

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE J	PAGE OF PAGES 1   14
2. AMENDMENT/MODIFICATION NO. 0006	3. EFFECTIVE DATE 14-Apr-2015	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY COMMANDER NAVFAC ATLANTIC 6506 HAMPTON BLVD NORFOLK VA 23508-1278	CODE N62470	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. N62470-14-R-6021	
		X	9B. DATED (SEE ITEM 11) 13-Mar-2015	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  BASE OPERATIONS SUPPORT (BOS) SERVICES LOCATED AT THE NAVAL RESEARCH LABORATORY (NRL); CHESAPEAKE BAY DETACHMENT (CBD), CHESAPEAKE BEACH, MARYLAND; THE NAVY DOCK FISHING CREEK, CHESAPEAKE BEACH, MARYLAND; AND A REMOTE FACILITY IN TILGHMAN ISLAND, MARYLAND  This amendment is issued to disseminate request for information questions received, and corrections to Solicitation N62470-14-R-6021. Extend proposals due date to 2:00 P.M.EST Monday April 27, 2015.  (SEE CONTINUATION PAGE)  CS: Jennifer S. Jordan, jennifer.s.jordan@navy.mil 757-322-4649  The purpose of this amendment is to make the following changes and disseminate the below listed items. Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
		TEL: _____ EMAIL: _____		
15B. CONTRACTOR/OFFEROR  _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED  14-Apr-2015

N62470-14-R-6021

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

AMENDMENT 0006

The purpose of this amendment is to make the following changes and disseminate request for information questions received

SECTION A - GENERAL INFORMATION

**NOTICE:**

Proposals are due by 2:00 P.M.EST Monday April 20, 2015

CHANGED TO:

Proposals are due by 2:00 P.M.EST Monday April 27, 2015

ADDED ATTACHMENTS: The below listed Section files are added and incorporated in this Amendment.

The Attachments are posted on NECO.

- a. Attachment J.B-1 FTE 4-13-2015Ammend06

SECTION A - SOLICITATION/CONTRACT FORM

The required response date/time has changed from 20-Apr-2015 02:00 PM to 27-Apr-2015 02:00 PM.

The following have been modified:

GENERAL INFORMATION

**SECTION A**

GENERAL INFORMATION

COMMANDER ATLANTIC DIVISION  
NAVAL FACILITIES ENGINEERING COMMAND  
6506 HAMPTON BLVD  
NORFOLK, VIRGINIA 23508-1278

BASE OPERATIONS SUPPORT (BOS) SERVICES LOCATED AT  
THE NAVAL RESEARCH LABORATORY (NRL);  
CHESAPEAKE BAY DETACHMENT (CBD), CHESAPEAKE BEACH, MARYLAND;

THE NAVY DOCK FISHING CREEK, CHESAPEAKE BEACH, MARYLAND; AND A REMOTE FACILITY IN  
TILGHMAN ISLAND, MARYLAND

**NOTICE:**

Proposals are due by 2:00 P.M. EST Monday April 27, 2015  
at the office of the  
Naval Facilities Engineering Command, Atlantic  
Attn: Jennifer S. Jordan, Code ACQ22  
6506 Hampton Blvd, Mail Room  
Norfolk VA 23508-1278

NAVFAC  
SPECIFICATION  
RFP No. N62470-14-R-6021

**PRE-PROPOSAL CONFERENCE/SITE VISIT:**

The **revised** pre-proposal conference and site visit date is scheduled for  
April 02, 2015 9:00 AM

Location:

**THE NAVAL RESEARCH LABORATORY (NRL);  
CHESAPEAKE BAY DETACHMENT (CBD),  
CHESAPEAKE BEACH, MARYLAND**

**PLEASE REFER TO SECTION L FOR OBTAINING SITE VISIT ACCESS.**

All prospective Offerors are urged to attend this conference. In order to make the conference as productive as possible, Offerors are requested to submit any questions in writing via email to [jennifer.s.jordan@navy.mil](mailto:jennifer.s.jordan@navy.mil) prior to the conference.

