

N62470-15-R-8002

COMPREHENSIVE LONG-TERM ENVIRONMENTAL ACTION NAVY (CLEAN) IN NAVFAC ATLANTIC'S AOR, PRIMARILY IN THE NAVFAC MID-ATLANTIC NORTHEAST IPT AOR, NAVFAC SOUTHEAST AOR, AND BRAC EAST AOR

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 procurement is for Architectural-Engineering (A-E) Services and will be procured in accordance with the Selection of Architects and Engineers Statute as implemented by Federal Acquisition Regulation (FAR) Subpart 36.6. This procurement is being solicited on an UNRESTRICTED basis; therefore, replies to this notice are requested from all business concerns. The Selection of Architects and Engineers Statute requires agencies to conduct discussions with at least three qualified firms during the selection of firms for Architect-Engineering contracts. Market research included responses received under N62470-14-R-9007, since the requirements of this procurement are identical except for the geographic regions covered, as well as a Dynamic Small Business Search (DSBS) via sba.gov. The results of the market research did not indicate at least three small businesses that possess the required capabilities and capacity to accomplish the work expected under this contract. The NAVFAC Atlantic small business office and Small Business Administration (SBA) Procurement Center Representative (PCR) concur with this decision.

This procurement is a Cost-Plus-Award-Fee (CPAF) Indefinite Delivery/Indefinite Quantity (ID/IQ) Architect-Engineer (A-E) Contract for Environmental Engineering Support Services for Comprehensive Long-Term Environmental Action Navy (CLEAN) in Naval Facilities Engineering Command (NAVFAC) Atlantic's Area of Responsibility (AOR), primarily in the NAVFAC Mid-Atlantic Northeast Integrated Product Team (IPT) AOR, NAVFAC Southeast AOR, and BRAC East AOR. The general scope of this requirement covers A-E services to provide program management and technical environmental services in support of the Department of the Navy's (DON) Environmental Restoration Program (ERP), including the Installation Restoration Program (IRP), the Munitions Response Program (MRP), and other similar programs at any DON or Marine Corps site within NAVFAC Atlantic's AOR. The principal geographical regions encompassed by this contract include the states of Alabama, Arkansas, Connecticut, Florida, Georgia, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Mississippi, Missouri, New Jersey, New York, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Virginia, West Virginia, Wisconsin, and the District of Columbia. The contractor may also, on occasion, be tasked to provide services described herein to any NAVFAC Command, any DOD activity, or other Federal agency activities in any geographic location.

Firms shall provide a full range of A-E environmental services for program management and technical services including the following:

- a. Those in support of the DOD's ERP in compliance with the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) of 1980, as amended by the Superfund

Amendments and Reauthorization Act (SARA) of 1986, and the Resource Conservation and Recovery Act (RCRA) of 1976. Support of Navy and Marine Corps Base Realignment and Closure (BRAC) efforts is also included. Services include, but are not limited to: performance of site management plans, community relation plans, preliminary assessments, site inspections, remedial investigations, feasibility studies, RCRA facility investigations, corrective measures studies, interim measure plans, remedial and removal action designs, environmental assessments, risk assessments (both human health and ecological), contamination characterization, sampling, laboratory testing, presentations at restoration advisory boards (RABs), participation on partnering teams with regulators, operation and maintenance support, Geographical Information System (GIS) development and maintenance, and documentation preparation for facility support contracts and Title II management of remedial action implementation (including subcontract award and management); with emphasis on the accelerated schedules and increased sensitivity, visibility, and regulatory political and community concerns at Naval and Marine Corps installations.

- b. Those in support of the MRP. Services include the entire suite of Unexploded Ordnance (UXO) investigation stages consistent with CERCLA, progressing from a preliminary assessment/site investigation to a remedial investigation/feasibility study through the remedial design, all in accordance with explosive safety standards. Services also include methodologies for UXO detection, clearance, removal, and safety.
- c. Those in support of addressing large and/or complex Petroleum, Oils, and Lubricants (POL) sites with multiple sources and distribution lines, including assessment characterization, testing monitoring, and remedial action design and oversight.
- d. Those in support of assessments, studies, investigations, and remedial designs that include other environmental programs such as air, water, waste water, solid waste, asbestos and hazardous substance/waste management, Range Sustainability Environmental Program Assessment (RSEPA), and complex compliance requirements requiring the integration of knowledge from several media and statutes in the United States and abroad.
- e. Those in support of expedited response actions.
- f. Those in support of the Navy Installation Restoration Information System (NIRIS) development and maintenance, Web page development and maintenance, GIS, and graphic support.

