

N62470-15-R-5012 INDEFINITE DELIVERY / INDEFINITE QUANTITY CONTRACT FOR ENGINEERING AND DESIGN SERVICES FOR MEDICAL PROJECTS 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 PROPOSALS (RFP) PACKAGE TO DOWNLOAD.

This notice will result in one Indefinite Delivery/Indefinite Quantity (IDIQ) contract for multi-discipline Architect-Engineering (A&E) services for medical design projects located throughout the Naval Facilities Engineering Command Area of Responsibility, Worldwide. The IDIQ contract will be 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 \$25,000,000. The guaranteed minimum 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 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 \$25,000,000 for the entire contract term.

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). The firm selected will be the most highly qualified firm 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 this contract are 500 series facilities as defined by UFC 2-000-05N (hospitals, dental clinic, medical clinics, veterinary clinic, laboratories, etc.) and will be predominantly for MILCON projects, but may include special projects for sustainment, restoration and modernization and medical studies. Projects will be designed in accordance with criteria prescribed in the latest version of UFC 4-510-01 Military Medical Facilities and under the Architectural Barriers Act (ABA).

Architect-Engineering and Engineering Services that may be required under this contract include DD Form 1391 documentation, Design-Build RFPs, Design-Bid-Build plans (AUTOCAD and BIM) and specifications (SPECSINTACT), 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, Defense Health medical studies (Health Care Requirements Analysis, Deficiency Tabulations, Facility Utilization Studies, Economical Analysis, Project Books, Concept of Operations), value engineering, other associated engineering services, shop drawing review, as-built drawing preparation, Operation

and Maintenance Support Information (OMSI), Commissioning, construction inspection and engineering consultation services during construction, and other related services. The services of qualified medical planner and medical equipment planner are required.

**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 all services as described above. Failure to provide complete submission information defined in the evaluation factors below may affect a firm's qualification ratings. Evaluation criteria (1) through (3) are considered most important and are equal among themselves; criteria (4) through (6) are of slightly less importance and are equal among themselves; criteria (7) is of the least importance 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 and Location
6. Commitment to Small Business
7. Volume of Work

**Criterion 1- Specialized Experience (SF 330 Part 1 Section F):** Offerors will be evaluated on specialized experience and technical competence of performance similar to those anticipated under this contract through evaluation of:

- (a) experience with regard to medical treatment facilities design and construction
- (b) experience with multi-phased design and construction of additions to existing facilities or renovations of existing facilities performed within a operational medical facility or campus that had to comply with infection control, life safety & Interim Life Safety Measures in compliance with The Joint Commission (TJC), and had to address noise/vibration control issues;
- (c) experience with Defense Health medical studies; and
- (d) 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 seven (7) relevant projects with the design completed within the past seven (7) years immediately preceding the date of issuance of this Notice.

Provide at least:

- one (1) medical design with a construction cost over \$100M .
- one (1) medical design with a construction cost over \$30M, and

- one (1) phased medical renovation design with a construction cost between \$10M and \$50M,

If the project submitted was a Design-Bid-Build (full design), then the design must be complete. If the project was Design-Build (DB), the DB design documents must be complete; if the project was a DB RFP development then the DB RFP must be complete.

Example projects must indicate the project's size (SF or SM). Additional consideration may be given to Defense Health/Military Medical Facility projects.

Additionally, provide at least

- one (1) relevant medical study (e.g., Health Care Requirements Analysis, Deficiency Tabulations, Facility Utilization Studies, Economical Analysis, Project Books, or Concept of Operations) completed within the past seven (7) years immediately preceding the date of issuance of this Notice. Additional consideration may be given to Defense Health/Military Medical studies.

**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, and 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 must 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.

Projects shall be submitted on the SF-330 at Part 1 Section F and shall be completed projects. Projects not 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 project. Instead, list relevant 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 SF 330. The Government WILL NOT consider information submitted in addition to Part 1, Section F in evaluation Criterion 1.**

**Criterion 2 - Professional Qualifications and Technical Competence (SF 330 Part 1, Section E & Section G):** Offerors will be evaluated in terms of the professional qualifications and technical competence, by discipline, of the key personnel proposed to accomplish this work. Key personnel are individuals who will have major contract or project management responsibilities and/or will provide unique expertise and shall include as a minimum: program manager, medical planner, medical equipment planner, licensed fire protection engineer, certified or registered interior designer, architect, civil engineer, structural engineer, mechanical engineer, electrical engineer, cost estimator, and scheduler.