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

The following have been added by full text:

AMEND 0006

**Amendment 0006 - Pre-Award Inquiries**

**N62470-14-R-6021 BASE OPERATIONS SUPPORT (BOS) SERVICES LOCATED AT THE  
NAVAL RESEARCH LABORATORY (NRL); CHESAPEAKE BAY DETACHMENT (CBD),  
CHESAPEAKE BEACH, MARYLAND; THE NAVY DOCK FISHING CREEK, CHESAPEAKE  
BEACH, MARYLAND; AND A REMOTE FACILITY IN TILGHMAN ISLAND, MARYLAND**

**1. Reference: Page 21, Section L, 4 and 5 Financial Data, Bank Reference and Credit References.  
Can you confirm which volume this information is to be placed (Price or Non Price Volume)? And  
may these be submitted in a PDF format?**

Answer: L.4 FINANCIAL DATA and L.5 ADDITIONAL DATA TO BE SUBMITTED WITH PRICE PROPOSAL is to be submitted with the Price Volume.

**2. Reference: Page 197, Section L, L2a. Can tabs other than Tab 4 Pricing Information be submitted via Adobe Acrobat PDF? The other tabs contain forms (such as SF 33) and reports (such as the VETS 100 and Financial statements) that may be more easily submitted with PDF.**

Answer: Attachment J-0200000-09 ELINs MUST be submitted in Microsoft Office Version 2007 compatible Excel.

The government forms and reports can be submitted by Adobe Acrobat PDF.

**3. Reference: Page 13, Section L, L2 a. Reference the statements “Documents should be in Word and Excel format. Please do not submit Adobe Acrobat format.” Question: Since the SF 33, SF 30 (Amendments) and Section B are published only in Adobe Acrobat format by the Government, and with offerors not having access to the original MS Word documents, would it be acceptable to the Government to submit these specific documents in Adobe Acrobat format in the proposal?**

Answer: The government forms and reports can be submitted by Adobe Acrobat PDF.

**4. Reference: Page 195, Section L, L2 a. For Vol. 1, Price Proposal, will the Government please clarify the guidance of "Please do not submit Adobe Acrobat format" with regard to the submission of Tab 2, Standard Form 33 page 1 (which is in Adobe PDF format, as well as all page 1 amendment sheets), Section B pricing, and submission of Tab 3 Section K certifications from the Solicitation. Is the Government requiring these editable PDF formats to be converted to Word format? This guidance is in both the basic Solicitation and in Amendment 3.**

Answer: Attachment J-0200000-09 ELINs MUST be submitted in Microsoft Office Version 2007 compatible Excel. However, the government forms and reports can be submitted by Adobe Acrobat PDF.

**5. Reference: L2 a&b: NON-PRICE PROPOSAL: Will the Government please review the content requirement for the Tab 1 Cover Letter required in both the Vol. 1 Price Proposal and the Volume 2: Non-Price Proposal. The Vol. 1 Price Proposal at L.2.a. contains subparas. i. through iv. only, while the Vol. 2 Non-Price Proposal at L.2.b. contains the same subparas. i. through iv. but also adds subparas. v. and vi.**

**Recommend only one Cover Letter for entire submission, to be filed at Tab 1 in Vol. 1 Price Proposal using subparas. i. through vi. In Vol. 2, recommend Tab 1 requirement be expanded as follows: Tab 1 Corporate Experience; Tab 2 Technical and Management Approach; Tab 3 Safety; and Tab 4 Past Performance, in alignment to four non-price factor submission requirements and page limitations for each.**

Answer: Please submit your proposal in accordance with the instruction included in the solicitation.

**6. Reference: Page 200, Section L, (4)(i). Completed PPQs should be submitted with proposal. Due to the PPQ length of 8 pages (or more with comments), would the government consider making the PPQs exempt from the page limit?**

**Answer: The PPQ and CPARS are excluded from the page limitation.**

**7. Reference: Page 26, Section C, 2.2.2. Please provide any Collective Bargaining Agreement applicable to this contract.**

Answer: Please refer to Amendment 5. Attachment N6247014R60210005CBA Engineers Local 37.pdf. For employees on Naval Facilities Engineering Command Atlantic contract for Base Operating and Support Services, covered employees include general maintenance worker, labor and truck driver for maintenance and repair of various equipment, floor repairs and grounds and road maintenance.

