITE QUANTITY CONTRACT FOR ARCHITECT/ENGINEER (A&E) SERVICES FOR DESIGN PROJECTS (PRIMARILY INDUSTRIAL TYPE BUILDINGS) LOCATED THROUGHOUT THE NAVAL FACILITIES ENGINEERING COMMAND AREA OF RESPONSIBILITY, WORLDWIDE.**

**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.

This UNRESTRICTED procurement is for an Indefinite Delivery/Indefinite Quantity (IDIQ) contract for Architect–Engineering (A&E) Services for design projects (primarily Industrial Type Buildings) located throughout the Naval Facilities Engineering Command Area of Responsibility, Worldwide. Projects will be in the primary area of the NAVFAC EURAFSWA AOR in Europe, Africa, and Southwest Asia; however, contract task orders may be placed for work for any DoD Activity worldwide.

This solicitation will result in one Indefinite Delivery/Indefinite Quantity (IDIQ) contract for a base period of one year and four one-year option periods. The combined total amount that may be paid (including option years) will not exceed \$15,000,000.00. The guaranteed minimum for the entire contract terms (including option years) 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 work load and/or satisfaction of the A&E performance under the subject contract. Firm-fixed price task orders will be negotiated for this contract. There will be no dollar limit per task order and no dollar limit per year up to a maximum of \$15,000,000.00 for the entire contract term. Estimated start date is October 2015.

This proposed contract is being solicited on an unrestricted basis; therefore, replies to this notice are requested from all business concerns. The Small Business size standard classification is NAICS 541310 (Architectural Services) (\$7,500,000.00). The firm selected will be the most highly qualified to perform the required services, based on the demonstrated competence and qualifications, in accordance with the evaluation criteria. The Government makes no representation as to the number of task orders or the actual amount of work to be ordered.

**The type of design projects expected to be performed under the contract are primarily industrial type buildings, which include, but are not limited to: Airfield Facilities, Waterfront Facilities, Operational Facilities, Industrial Facilities, Water Treatment Facilities and associated work, and Utility System upgrades.**

Architect-Engineering and Engineering Services that may be required under this contract include DD Form 1391 documentation, Design-Build RFPs, plans, specifications, cost estimates, related studies, field investigations, surveying and mapping, tests, evaluations, consultations, program management, conceptual designs, soil borings, hazardous materials identification, energy computation, life safety code studies, interior space comprehensive planning/design, conceptual designs, value engineering, 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.

**SELECTION CRITERIA AND SUBMITTAL REQUIREMENTS:** Standard Form 330 (SF-330) – The A&E must demonstrate the team’s qualifications with respect to the published evaluation criteria for the services as described above. Evaluation Criteria (1) through (3) are considered most important and equal among themselves; Criteria (4) and (5) are slightly less important and equal among themselves; Criterion (6) is of lesser importance still, and Criterion (7) is of least importance and will be used as a tiebreaker among technically equal firms.

**Criterion 1 – Specialized Experience (SF330 Part 1 Section F):** Offerors will be evaluated on specialized experience and technical competence in the performance of services similar to those anticipated under this contract through evaluation of

- (a) Experience with design of Industrial Type Buildings; Projects demonstrating experience with United Facilities Criteria (UFC), SPECSINTACT, metric units, and SUCCESS/PACES estimating software may be considered more favorably.
- (b) Experience with multi-phased design and construction programs;

- (c) Experience applying sustainability concepts through an integrated, cost effective design approach and designing in accordance with the U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) Green Building Rating System.

**Submission requirements:** Provide up to five (5) design projects with the design completed or substantially completed within the past five (5) years immediately preceding the date of issuance of this Notice that demonstrate the team's experience in the performance of services similar to those anticipated under this contract through

- (a) Experience with design of Industrial Type Buildings; Projects demonstrating experience with UFC, SPECSINTACT, metric units, and SUCCESS/PACES estimating software may be considered more favorably.
- (b) Experience with multi-phased design and construction programs;
- (c) Knowledge of and experience with applying sustainability concepts and the LEED program.