Failure to provide a balanced cadre of personnel in the areas and disciplines listed above will result in the firm being considered not qualified.

Submission Requirements: Provide resumes for all proposed key personnel. Resumes are limited to one page each and should cite project specific experience in the areas noted above within the seven (7) years prior to the date of issuance of this Notice; indicate proposed role in this contract; professional registration, certification, licensure and/or accreditation in appropriate disciplines; and indicate role expected to play in this contract and roles they played in the projects addressed in Evaluation Criterion (1). Differentiate between planning and design experience.

**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 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 may 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 (A)), 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: Heather Race via email at heather.race@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 (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. Provide an organization chart of the firm and indicate the management plan for this contract and personnel roles in 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;
- (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 may be considered an advantage.

**Criterion 6 - Commitment to Small Business (SF 330 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 (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 (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.

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 (SF 330 Part 1, Section H):** Firms/teams will be evaluated in terms of volume of DoD work previously awarded to the firm 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: Indicate the dollar amount of DoD contracts awarded within the past 12 months. Joint ventures should list award amount to the JV entity and separately list award amounts 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.

All contractors are advised that registration in 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 DOD CCR 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, or a brief explanation of the firm’s licensing in states that do not register firms, 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.**

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 11 point font or larger. Part I shall not exceed 75 single-sided 8.5 x 11 inch pages (the 75 page limit does not include the ISRs or Draft Subcontracting Plan, as required by Criterion 6, (Small Business Subcontracting Effort). Introductions shall be included in Sections E and F. Please include your DUNS, CAGE, and TIN numbers in Block 30 of the SF-330. Interested firms shall submit six (6) hard copies of the SF-330 and six (6) CDs to Naval Facilities Engineering Command, Atlantic, Code ACQ34, Attn: Heather Race, 6506 Hampton Blvd., Norfolk, VA 23508. Responses are due no later than **20 April 2015** at 1400 local time (EDT). Late responses will be handled in accordance with FAR 52.215-1. Point of Contact at NAVFAC-Atlantic is either Heather Race, Contract Specialist, at 757-322-8130 or Lisa Sumpter, Supervisory Contract Specialist, at 757-322-4083. THIS IS NOT A REQUEST FOR PROPOSAL.

If a SF 254/SF 255 is submitted for this solicitation, it will not be reviewed or considered. 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 organizational chart can be on one page single sided 11 by 17 foldout, using 11 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. The seventy-five page (75) 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 (75) page limit. Project past performance questionnaires (PPQs), Small Business Subcontracting Plan, Small Business Individual Subcontracting Reports are not included within the seventy-five (75) page restriction of the SF330.

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 to the Lafayette River Annex (LRA) who do not have a CAC badge or RAPIDGATE badge must have a background check run by the Naval Station Pass & ID office (Security Department at Commander, Naval Region Mid-Atlantic). Special Note: RAPIDGATE badges must be programmed for access to the Naval Support Activity, Hampton Roads in order to gain access to the LRA.

Visitors who do not have a CAC or RAPIDGATE badge must complete the attached Visitor Access Pass Request form (Excel spreadsheet). Visitors must complete and forward the form directly to the following personnel in the NAVFAC Atlantic Security Department via email:

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

Visitors must complete and provide the attached form to the NAVFAC Atlantic Security Department at least 5 working days prior to their scheduled meeting date to allow ample time to process and complete the background check.

Commercial couriers such as FEDEX, DHL or UPS follow the same visitor procedures listed above and they are required to have a background check if they do not have a CAC badge or RAPIDGATE badge. Commercial couriers must also have their vehicle inspected at location listed in the attached LRA commercial vehicle inspection procedures prior to accessing the LRA.

Offerors should check with their intended courier to ensure they have the proper identification credentials to access the LRA.

Temporary visitor passes **must** be picked up by the approved visitor from the Naval Station Pass and ID Office located at the following address prior to visiting NAVFAC Atlantic on LRA:

Address: Naval Station Pass and ID Office

9040 Hampton Blvd

Norfolk, VA 23505

Telephone Number: 757-322-2975

Hours of Operation: 0600-1700 on Monday through Friday

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

Inquiries concerning this procurement should include solicitation number and title and be forwarded via email to Heather Race at heather.race@navy.mil. THIS IS NOT A REQUEST FOR PROPOSAL.