**8. Reference: Reference: Page 200, Section L, (4)(i). Completed CPARS are to be submitted with the proposal if available. Would the government consider making the CPARS exempt from the page limit?**

Answer: The PPQ and CPARS are excluded from the page limitation.

**9. Reference: Page 199, Section L, 4(2)a, Amend 0003 Attachment J.B-1 FTE.XLS : It appears the J.B-1 is in legal size page layout. To include this in our Technical Proposal, may we use 11 x 17 or use two 8.5 x 11 pages? This would allow us to place in 3 ring binder.**

Answer: see attachments revised Attachment J.B-1 FTE.XLS 8 1/2 page layout with base and 7 option years.

**10. Reference: Page 198, Section L, L2 b. VOLUME 2: NON-PRICE PROPOSAL: Are such organizational aids as the title page, table of contents, divider tabs, and the like excluded from the page limits?**

Answer: Blank tab dividers, cover pages and table of contents are excluded from the page limitation.

**11. Reference: Page 196, Section L, TAB 3 The offeror shall submit a VETS 100 report for the current period at the Vets 100 website. Question: When researching the VETS 100 report, the website states that enrollment is from Aug 1st thru Sep 30th each year. We cannot register before the proposal due date**

Answer: As stated TAB 3 REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS: "the offeror shall explain the circumstances which exempt the offeror from having a current VETS 100 report on file."

N62470-14-R-6021

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

L.1 PROPOSAL REQUIREMENTS

**General Information:** The price proposal and non-price proposals shall be submitted in separate three ring binders, tabbed appropriately, and must include a cover page with the name of the prime contractor, addresses, phone and fax numbers, email addresses, solicitation number, and point of contact. Binders must be marked as “Volume 1: Price Proposal” and “Volume 2: Non-price Proposal”. Should there be a discrepancy between paper and electronic information, the paper copies shall govern.

### **L.1 CONTRACTOR PROPOSAL CERTIFICATION**

Contractor is required to certify in writing on page 1 of proposal the following:

\_\_\_\_\_ (Name of Offeror)  
warrants that its proposal \_\_\_\_\_ (of date or other identifier) incorporated herein by reference, including, but not limited to, proposed approaches, staffing, methodology, or work plans, will meet the performance objectives set forth in this contract during the execution thereof. The contractor is not excused from meeting such performance objectives in the event such proposal proves inadequate as conceived or executed to meet such performance objectives. The contractor understands that it bears all of the cost and performance risk associated with adopting acceptable additional (and/or alternative) means or methods of meeting the performance objectives.

### **L.2 PRICE & NON-PRICE PROPOSAL**

a. **VOLUME 1: PRICE PROPOSAL** – The price proposal shall contain all the submission requirements listed in Section M. Submit one (1) original and one (1) copy in 8-1/2 x 11 format, font size 12in in a three ring binder along with two (2) CD copies. Documents should be in Word and Excel format. Please do not submit Adobe Acrobat format. Include the total price for the ELINS (Recurring and Non-Recurring) and CLINS.

**TAB 1 - COVER LETTER:** The cover letter shall be signed by an employee of the offeror who has authority to approve the positions listed in the cover letter. The cover letter shall include:

- i. The solicitation number.
- ii. The offeror’s name, address, phone number, facsimile number, email address, DUNS and CAGE CODE which is identical to that on the Standard Form (SF) 33, page 1 of the RFP.
- iii. A statement specifying agreement with all terms, conditions, and provisions included in the RFP and agreement to furnish any or all items upon which prices are offered at the price set opposite each item.
- iv. Acknowledgement of all amendments.

### **TAB 2 - STANDARD FORM (SF) 33 SOLICITATION, OFFER AND AWARD AND SECTION B SUPPLIES OR SERVICES AND PRICES:**

Offerors shall complete and submit the following:

- i. SF33, Page 1: Blocks 12 through 18 of the SF33. In Block 12, the offeror shall indicate that their offer is valid 180 days after the price proposal due date. In block 15a include telephone number, facsimile number, e-mail address, TIN, DUNS Number, and CAGE Code. The address provided shall match the offeror’s address listed in the System for Award Management at <https://www.sam.gov/portal/public/SAM/>
- ii. SF33, Section B, Supplies or Services and Prices, starting on page 2 – Complete each item number by entering the offeror’s proposed price.

