

**INDEFINITE DELIVERY/INDEFINITE QUANTITY CONTRACT FOR ARCHITECTURAL DESIGN AND ENGINEERING SERVICES FOR NAVY-EXCHANGE LODGING AND OTHER NEXCOM FACILITIES PROJECTS LOCATED THROUGHOUT THE NAVAL FACILITIES ENGINEERING COMMAND, 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 RFP PACKAGE TO DOWNLOAD.

This UNRESTRICTED Procurement is for Architectural and Engineering Services required for an Indefinite Delivery/Indefinite Quantity Contract for Navy Exchange Lodging and other NEXCOM Facilities Projects located in the Naval Facilities Engineering Command's Area of Responsibility, Worldwide. Work includes planning, architectural and engineering services for new construction and renovations (i.e., building additions).

Projects can be categorized as Mid-Market Limited Service Hotel facilities such as commercially recognized lodges, hotels, and motel chains. They may include guest rooms, front desk, lobby area, lounges, breakfast areas, conferencing centers, offices, Navy Exchange retail space, Coin Operated Laundries, Automated Auxiliary Retail Outlets, pools, outdoor green space, playgrounds, splash centers as well as other amenities traditionally found at similar facilities. In addition, projects may include other NEXCOM facilities, including retail.

Architect-Engineering and Engineering Services that may be required under this contract include concepts, studies, complex design with related infrastructure and supporting facilities planning, DD Form 1391 preparation, scope validation, requirements definition, construction documents, specifications, preparation of Requests for Proposals (RFPs) for design/build projects, cost estimates, related studies, surveying, soil borings, hazardous materials identification, energy computation, life cycle cost analyses and life safety code studies, interior space planning, interior design to include coordination with hotel and hospitality spaces, visual, and branding elements and retail minimart planning, other associated engineering services, shop drawing review, as-built drawing preparation, Quality Assurance Plan (QAP) preparation, Operation and Maintenance Support Information (OMSI), and construction inspection and engineering consultation services during construction (e.g., Title II).

Firms may be required to assist in the preparation of DD Form 1391 documentation and includes cost valuation surveying, concept sketches, site sketches with utility points of connections and may require enhancement of previously prepared basic documentation, including economic analysis and recommendations for potential utilities impacts and sustainable features. Firms will be required to prepare cost estimates utilizing the SUCCESS estimating system in Work Breakdown Structures (WBS) or equivalent industry standard, specifications in the SPECSINTACT program, and drawings in AutoCAD format. Firms will also be required to provide documents in PDF format. The contract requires that the selected firm have on-line access to E-mail via the Internet for routine exchange of correspondence. As defined by paragraph 1-6 of UFC 3-600-01, this contract will require the services of a licensed fire protection engineer. The services of a qualified hotel and hospitality designer/planner with mid-scale hotel expertise shall be a key member of the design team for all Navy Lodge projects. A food service consultant is required for any work with food bars and/or refrigeration. Additionally, other specialized consultants may be requested and will be negotiated as part of the task order when necessary.

The Government reserves the right to negotiate Design-Build RFPs, final plans, specifications, cost estimates, related studies, all associated engineering services, and all post construction award services for all projects.

The A&E must demonstrate its and each key consultant's qualifications with respect to the published evaluation criteria for all services. Evaluation Criteria (1) through (4) are considered most important and equal among themselves; Criteria (5) is of slightly less importance; Criterion (6) and (7) are of less importance still and are equal among themselves; and Criterion (8) is the least important and will be used as a tie breaker among technically equal firms. Specific evaluation criteria include:

1. Specialized Experience
2. Professional Qualifications and Technical Competence of the Individual Design Team Members
3. Past Performance
4. Quality Control
5. Program Management & Capacity
6. Sustainable Third Party Certifier Experience
7. Firm location
8. Volume of Work

**Criterion 1 - Specialized Experience (SF 330 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 with regard to:

- Experience with design of similar types of facilities;
- Experience with multi-phased design and construction programs;
- Experience with construction and renovation phasing in operating Navy Lodges and hotels and/or in performance of projects similar to the Navy Lodging facilities anticipated under this contract.
- Experience in providing post construction award services (shop drawing review, as-built drawing preparation, Quality Assurance Plan (QAP) preparation, construction inspection services, and Operating and Maintenance Manuals).

Given that the primary facilities anticipated under this contract are Navy Lodging facilities, projects demonstrating experience with hotel/dedicated lodging facilities may be considered more favorably.

Submission requirements: Provide up to five (5) projects completed or substantially completed within the past five (5) years immediately preceding the date of issuance of this Notice that best illustrate specialized experience of the proposed team in the areas outlined above. Example projects shall note project's square footage. **All projects provided in the SF 330 must be completed by the office/branch/regional office/individual team member actually proposed to manage and/or perform work under this contract.** 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 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 either joint venture partner, not to exceed a total of five (5) projects for this criterion. Projects shall be submitted on the SF330.