The contract requires that the selected firms have on-line access to e-mail via the Internet for routine exchange of correspondence. Attention is directed to FAR subpart 9.5 and the following provisions. An organizational conflict of interest may exist, if a firm has performed as an Environmental Response Action prime contractor and performs as a CLEAN prime or subcontractor at the same site. An organizational conflict of interest may also exist on a project basis for firms who have performed as prime contractors on other Navy environmental engineering contracts. Firms are advised that NFAS 5252.209-9300 Alt I Organizational Conflicts of Interest will be included in the contract. The restrictions described herein shall apply

to the contractor and its affiliates, joint venture partners, consultants and subcontracts under this contract.

SELECTION CRITERIA

The A-E firm must demonstrate the team's qualifications with respect to the published evaluation criteria for all services. Evaluation Criteria 1-3 are considered most important and are equal among themselves; criteria 4-6 are of slightly lesser importance and are equal among themselves; criterion 7 is of lesser importance and criterion 8 is of least importance and will be used as a tiebreaker among technically equal firms. SF330s will be evaluated to determine the most highly-qualified firm based on criteria responses. Failure to provide requested data or to comply with the instructions in this notice could result in a firm being considered less qualified or eliminated from consideration. The Selection of Architects and Engineers Statute (40 U.S.C. chapter 11) and Federal Acquisition Regulation (FAR) Part 36.6 selection procedures apply. Specific evaluation criteria include the following:

Criterion 1—Specialized Experience (SF 330, Part I, Section F):

Firms will be evaluated on the specialized experience and technical competence of the proposed team in the following:

- Relevant experience managing and completing multiple, simultaneous environmental projects involving field investigation and preparing studies/analysis/work plans/ remediation oversight for environmental restoration projects and other technical support services.
- Experience relating to compliance with environmental laws and regulations for CERCLA (both NPL and non NPL), RCRA, Base Realignment and Closure (BRAC), National Contingency Plan (NCP), MRP and interfacing with regulatory agencies (federal/state/local/international). Specialized experience should focus on the following geographic areas: Connecticut, Georgia, Florida, Alabama, Pennsylvania, New York, Illinois, Indiana, Rhode Island, Maine, Massachusetts, Mississippi, Tennessee, Louisiana, Texas, South Carolina, and New Jersey.
- Experience with, and knowledge of, permits, construction material, and practices in the contracted areas.
- Innovative cleanup strategies and technologies, and successful attainment of regulatory closure for CERCLA or RCRA sites.

SUBMISSION REQUIREMENTS:

Firms shall provide a maximum of ten (10) projects completed, or substantially completed, within the five years prior to the SF 330 due date that best illustrate specialized experience of the proposed team in the areas set forth above. A substantially completed project would include completed field work and up through draft final documents but not necessarily include the final deliverable. In the case of an IDIQ submitted as a project, the majority of the task orders must be completed in order to consider that project as substantially complete. Special consideration may be given to projects demonstrating Navy and Marine Corps experience.

All projects provided in the SF330 must have been performed by the office/branch/ regional office/individual team member actually proposed to manage and/or 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 SF330 Part I, Section F, item 25—“Firms from Section C Involved in this Project,” block 1; include a contract number, task order 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); and 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 firm is a joint venture, submit relevant project experience for the joint venture (if shared experience is available); otherwise, project experience may be submitted for any joint venture partner(s). Joint venture firms are still limited to a maximum of ten projects. If a project was performed by a joint venture, and all joint venture partners on that project are not on the team proposed for this contract, the firm/team should specifically address the work performed by the joint venture partner(s) offering/teaming on this contract. Likewise, if the firm/team member worked as a subcontractor on a project, the description should clearly describe the work actually performed by the firm/team member and that entity’s roles and responsibilities on the project, rather than the work performed on the project as a whole. For ID/IQ projects, if the firm/team member only worked on certain task orders, the description should clearly describe the work actually performed by the firm/team member on the specific task orders and that entity’s roles and responsibilities on the task orders. Projects are not required from each member of a joint venture; however joint ventures offering relevant experience from all members may be considered more favorably. **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.**

Projects not completed, or substantially completed, will be excluded from evaluation consideration. For submittal purposes, a task order on an IDIQ contract, a standalone contract, or an IDIQ contract is considered a project. **Examples of work submitted that do not meet the definition of a project will not be evaluated.**

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

All information for Criterion 1 should be submitted in Part I, Section F of the SF330. The Government will not consider information submitted in addition to Part I, Section F in evaluating Criterion 1.

