

N62470-15-R-5022 INDEFINITE DELIVERY/INDEFINITE QUANTITY CONTRACT FOR ARCHITECT-ENGINEER SERVICES FOR COST ENGINEERING AND RELATED SERVICES FOR PROJECTS LOCATED THROUGHOUT THE NAVAL FACILITIES ENGINEERING COMMAND ATLANTIC 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 procurement will result in one Indefinite Delivery/Indefinite Quantity (IDIQ) contract for multi-discipline Architect-Engineer (AE) services for Cost Engineering Services throughout the Naval Facilities Engineering Command Atlantic Area of Responsibility, but may also include work worldwide. These services will be procured in accordance with 40 USC Chapter 11, Selection of Architects and Engineers, as implemented by FAR Subpart 36.6. The IDIQ contract will be for a base period of one year and four one-year option periods (if exercised). The total fee for the contract term shall not exceed \$15,000,000. The guaranteed minimum for the contract term (including option years) is \$5,000. 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.

This proposed contract is being solicited as 100 percent set aside for small business; therefore, replies to this notice are requested from all small business concerns. The Small Business size standard classification is North American Industrial Classification System (NAICS) Code 541330, Engineering Services (\$15,000,000). **The small business prime will be required to comply with FAR 52.219-14 which states that at least 50 percent of the cost of contract performance incurred for personnel shall be expended by employees of the concern. The limitation on subcontracting would apply to the cooperative effort of a joint venture and not each individual member.** The Government seeks the most highly qualified firm to perform the required services, based on the demonstrated competence and qualifications, in accordance with the selection criteria.

The type of Architect-Engineer (AE) services expected to be performed under this contract will be Cost and Supporting Engineering Services. These include but are not limited to:

1. Development and preparation of detailed cost estimates for complex facilities encompassing horizontal and vertical construction. This may include specialties such as dredging, hazardous and toxic materials remediation, unexploded ordinance location, waterfront facilities and contract modifications. This would be done using the latest DoD and NAVFAC approved software (Currently SUCCESS, MII, PACES and RACER). The expected estimate class would be Class 1, 2 or 3 for Design-Bid-Build or Design-Build projects as appropriate (Estimate classes as defined by the

AACE International cost estimate classification system for the Building and General Construction industries.)

2. Development and preparation of concept and budget estimates for those types of projects described above. This would be done using the latest DoD and NAVFAC approved software. (Currently SUCCESS, MII, PACES and RACER) The expected estimate class would be Class 3, 4 or 5 for studies and / or 1391 development (Estimate classes as defined by the AACE International cost estimate classification system for the Building and General Construction industries.). This would also include rough order of magnitude estimates and alternative cost analysis.
3. Preparation of comprehensive DD Form 1391 documentation, which may include:
 - a. Planning deliverables: requirements definition, Basic facility requirement/facilities planning document preparation, and economic analysis for project justification.
 - b. 1391 Preliminary Design Charette facilitation and report.
 - c. Field investigations deliverables: surveying and mapping, tests, evaluations, consultations, soil borings, and hazardous materials identification
 - d. Sustainable design deliverables: LEED Checklist or NAVFAC Sustainability and Energy Data Record Card, etc.
 - e. Cybersecurity Deliverables.
 - f. Design deliverables: MILCON Planning Checklist, Preliminary Collateral Equipment list, related studies, multi-discipline conceptual designs, floor plan and site plan preparation cost estimates including Physical Security Equipment (PSE) and or Electronic Security Systems (ESS) costs if required, energy computation, life safety code studies, interior space comprehensive planning/design, conceptual designs, and other associated engineering services. Familiarity with and access to NAVFAC's Electronic Project Generator program is required.
4. Development of general and specific economic analyses, life cycle cost analyses, Total Ownership Costs and other non-present value cost analyses. These should be done using either DOD's ECONPACK software or other energy audit type analysis package.
5. Cost and Schedule Risk Analyses (using Crystal Ball and MS Project). Follow USACE CENWW guidance. (<http://corpsriskanalysisgateway.us/>)
6. Construction schedule development (MS Project) including contract modifications and impact analysis.

7. Value Engineering Studies and Value Engineering Charette facilitation.
8. Other cost engineering support services associated with facility construction and environmental remediation such as regional construction market analysis or economic evaluation.
9. Quality Reviews (QRs) and Constructability Reviews (CRs) consisting of a study by a multi-disciplined team of professionals. For QRs, the team will concentrate on coordination aspects of the design documents, rather than technical aspects of the design. For CRs, the team will concentrate on the appropriateness of the design documents, based on the proposed materials, project location, and current standard construction practices.
10. Reports and / or detailed regional cost studies to provide guidance on enhancing the accuracy of construction cost estimates for future projects at various locations under the cognizance of NAVFAC.