**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. To enable verification, firms should include the DUNS number along with each firm name in the SF 330 Part 1, Section F Item 25 "Firms from Section C Involved in this Project," block (1). Include a contract number or project identification number in block 21. Include an e-mail address, and phone number for the point of contact in block 23(c). Include in the project description the contract period of performance, award contract value, current contract value, a summary of the work performed that demonstrates relevance to specialized experience as outlined above. If the contractor served as a subcontractor or was a member of Joint Venture on a project, indicate the value of the work they provided towards the performance of the overall project. If a project was performed by a joint venture, and not all joint venture partners are 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 could be eliminated from consideration.

NOTE: If the Offeror is a joint venture, information should be submitted as a joint venture; however, if there is no information for the joint venture, information should be submitted for one or both joint venture partner(s), not to exceed a total of five (5) projects.

Projects shall be submitted on the SF-330 at Part 1 Section F 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, as is a stand-alone contract award. **Do not list an IDIQ contract as an example of a completed project. Instead, list relevant completed task orders or stand-alone contract awards that fit within the definition above. Examples of project work submitted that do not conform to this requirement will not be evaluated.**

Failure to provide requested data, accessible points of contact, or valid phone numbers could result in a firm being considered less qualified.

**All information for Criterion 1 should be submitted in Part 1, Section F of the SF330. The Government WILL NOT consider information submitted in addition to Part 1, Section F in evaluating Criterion 1.**

**Criterion 2 – Professional Qualifications and Technical Competence (SF330 Part 1 Section E and Section G):**

Offerors will be evaluated in terms of professional qualifications and technical competence of the key personnel to be assigned to provide services to accomplish the tasks required under this contract. Key personnel are individuals who will have major contract or project management responsibilities and/or will provide unusual or unique expertise.

**Submission Requirements:** Offerors should provide resumes for all proposed key personnel. Resumes are limited to one page each and should indicate the following: professional registration, certification, licensure and/or accreditation in appropriate disciplines; proposed role in this contract; participation and roles of key personnel in example projects addressed in Criterion (1). Resumes should demonstrate experience in the type of work required or evidence of similar relevant experience. Differentiate between planning and design experience.

**Criterion 3 – Past Performance (SF330 Part 1 Section H):** Offerors will be evaluated on past performance with Government agencies and private industry in terms of work quality, compliance with schedules, cost control, and stakeholder/customer satisfaction. Evaluating past performance and experience will include information provided in Past Performance Questionnaires (PPQs) or CPARS/ACASS for Criterion 1 projects 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. Awards, personal references and letters of commendation will not be considered. 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:** SUBMIT A COMPLETED CPARS/ACASS EVALUATION FOR ALL PROJECTS LISTED UNDER CRITERION 1. IF THERE IS NOT A COMPLETED CPARS/ACASS EVALUATION, the Past Performance Questionnaire (PPQ) (Attachment A) included in this notice is provided for the offeror or its team members to submit to the client for each project the offeror includes under Criterion 1, Specialized Experience. AN OFFEROR 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, offerors should complete and submit with their responses the first page of the PPQ, which will provide contract and client information for the respective project(s). Offerors may submit a PPQ previously submitted under a different Notice/RFP (legible copies are acceptable) as long as it is **on the same form** as posted with this Synopsis. Offerors should follow-up with clients/references to ensure timely submittal of questionnaires. If requested by the client, questionnaires may be submitted directly to the Government's point of contact, Naval Facilities Engineering Command Atlantic, Code ACQ34, Attn: Katya Oxley via email at katya.oxley@navy.mil, prior to the response date. Offerors shall not incorporate by reference into their response PPQs or CPARS 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.

**Criterion 4 - Quality Control (SF330 Part 1 Section H):** Offerors will be evaluated on the strength of the Quality Control (QC) program proposed by the firm to ensure quality products under this contract, on the acceptability of the internal quality control program used to ensure technical accuracy and assure overall coordination of plans and specifications, and on their means of ensuring quality services from their consultants/subcontractors.