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

Firms will be evaluated on the professional qualifications, competence, and related experience of the key personnel to accomplish the work proposed under this contract as well as the depth of professional staff the team possesses. Key personnel are individuals who will have major contract or project management responsibilities and/or will provide unusual or unique expertise. Failure to provide a balanced workforce in the disciplines required to satisfy the requirements of the scope listed above will result in the firm being considered not qualified. Specific disciplines

that must be included in key personnel are Program Management staff; quality control/quality assurance; safety management, major task order or project managers; firms should also include in key personnel any others that will play a major role in this contract. Key Personnel should demonstrate the following:

- Recent experience in environmental technical disciplines, program management, project management, restoration projects or other technical support services. Specifically describe experience pertaining to CERCLA, RCRA, MRP and radiological investigations and experience in the role the personnel will fill for this contract.
- Recent experience interfacing with regulatory agencies (federal/state/local), with emphasis in Connecticut, Georgia, Florida, Alabama, Pennsylvania, New York, Illinois, Indiana, Rhode Island, Maine, Massachusetts, Mississippi, Tennessee, Louisiana, Texas, South Carolina, and New Jersey.
- Experience and expertise in partnering/teambuilding skills with regulatory and similar agencies.

The firm should also demonstrate its depth of professional staff by discussing/identifying the number of task order level project managers and senior level managers as well as active professional engineering registration(s) as well as other relevant registration(s) and/or the ability to obtain registration(s) among professional staff (including but not limited to identified key personnel) in Connecticut, Georgia, Florida, Alabama, Pennsylvania, New York, Illinois, Indiana, Rhode Island, Maine, Massachusetts, Mississippi, Tennessee, Louisiana, Texas, South Carolina, and New Jersey.

SUBMISSION REQUIREMENTS:

Résumés are limited to one page each and should cite project specific experience and timeframe; indicate proposed role in this contract; and provide information on professional registration, certification, licensure and/or accreditation. Indicate participation of key personnel in example projects in the SF330 Part I, Section G. Section H can be used for depth of professional staff.

Criterion 3—Past Performance (SF 330 Part I, Section H):

Firms will be evaluated based on past performance in terms of work quality, compliance with schedules, cost control, and stakeholder/customer satisfaction with an emphasis on example projects presented in Criterion 1 and past performance questionnaires (see submission requirements below). The Government may also utilize information obtained via customer inquiries, information in Government databases, and other information available to the Government including contact with points of contact identified 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.

SUBMISSION REQUIREMENTS:

Submit a completed CPARS/ACASS evaluation for each example project listed under Criterion 1. If there is not a completed CPARS/ACASS evaluation, the Past Performance Questionnaire

(PPQ) included in this notice is provided for the firm or its team members to submit to the client for each project the firm 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 e-mail addresses are provided for the client technical point of contact. Completed PPQs should be submitted with the firm's 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, the firm should complete and submit with its response the first page of the PPQ providing contract and client information for the respective project(s). Also, firms may submit PPQs previously submitted under a different 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 the client requests, questionnaires may be submitted directly to the Government's point of contact, Naval Facilities Engineering Command Atlantic, Code ACQ21, Attn: Jen McDonald via email at jen.mcdonald@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.

Criterion 4—Safety (SF330 Part I, Section H):

Firms will be evaluated on their Experience Modification Rate (EMR) and Occupational Safety and Health Administration (OSHA) Days Away from Work, Restricted Duty, or Job Transfer (DART) rates and the firm's Technical Approach to Safety. The Government is seeking to determine that the firm has consistently demonstrated a commitment to safety and plans to properly manage and implement safety procedures for itself and its subcontractors. Firms demonstrating innovative safety methods that they plan to implement for this procurement may be considered more favorably.

SUBMISSION REQUIREMENTS:

Submit the following information:

- (1) Experience Modification Rate (EMR): For the three previous complete calendar years (2012, 2013, 2014), submit the EMR (comparing annual losses in insurance claims against policy premiums over a three year period). If there is 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. Lower EMRs will be given greater weight in the evaluation.
- (2) Occupational Safety and Health Administration (OSHA) Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate: For the three previous complete calendar years (2012, 2013, 2014), submit the OSHA DART rate, as defined by OSHA. If there is no 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. Lower OSHA DART rates will be given greater weight in the evaluation.