**TAB 3 - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF**

**OFFERORS:** The offeror shall complete all the representations, certifications, and other statements required in Section K of the Solicitation (FAR 52.204-8 and DFAR 252.247-7022) on the ORCA website at [www.orca.bpn.gov](http://www.orca.bpn.gov). The Government will download the representations, certifications, and other statements from the ORCA website. The offeror shall ensure the data is accurate and complete prior to submitting a proposal. The offeror shall submit a VETS 100 report for the current period at the Vets 100 website, <http://www.dol.gov/vets/programs/fcp/main.htm>. If a new partnership, new joint venture, or other new business entity is created to propose on this solicitation, such that the offeror is not required to have a VETS 100 report, the offeror shall explain the circumstances which exempt the offeror from having a current VETS 100 report on file.

**TAB 4- PRICING INFORMATION:** Complete the Exhibit Line Item Numbers spreadsheet (Attachment J-0200000-09 EXHIBIT LINE ITEM NUMBERS ELINs) for the base year and all option years. Submit the ELINs in Excel format totaling the (Recurring and Non-Recurring) portions and provide an overall total. Provide a completed Section J, Exhibit Line Item Number (ELIN) pricing Attachment J-0200000-09 for the base year and all option years. Offerors shall enter their proposed unit prices with total amounts for all Exhibit Line Item Numbers (ELINs) for the Base Period and all Option Periods. Please see the below information:

1. ELIN unit prices must be rounded to two (2) decimal places only. If an offeror does not round ELIN unit prices to two (2) decimal places then the Government will round the prices to two decimal places and the rounded prices will be used for evaluation purposes.
2. In the event there is a difference between a unit price and the total amount, the unit price will be held to be the intended offer and the total of the CLIN and ELIN will be recomputed to take into account the change in the contract ELINs. If the offeror provides a total amount for an ELIN, but fails to enter the unit price, the total amount divided by the ELIN quantity will be held to be the intended unit price.
3. In the event there is a discrepancy between the Section J ELIN pricing and the Section B CLIN price, the Section J ELIN will be held to be the intended offer.
4. Prices provided shall be fully loaded and no other allocations, fees, overheads, G&A, insurance, taxes, profits or any other markups shall be applied when an option is exercised or a task order for pre-priced work ordered is issued.
5. Costs for technical Specification 0100000 and 0200000 shall be considered overhead; therefore, these costs shall be allocated and included throughout the prices quoted for all other technical specifications.
6. Offerors may escalate costs for option years one through seven.

**b. VOLUME 2: NON-PRICE PROPOSAL –**

Submit one (1) original and three (3) copies in 8-1/2 x 11 format, font size 12 in three ring binders and tabbed appropriately by major evaluation factors along with two (2) CD copies. Documents should be in Adobe Acrobat format, except the FTE Worksheet should be in Excel format. No pen and ink changes are allowed. Page limit is 60 pages. Pages exceeding the sixty (60) single-sided/ thirty (30) double-sided page limitations shall not be evaluated.

**TAB 1 - COVER LETTER:** The cover letter shall be signed by an employee of the offeror who has authority to approve the positions listed in the cover letter. The cover letter shall include:

- i. The solicitation number.
- ii. The offeror's name, address, phone number, facsimile number, email address, DUNS and CAGE CODE which is identical to that on the Standard Form (SF) 33, page 1 of the RFP.
- iii. A statement specifying agreement with all terms, conditions, and provisions included in the RFP and agreement to furnish any or all items upon which prices are offered at the price set opposite each item.
- iv. Acknowledgement of all amendments
- v. Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and;
- vi. Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

**L.4 CONTENT OF PROPOSALS**

1. The solicitation requires the evaluation of price and the following non-price factors:

Factor 1 – Corporate Experience  
 Factor 2 – Technical and Management Approach  
 Factor 3 – Safety  
 Factor 4 – Past Performance

The distinction between corporate experience and past performance is corporate experience pertains to the types of work and volume of work completed by a contractor that are comparable to the types of work covered by this requirement, in terms of size, scope, and complexity. Past performance pertains to both the relevance of recent efforts and how well a contractor has performed on the contracts.