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 of the Individual Design Team Members (SF 330 Part 1 Section E and Section G)** - Offerors will be evaluated in terms of the qualifications, competence and experience of the key personnel and technical team proposed to accomplish this work. Key personnel are individuals who will have major contract or project management responsibilities and/or will provide unusual or unique expertise. Provide a balanced licensed and or certified workforce in the following disciplines – Architecture, Interior Design, Civil, Structural, Mechanical, Electrical, Fire Protection Engineering and LEED/Green Globes. A licensed fire protection engineer is required. Additionally, key personnel must include an architect with demonstrated experience in hotel/hospitality design and an individual with demonstrated experience in food service consulting. For that position, membership in the Food Service Consultant Society International may be considered more favorably. ~~Additionally, a hospitality planner and professional member of Hospitality Design Institute (HDI) or equivalent certification is required on each Lodge project. A food service consultant is required for projects involving a food bar or refrigeration.~~

Submission requirements: Provide resumes for all proposed key personnel. Resumes are limited to one page each and should cite project specific experience and indicate proposed role in this contract. Provide professional registration, certification, licensure and/or accreditation. Indicate whether key personnel hold security clearance and if so, what level. Indicate participation of key personnel in example projects in the SF 330 Part 1 Section G.

**Criterion 3 - Past Performance (SF 330 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 available from the Government databases, and other information available to the Government including 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 EACH PROJECT 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 (Attachment), 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 Program (SF 330 Part 1 Section H)** - Offerors will be evaluated on the strength of the Quality Control Plan proposed by the firm to ensure quality products under this contract, on the acceptability of the internal quality control program used to assess technical accuracy in reports and assure overall coordination between engineering and technical disciplines, and on their means of ensuring quality services from their consultant(s).

Submission requirements: Define the Quality Control Plan that would be utilized for this contract. 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 Quality Control 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 the subcontractors. Discuss if BIM will be utilized in the quality control process and how it will benefit NEXCOM.

**Criterion 5 - Program Management and Capacity (SF 330 Part 1 Section H)** – Firms/teams will be evaluated in terms of their ability to plan for and manage work under the contract and capacity to accomplish the work in the required time.

Submission requirements: Describe the management plan for this contract. Describe the firm's ability to concurrently perform and manage multiple projects in different locations to meet aggressive schedules and control costs and the firm's capacity to accomplish multiple projects simultaneously. Specifically address the impact of the workload for this contract on design staff's projected workload during the contract period. 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. Narratives for Program Management and Capacity are limited to no more than 5 single-sided pages.

**Criterion 6 – Sustainable Third Party Certifier (TPC) Experience (SF 330 Part 1 Section H):** Offerors will be evaluated in terms of their knowledge and experience in applying sustainability concepts through an integrated design approach and designing in accordance with the U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) Green Building Rating System, Green Building Initiative (GBI) Green Globes Rating System or other industry standard rating systems approved by the Department of Defense.

Submission requirements: Describe the offeror's knowledge of and experience with the, use of sustainable principles and concepts. Identify examples indicating concepts employed, certifications awarded, and Accredited Professionals proposed for this contract. For projects Certified, submit a copy of the certificate.

**Criterion 7 - Firm location (SF 330 Part 1 Section H)** - Provided that the application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the contract, firms/teams will be evaluated on the locations of their office or offices that will be performing the work under this contract.

Submission Requirements: Indicate firms/teams location, including main offices, branch offices and any sub-consultants' offices and demonstrate how this will be advantageous to the Government.

**Criterion 8 - Volume of Work (SF 330 Part 1 Section H)** - Offerors 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: State the dollar value of DoD contracts awarded to the firm within the past 12 months. Joint ventures should list a dollar value for awards to the JV entity and separately list a dollar value for awards 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.

**General Information:**

There will be one selection made from this announcement. The duration of the contract will be for one (1) year from the date of an initial contract award with four additional one year option periods. The total amount that may be paid under this contract (including option years) will not exceed \$25,000,000 for the entire contract term. The minimum guarantee for the entire contract term (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 of the A&E performance under the subject contract. There will be no dollar limit per task order and no dollar limit per year. All task orders issued on this contract will be firm, fixed-price. The firm selected will be the most highly qualified to perform the required services, based on demonstrated competence and qualifications, in accordance with the evaluation criteria. Type of contract: firm fixed-price (FFP) Indefinite Delivery/Indefinite Quantity Architect-Engineer. The estimated start date is November 2015.

**This proposed contract is being solicited on an unrestricted basis; therefore, replies to this notice are requested from all business concerns.**

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>.

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, etc.). 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 and desire to be considered for award must 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, using 12 10 pitch/point font or larger, and Part I shall not exceed sixty (60) pages in total. The sixty 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 sixty page limit. PPQ forms, ACASS/CPARS, and certificates do not count toward sixty page Part I limitation. Responses are due no later than **2:00 p.m. EST, 26 February, 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 – Room 1105, 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 (B)) 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 or Raeanne Reece at (757) 322-8121.

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 Katya Oxley at katya.oxley@navy.mil. THIS IS NOT A REQUEST FOR PROPOSAL.