References:

Available from www.wbdg.org:

UFC1-300-09N Navy and Marine Corps design procedures

UFC3-701-01 DOD Facilities Pricing Guide

UFC3-730-01 Programming Cost Estimates for Military Construction

UFC3-740-05 Handbook: Construction Cost Estimating

NAVFAC Cost Engineering Policy and Procedures

Available from NAVFAC upon request:

POM PDA Guidance for applicable MILCON Program Budget Year

Consistency Review Board (CRB) Guidelines & DD 1391 Development

Budget Quality DD 1391 Editing and Style Guidelines

MTP3 Process Improvement Report dated 18 March 2008

BMS B-25.6.2.2 MILCON Project Documentation Installation/PWD 1391 Input to MTP3

BMS B-11.3.2 Regular Cycle Navy Blue MCON Region FEC Team 1391

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 SAM Web site: <https://www.sam.gov>.

In accordance with the FAR 36.601-4(b) the AE 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, (e.g., state registration number, or a brief explanation of the firm's licensing in jurisdictions that do not register firms, etc.). Failure to submit the required proof could result in a firm'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.

The awarded contract will be subject to specific provisions addressing the avoidance of organizational conflicts of interest, including NFAS 5252.209-9300, Organizational Conflicts of Interest. The prime firm for this contract will be required to perform throughout the contract term.

Interviews may be scheduled with firms slated as the most highly qualified. Firms slated for interviews may be asked to clarify information contained in the SF330 submittal. Elaborate presentations are not desired.

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 **Times New Roman** or larger. Part I shall not exceed 75 single-sided 8.5 by 11 inch pages (the page limit does not include Part II of the SF330, ISRs, certificates, PPQs or licenses, nor does the page limit include cover sheets or dividers, provided that these do not contain any substantive information submitted in response to the synopsis or intended to demonstrate the qualifications of the firm). Part I pages shall be numbered sequentially. The organizational chart may be one page single sided 11 by 17 foldout, using 11 point font or larger (font limitations do not apply to graphics, captions or tables). Introductions shall be included in Sections E and F. 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 (e.g., state registration number). 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: Philip Mathews, Norfolk, VA 23508. Responses are due no later than 2:00 PM EDT, 21 July 2016. Late responses will be handled in accordance with FAR 52.215-1. The point of contact is Philip Mathews, Contract Specialist, at Philip.mathews@navy.mil 757-322-8334.

If hand-carrying or express mailing proposal, the firm 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. Hand-carried proposals must be delivered to the mailroom. Government personnel will not pick up proposals at the gate. It is the contractor's responsibility to ensure delivery to the location specified.

All visitors to NAVFAC Atlantic 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 security department via email:

1. Iris Gholston, 757-322-8116, iris.gholston@navy.mil

Visitors must complete and provide the attached form to the security department at least five (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.

Firms 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 Phil Mathews at Philip.mathews@navy.mil.

THIS IS NOT A REQUEST FOR PROPOSAL.

SELECTION CRITERIA: Firms responding to this synopsis will be evaluated to determine the most highly qualified firms to perform the required services in accordance with the published selection criteria. Failure to comply with instructions or to provide complete information may affect the firm's evaluation or disqualify the firm from further consideration. 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 selection criteria include:

1. Specialized Experience
2. Professional Qualifications and Technical Competence
3. Past Performance
4. Quality Control
5. Program Management and Capacity and Location
6. Sustainable Design

7. Volume of Work

Criterion 1 —Specialized Experience (SF330, Part I, Section F):

Firms will be evaluated on specialized experience in performance of services similar to those anticipated under this contract through evaluation of:

1. Experience in developing detailed Class 1 Cost Estimates for complex military facilities for both CONUS and OCONUS projects.
2. Experience in comprehensive DD1391 Development (with planning, economic, and design efforts) and program budget cost estimates for complex construction for all facility types for both CONUS and OCONUS projects.
3. Experience in performing Value Engineering studies with Charrette facilitation.
4. Experience in performing quantitative Cost and Schedule Risk Analyses on complex military facilities in accordance with DoD / USACE criteria.

Submission requirements:

Provide a maximum of 7 projects completed within the past 7 years immediately preceding the date of issuance of this notice that best demonstrate specialized experience of the proposed team in the areas outlined above. Sufficient information to determine the date of completion of the project must be included in the project description or the project will not be considered. If more than the maximum number of projects is submitted, the Government will only evaluate projects up to the maximum number authorized in the order submitted.

All projects provided in the SF330 must be completed by the actual office/branch/regional office/individual team member proposed to manage and perform work under this contract. Projects not meeting this requirement will be excluded from consideration in the evaluation. To enable verification, firms should include the DUNS number along with each firm name in the SF330 Part 1, Section F, block 25, "Firm Name" 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). In block 24, 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. For projects performed as a subcontractor or a joint venture involving different partners, specifically indicate the value of the work performed as a subcontractor or by those firms proposed for this contract, and identify the specific roles and responsibilities performed as a subcontractor or by those firms proposed for this contract 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 firm is a joint venture, projects performed by the joint venture should be submitted; however, if there are no projects performed by the joint venture, at least one project must be submitted for each joint venture partner, not to exceed a total of 7

projects. Firms failing to provide at least one project from each joint venture partner will be considered to have not met the requirements of the criterion.