**TAB 2 – EVALUATION FACTORS:** The non-price proposal shall contain all the submission requirements listed in Section M of the RFP for the non-price proposal.

(1) **Factor 1, Corporate Experience:**

(i) Solicitation Submittal Requirements: The offeror shall provide at least one (1), but no more than five (5) examples of contracts performed by the company that are recent and relevant to work requirements specified in the solicitation. The offeror shall clearly demonstrate recent and relevant experience on projects similar in size, scope, and complexity to the requirements described in the

Performance Work Statement (PWS) within the last five (5) years preceding the release date of the solicitation. For purposes of this evaluation, a relevant project is further defined as a Base Operation Support (BOS) services contract encompassing technical specification 1502000-Facility Investment and a minimum of one (1) other technical specification with at least one (1) year of contract performance completed. As an example only: technical specification 1502000, Facility Investment and technical specification, 1503050, Grounds Maintenance and Landscaping. Please note that technical specifications 0100000, General Information and 0200000, Management and Administration will not be considered or counted towards the minimum of one (1) other technical specification section required to demonstrate corporate experience.

Offerors shall submit corporate experience information using the form provided as Attachment J-1 - Corporate Experience. All information shall be provided as requested on the form. The Corporate Experience submittal shall be limited to no more than three (3) single sided or one and half (1 ½) double sided pages per example project submitted. Offerors are responsible for ensuring points of contact and phone numbers are current and accurate.

If the Offeror is a Joint Venture, recent and relevant experience should be submitted for projects completed by the Joint Venture entity. If the Joint Venture does not have such experience, relevant experience shall be submitted for at least one Joint Venture partner.

Relevant experience may also be demonstrated utilizing experience of subcontractor(s) or affiliates/subsidiaries/parent/LLC/LTD member companies.

If the offeror uses a proposed subcontractor(s) to demonstrate corporate experience, the offeror must provide a letter of commitment; the subcontractor's DUNS number, submit at least one (1) project for its proposed subcontractor(s); and, demonstrate that the proposed subcontractor will have meaningful involvement, as described below, in the performance of the contract.

If an offeror is utilizing experience information of affiliates/subsidiaries/parent/LLC/LTD member companies (name is not exactly as stated on the SF33) or proposed subcontractor(s), the offer must submit at least one (1) project for each proposed affiliate/subsidiary/parent/LLC/LTD member company or subcontractor(s) and the proposal must clearly demonstrate that the affiliate/subsidiary/parent/LLC/LTD member company or proposed subcontractor(s) will have meaningful participation in the performance of this contract. Meaningful involvement is demonstrated when the proposal: 1) clearly states the affiliate/subsidiary/parent/LLC/LTD member company's or proposed subcontractor(s) specific commitment of technical resources (e.g. personnel, equipment) from worksites and/or company offices in the city/area of the project that will be provided or relied upon for contract performance; and 2) describes specific aspects of the project that the affiliate/subsidiary/parent/LLC/LTD member company or subcontractor(s) will self-perform or manage on behalf of the Offeror in performance of the contract.

Offerors utilizing Joint Venture, subcontractor or affiliate/subsidiary/parent/LLC/LTD member company experience are still limited to a total of five (5) relevant experience projects.

**IMPORTANT:** It is the offeror's responsibility to clearly explain and demonstrate to the Government how its work experience, and the experience of each teaming partner (if applicable) in each submitted project is relevant to the contract requirements in this solicitation. If the offeror does not clearly explain how its experience(s) are relevant to the contract requirements in this specification, the Government may interpret that to mean that the submitted contract experience is not relevant.

(2) **Factor 2, Technical and Management Approach:**

(i) **Solicitation Submittal Requirements:** The Offeror shall submit a narrative response that clearly demonstrates its understanding of and approach to accomplishing the complexity and magnitude of service requirements set forth in the performance objectives and standards of Performance Work Statement (PWS). The narrative shall be limited to twenty (20) single sided or ten (10) double sided 8 ½ x 11 page sizes. The page limitation includes the Full Time Equivalent (FTE) worksheet (Attachment J.B-1 FTE). The offeror shall address each of the following components (a through e) separately.