**Submission Requirements:** Discuss the QC program that would be utilized for this contract and the management approach to quality control, processes and procedures. The plan shall contain an explanation of the management approach and an organizational chart showing the inter-relationship of management and team components and shall discuss specific quality control processes and procedures proposed for this contract. Identify the QC Manager and any other key personnel responsible for the program and discuss authorities assigned to the individual(s). Discuss how the Offeror's program extends to subcontractors.

**Criterion 5 - Program Management, Capacity and Location (SF 330 Part 1 Section H):** Offerors will be evaluated on the firm's ability to plan for and manage work under the contract, the capacity to accomplish the work in the required time, and locations of offices that will be available to perform work under this contract.

**Submission Requirements:** Address the following:

- (a) Provide a staffing and management plan for this contract, including the approach/plan to engage and utilize in-country consultants. 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;
- (b) Describe the firm's present workload and the availability of the project team (including consultants) for the specified contract performance period. Describe the ability of the firm to provide qualified backup staffing for key personnel to ensure continuity of services;
- (c) Describe proposed location of the program management office and other office locations and how this will be advantageous to the Government. Due to the worldwide coverage of this contract, offices in multiple locations would be considered an advantage.

**Criterion 6 – Commitment to Small Business (SF330, Part 1 Section H):** Offerors 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. In support of element (A), all offerors shall provide historical data on utilization of SB, SDB, WOSB, HUBZoneSB, VOSB, SDVOSB and HBCU/MI. Large Business offerors 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 business offerors shall submit other documentation which shows their utilization of the various types of small business firms for the contracts. Small Business offerors 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 element (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 the published Small Business Subcontracting Program. The Secretary of the Navy has assigned the Naval Facilities Engineering Command goals for FY2015 in terms of percentages of total planned subcontracting dollars for utilization of small businesses. Demonstrate the plan to meet these goals:

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>
<b>SB</b>	66.80%	66.94%	67.07%	67.20%	67.33%
<b>HubZone</b>	8.94%	9.03%	9.12%	9.21%	9.30%
<b>SDB</b>	17.27%	17.44%	17.62%	17.79%	17.97%
<b>WOSB</b>	15.30%	15.45%	15.61%	15.77%	15.93%
<b>SDVOSB</b>	3.03%	3.06%	3.09%	3.12%	3.15%
<b>VOSB</b>	3.03%	3.06%	3.09%	3.12%	3.15%

If a large business firm 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 business offerors; however, small business offerors 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 Small Business size standard classification is NAICS 541310, Architectural and Engineering Services, size standard \$7,500,000.00.

The attached Small Business Subcontracting Plan template (Attachment (B)) shall be used by large business offerors to complete the draft subcontracting plan. Firms shall submit their “draft” Small Business Subcontracting Plans utilizing this template, and ONLY this template.

**Criterion 7 - Volume of Work (SF330 Part 1 Section H):** Firms will be evaluated in terms of work previously awarded to the firm by DoD within the past 12 months with the objective of effecting an equitable distribution of DoD A&E contracts among qualified A&E firms, including small and small disadvantaged business firms and firms that have not had prior DoD contracts.

**Submission Requirements:** Provide the dollar amount of DOD work awarded within the past 12 months to the firm identified as the prime in the SF330. Joint ventures should provide the dollar amount of awards to the JV entity and to each individual JV member for that time period.

**SELECTION INTERVIEW:**

Interviews may be scheduled with firms slated as the most highly qualified. Firms slated for interviews may be asked to explain or expand on information contained in the SF330 submittal. Elaborate presentations are not desired. It is anticipated that any interviews held will be conducted in Norfolk, VA.

ALL CONTRACTORS ARE ADVISED THAT REGISTRATION IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE IS REQUIRED PRIOR TO AWARD OF A CONTRACT. FAILURE TO REGISTER IN THE SAM DATABASE MAY RENDER YOUR FIRM INELIGIBLE FOR AWARD. FOR MORE INFORMATION, CHECK THE SAM WEBSITE: [HTTPS://WWW.SAM.GOV](https://www.sam.gov).