Projects shall be submitted on the SF-330 at Part I, 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 submit an IDIQ contract as an example project.** Instead, list relevant task orders or stand-alone contract awards that fit within the definition above. The Government will not evaluate information provided for an IDIQ contract. Examples of project work submitted that do not conform to this requirement will not be evaluated.

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

Criterion 2—Professional Qualifications and Technical Competence (SF330, Part I, Sections E & G):

Firms will be evaluated on professional qualifications, competence, and experience of the proposed key personnel in providing services to accomplish the tasks required under this contract, including participation in example projects in the SF330, Part 1, Section G. Key personnel are individuals who will have major contract or project management responsibilities and/or will provide unusual or unique expertise. Specific disciplines that must be included in key personnel are Cost Engineer (CCP or equivalent), Value Engineer (CVS or equivalent), Scheduler, Risk Analyst (CRA or Equivalent), Staff Economist, Architect, Civil Engineer, Structural Engineer, Mechanical Engineer, Electrical Engineer, Fire Protection Engineer, Geotechnical Engineer, Planner and Interior Designer.

Submission Requirements:

In the SF330, Part I, Section E, provide resumes for all proposed key personnel that illustrate experience in the work proposed under this contract. Resumes are limited to one page each and should indicate: professional registration, certification, licensure and/or accreditation in appropriate disciplines; cite recent (within the past 7 years) project-specific experience in work relevant to the services required under this contract; and indicate proposed role in this contract. Indicate participation of key personnel in example projects in the SF330, Part 1, Section G.

Criterion 3—Past Performance (SF330, Part I, Section H):

Firms 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 customer inquiries, Government databases, and other information available to the Government including

contacts with points of contact in other criteria. 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 A COMPLETED CPARS/ACASS EVALUATION IS NOT AVAILABLE, the Past Performance Questionnaire (PPQ) (Attachment (A)) included in this notice is provided for the firm or its team members to submit to the client for each project included under Criterion 1, Specialized Experience. DO 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 SF330. If the firm is unable to obtain a completed PPQ from a client for a project(s) before the response date set forth in this notice, firms 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). Firms 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. Firms 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 ACQ11, Attn: Philip Mathews via email at Philip.mathews@navy.mil, prior to the response date. Firms 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.

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

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

Criterion 4—Quality Control Program (SF330, Part I, Section H):

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

Submission Requirements:

Describe the quality control program that will be utilized for all deliverables of this contract and the management approach for quality control processes and procedures. The description shall:

1. Explain the quality control program including an example of how the plan has worked for one of the projects submitted as part of SF330, Section F or how the plan will work if it has not been used previously.
2. Provide a quality control process chart showing the inter-relationship of the management and team components.
3. Describe specific quality control processes and procedures proposed for this contract
4. Identify the quality control manager and any other key personnel responsible for the quality control program and describe their roles and responsibilities.
5. Describe how the firm's quality control program extends to management of subcontractors.

Criterion 5—Program Management and Capacity and Location (SF330, Part I, Section H):

Firms 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 on the locations of their office(s) that will be performing the work under this contract and demonstrated knowledge of the primary geographic areas in which projects could be located.

Submission Requirements:

1. Provide an organizational chart for the team and discuss the management plan for this contract and personnel roles in the organization. Describe the ability of the firm to manage, coordinate and work effectively with team members, both internal staff and consultants. Discuss the history of working relationships with team members, including joint venture partners where applicable. Teams with a demonstrated history of working together may be considered more favorably.
2. Describe the firm's present workload and the availability of the project team (including consultants) for the specified contract performance period. Describe the workload/availability of the key personnel during the anticipated contract performance period and the ability of the firm to provide qualified backup staffing for key personnel to ensure continuity of services. General statements of availability/capacity may be considered less favorably.
3. Provide the location of the office(s) that will be performing the work, including main offices, branch offices, and offices of team members. Evaluation of firms will include consideration of their location within the primary geographic area of the anticipated projects, primarily the United States, Europe, and Africa. Provide a narrative describing the team's knowledge of the primary geographic areas in which projects could be located.

Criterion 6—Sustainable Design (SF330, Part I, Section H)

Firms will be evaluated in terms of their knowledge and demonstrated experience in applying sustainability concepts through an integral design approach and designing in accordance with recognized sustainability rating systems such as Green Globe, LEED,

etc.

Submission Requirements:

Identify examples demonstrating design team (including consultants) experience and concepts employed, certification awarded, and accredited professionals proposed for this contract. For projects certified, submit a copy of the certificate (certificates are not included toward the overall page count). Projects must have been completed within the past 7 years immediately preceding the date of issuance of this notice.

Criterion 7—Volume of Work (SF330, Part 1, Section H)

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

Submission Requirements:

Firms do not submit data for this factor.