- a. Describe staffing levels for the entire contract effort. The offeror must provide: 1) A completed summary Attachment J.B-1 FTE for the total effort to include the prime contractor and all subcontractors for the Base Period and 2) the rationale for the Basis of Estimate (BOE), including each specification item listed in Section J Attachment J.B-1 FTE. BOE shall include individual labor classifications, annual direct and indirect labor hours, and FTEs for performing the service requirements. Detailed estimate worksheets are not required or desired.
- b. Subcontracting Plan- Provide a plan describing how you will manage Subcontractor(s) across all technical specifications. The total number or count of FTEs should not be included in the subcontracting plan.
- c. Phase-In Transition Plan- Provide a phase-in plan limited to no more than ninety (90) calendar days. The plan shall include a schedule for all key events, personnel actions and responsibilities regarding employees at all levels, and acquisition, delivery, storage, inventory and disposal of equipment, working stock and materials (to include inbound items as applicable).
- d. Quality Assurance- Provide no more than a two (2) page summary “Quality Management” (QM) Plan that describes the methods to be used to document, measure, and control/improve the quality process.
- e. Describe your general strategy to accomplish the performance requirements to achieve performance objectives. You must address at the minimum the requirement for Facilities Investment and provide a summary for the training and certification requirements for the facility investment personnel.

(3) **Factor 3, Safety:**

**(i) Solicitation Submittal Requirements:** The Offeror shall submit the following information: (For a partnership or joint venture, the following submittal requirements are required for each contractor who is part of the partnership or joint venture; however, only one safety narrative is required. EMR and DART Rates shall not be submitted for subcontractors.)

(1) Experience Modification Rate (EMR): For the three previous complete calendar years (2012, 2013, and 2014), submit your EMR (which compares your company's annual losses in insurance claims against its policy premiums over a three year period). If you have no EMR, affirmatively state so, and explain why. Any extenuating circumstances that affected the EMR and upward or downward trends should be addressed as part of this element.

(2) OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate: For the three previous complete calendar years (2012, 2013, and 2014), submit your OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate, as defined by the U.S. Department of Labor, Occupational Safety and Health Administration. If you cannot submit an OSHA DART Rate, affirmatively state so, and explain why. Any extenuating circumstances that affected the OSHA DART Rate data and upward or downward trends should be addressed as part of this element.

(3) Technical Approach for Safety: Describe the plan that the Offeror will implement to evaluate safety performance of potential subcontractors, as a part of the selection process for all levels of subcontractors. Also, describe any innovative methods that the Offeror will employ to ensure and monitor safe work practices at all subcontractor levels. The Safety Narrative shall be limited to two pages. The EMR and DART submission is not included in the two (2) page safety narrative limitation.

(4) **Factor 4, Past Performance:**

(i) Solicitation Submittal Requirements: IF A COMPLETED CPARS EVALUATION IS AVAILABLE, IT SHALL BE SUBMITTED WITH THE PROPOSAL FOR EACH PROJECT INCLUDED IN FACTOR 1, CORPORATE EXPERIENCE. IF THERE IS NOT A COMPLETED CPARS EVALUATION, the Past Performance Questionnaire (PPQ) included in the solicitation is provided for the offeror or its team members to submit to the client for each project the offeror includes in its proposal for Factor 1, Corporate Experience. AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.

IF A CPARS 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 proposal. If the offeror is unable to obtain a completed PPQ from a client for a project(s) before proposal closing date, the offeror should complete and submit with the proposal the first page of the PPQ (Attachment J-2), which will provide verified current contract and client information for the respective project(s). Offerors 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, Jennifer Jordan via email at jennifer.s.jordan@navy.mil prior to proposal closing date. Offerors shall not incorporate by reference into their proposal PPQs or CPARS previously submitted for other RFPs. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

**IMPORTANT:** It is the responsibility of the offeror to provide accurate points of contact for each identified contract and current telephone numbers and/or email addresses.