**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. Provide proof that firm is permitted by law to practice the professions of architecture or engineering, (i.e. state registration number, a brief explanation of the firm's licensing in states that do not register firms, etc.). Proof of licensure may be provided from the local office performing the work or from the corporate office. Joint Venture firms should provide proof of licensure by all parties included in the Joint Venture. Failure to submit the required proof could result in an offeror's elimination from consideration.**

**FIRMS WHO ARE OFFERING AS A JOINT VENTURE SHOULD INCLUDE WITH THEIR SUBMISSION A COPY OF THE JOINT VENTURE AGREEMENT. FAILURE TO INCLUDE THE JOINT VENTURE AGREEMENT WILL RESULT IN THE FIRM'S ELIMINATION FROM FURTHER EVALUATION.**

Architect-Engineer firms that meet the requirements described in this announcement are invited to submit a completed SF-330 package. If the SF 254/SF 255 is submitted for this solicitation, it will not be reviewed or considered. Please include your DUNS, CAGE, and TIN numbers in Block 30 of the SF 330. As required above, provide verifiable evidence that your firm is permitted by law to practice the professions of architecture or engineering (i.e., state registration number). The SF 330 should be typed, single-sided, on 8.5 by 11 inch pages, organizational chart could be on one page single sided 11 by 17 foldout, using 10 pitch/point font or larger (font limitations do not apply to graphics, captions or tables), and Part I shall not exceed seventy five (75) pages in total. PPQ forms, ACCASS/CPARS evaluations, small business attachments do not count towards the overall page limitation. The seventy five page limitation does not include cover sheets or divider sheets, provided that these do not include any information regarding the capability of the company, or any information submitted in response to a question or requirement from the synopsis. If a cover sheet or divider sheet includes any information determined by the Contracting Officer to be substantially answering a question or requirement in the synopsis or explaining company capability, it will be counted as a page toward the seventy five page limit. Project past performance questionnaires (PPQs), Small Business Subcontracting Plan, Small Business Individual Subcontracting Reports are not included within the 75-page restriction of the SF330. Responses are due no later than **2:00 p.m. EDT, 30 March 2015**.

Responses should be sent to the following address: Commander Naval Facilities Engineering Command, Atlantic, Mailroom, ATTN: ACQ34, Katya Oxley 6506 Hampton Blvd, Bldg. A – Mail Room, Norfolk, VA 23508. Late responses will be handled in accordance with FAR 52.215-1.

NOTE: If hand-carrying or express mailing proposal, the offeror is advised that the Contracting Officer is on a secured base and passes are required to enter the base. Anticipate delays in base access and plan accordingly.

All visitors requesting to hand-carry their proposal who DO NOT have a CAC badge or RAPIDGATE badge must have a background check prior to receiving their temporary vehicle pass. Please email the completed One Day Pass Request spreadsheet (Attachment C) to Iris Gholston and Steve Anderson and copy Katya Oxley no later than 5 days prior to synopsis closing date.

1. Iris Gholston (757) 322-8116 / Email: iris.gholston@navy.mil
2. Steven K. Anderson (757) 322-8115 / Email: steven.k.anderson@navy.mil
3. Katya Oxley (757) 322-4735 / Email: katya.oxley@navy.mil

Please be advised, if base access request is received after the specified due date, access may be denied for hand-carrying of the proposal. Hand deliver proposals to the Mail Room located in the basement of Building A (Room: 0006). Proposals shall be delivered to the Mail Room between 1:00 PM and 2:00 PM (EST). For your convenience a phone is available outside the mail room door, if delivering proposals other than the specified time frames. If required, contact Joe Goncalves at (757) 322-8125.

**Electronic (E-mail, facsimile, etc.) submissions are not authorized.**

Firms responding to this advertisement are requested to submit four (4) hard copies and two (2) electronic copies (CDs, DVDs) of the qualification statement. Inquiries concerning this procurement should include solicitation number and title and be forwarded via email to Mikel Outen at mikel.ouden@navy.mil and Katya Oxley at katya.oxley@navy.mil. **THIS IS NOT A REQUEST FOR PROPOSAL.**