In addition to the above, the Government may review any other sources of information for evaluating past performance. Other sources may include, but are not limited to, past performance information retrieved through the Past Performance Information Retrieval System (PPIRS) using all CAGE/DUNS numbers of team members (partnership, joint venture, teaming arrangement, or parent company/subsidiary/affiliate) identified in the offeror's proposal, inquiries of owner representative(s), and any other known sources not provided by the offeror.

Offerors may provide any information on problems encountered and the corrective actions taken on projects submitted under Factor 1- Corporate Experience and on other relevant projects not submitted under Factor 1- Corporate Experience that received an adverse performance rating. Explanation per project shall not exceed two (2) single-sided pages in total. These explanatory pages do not count against the page limit.

While the Government may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete past performance information rests with the offeror.

c. Proposals shall be **submitted and date stamped** to the following address no later than **14:00 EST on 27 April 2015**:

If sent by regular mail/private courier:  
Naval Facilities Engineer Command, Atlantic  
Attn: Code ACQ22JJ  
6506 Hampton Boulevard, Mail Room,  
Norfolk, Virginia 23508-1278  
Annotate the solicitation number on the bottom of the envelope/box.

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.

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 **J-020000-04 b Visitor Pass Request Form** spreadsheet to Iris Gholston and Steve Anderson and copy Jennifer Jordan no later than **20 April 2015**.

1. Iris Gholston (757) 322-8116 / Email: [iris.gholston@navy.mil](mailto:iris.gholston@navy.mil)
2. Steven K. Anderson (757) 322-8115 / Email: [steven.k.anderson@navy.mil](mailto:steven.k.anderson@navy.mil)
3. Jennifer Jordan Email: [jennifer.s.jordan@navy.mil](mailto:jennifer.s.jordan@navy.mil)

All visitors requesting to hand-carry their proposal who **DO** have a **CAC badge or RAPIDGATE badge** please provide the following information by email to [jennifer.s.jordan@navy.mil](mailto:jennifer.s.jordan@navy.mil) no later than **20 April 2015**.

- i. Name of person dropping off proposal and citizenship;
- ii. Company name, address, phone number;
- iii. Date of visit

Please be advised, if your visitor pass 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 **not received or received and not date stamped** at the above address on or before the hour and date set forth for receipt of proposals shall be subject to the provisions of FAR 52.215-1(c), "Submission, modification, revision and withdrawal of proposals." Offerors shall submit complete and accurate information. The Government may elect not to request additional information to perform the evaluation.

#### **L.4 FINANCIAL DATA**

In addition, the offer shall provide the latest three complete fiscal year financial statements for the prime contractor, certified by an independent accounting firm, if practicable, or at least by an authorized officer of the organization. Submit evidence of availability of working/operating capital, which will be used for the performance of the resultant contract. For Joint Venture arrangements submit the latest three complete fiscal year financial statements for each Joint Venture companies and discuss the financial responsibilities among the companies. The Government may also utilize Dun & Bradstreet reports to evaluate the financial capacity of the offeror.

#### **L.5 ADDITIONAL INFORMATION TO BE SUBMITTED WITH PRICE PROPOSAL**

- a. In order to be eligible for award, your firm must be determined responsible in accordance with FAR Part 9, specifically 9.104-1, General Standards. Your firm shall provide the following with its price proposal:
  - i. One (1) Signed Bank Reference demonstrating adequate financial resources. If your firm has a line of credit – provide information on how many figures can your firm borrow against the line of credit (i.e. medium 6 figures – exact line of credit is not required).
  - ii. Three (3) signed credit references. Credit references must verify that your firm pays its creditors timely and in accordance with the terms negotiated with the creditor.
- b. Although required to be submitted with your firm's price proposal, this information **will not** be evaluated as part of the price proposal. This information forms the basis of your firm's responsibility determination should your firm be considered for award.

#### **L.6 DISPOSITION OF PROPOSALS**

Proposals from unsuccessful offerors will not be returned to the offeror, but shall be destroyed by the Contracting Officer. No certificate of destruction will be issued.

(End of Summary of Changes)