(3) Technical Approach to Safety: Describe the safety plan and how it will be implemented 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 will be employed to ensure and monitor safe work practices within the firm and at all subcontractor levels. The Technical Approach to Safety narrative shall be limited to two pages, single sided.

NOTE: For a partnership or JV, the EMR and DART rates are required for each contractor who is part of the partnership or joint venture; however, only one Technical Approach to Safety narrative is required. EMR and DART rates shall not be submitted for subcontractors.

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

Firms will be evaluated on the ability to concurrently perform and manage multiple complex projects in different locations to meet aggressive schedules and control direct and indirect costs (approximately 100 task orders simultaneously). The evaluation will include consideration of the firm's proposed organizational structure and how it is advantageous to the Government, the ability to coordinate and work effectively with other contractors involved in NAVFAC Atlantic's environmental programs, the ability to expeditiously submit technical and cost proposals, negotiate and commence work in a timely/efficient manner, and the location of their proposed program management office (PMO) and other key staff members and how the location is advantageous to the Government.

SUBMISSION REQUIREMENTS:

Describe the firm's ability to concurrently perform and manage multiple projects in different locations to meet aggressive schedules and control direct and indirect costs. For this factor, details should be provided on:

- The firm's ability to expeditiously submit technical and cost proposals for a cost contract, demonstrating an understanding of the nuances of negotiating cost contracts.
- The firm's ability to coordinate and work effectively with other contractors working on other NAVFAC contracts.
- The firm's present workload and the project team's availability for the specified contract performance period.
- The organizational structure, PMO location, and location of key personnel.
- The assignment of responsibilities among corporate team and subcontractor members.
- The past working experience and relationships among team members, including joint venture members if applicable. Firms with established working relationships with the proposed team members and/or joint venture partners for similar work may be considered more favorably.

Firms should also identify any innovations the firm can offer relevant to management of the contract, such as the innovative use of information management systems and how the firm used them to improve quality and generate efficiencies in the management of past projects.

Criterion 6—Quality Control (SF330 Part I, Section H):

Firms will be evaluated on the strength of the quality control (QC) plan proposed by the firm to ensure quality products under this contract.

SUBMISSION REQUIREMENTS:

Discuss how the quality control plan will enable the firm to provide overall technical review and quality assurance/quality control (QA/QC) for all field work and deliverables required under this contract. Provide an example of how the plan has worked for one of the projects submitted as part of Criterion 1 or how the plan will work if it has not been used previously. Additionally, discuss any QA/QC lessons learned that have led to the proposed plan. Provide an organizational chart showing the inter-relationship of management and team components. Identify the quality control manager and define responsibilities and authorities assigned to that individual. Discuss how the firm's quality control plan extends to the subcontractors (including laboratories and drillers) and, in particular, how the prime would satisfy QA/QC requirements on work completed by a subcontractor.

Criterion 7—Commitment to Small Business (SF330 Part I, Section H):

Firms will be evaluated in terms of the extent to which they 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.

SUBMISSION REQUIREMENTS:

The Government will evaluate proposals based on:

1. Past performance in utilization of small business concerns.
2. Participation of small business concerns for this requirement.

In support of element 1 above, all firms shall provide historical data on utilization of SB, SDB, WOSB, HUBZoneSB, VOSB, SDVOSB, and HBCU/MI. Large business (LB) firms 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 ISRs were not applicable to the similar contracts noted, large business firms shall submit other documentation which shows their utilization of the various types of small business firms for the contracts. Small Business firms shall also submit documentation which shows their utilization of the various types of small business firms for similar contracts of relative size. In support of element

2 above, 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. Demonstrate the plan to meet these goals: FY16 Goals: Small Business (SB) - 66.94%, HUBZone (HUB) - 9.03%, Small Disadvantaged Businesses (SDB) - 17.44%, Women-Owned Small Businesses (WOSB) - 15.45%, Veteran Owned Small Businesses (VOSB) - 3.06%, and Service Disabled Veteran-Owned Small Business (SDVOSB) - 3.06%; FY17 Goals: Small Business (SB) - 67.07%, HUBZone (HUB) - 9.12%, Small Disadvantaged Businesses (SDB) - 17.62%, Women-Owned Small Businesses (WOSB) - 15.61%, Veteran Owned Small Businesses (VOSB) - 3.09%, and Service Disabled Veteran-Owned Small Business (SDVOSB) - 3.09%; FY18 Goals: Small Business (SB) - 67.20%, HUBZone (HUB) - 9.21%, Small Disadvantaged Businesses (SDB) - 17.79%, Women-Owned Small Businesses (WOSB) - 15.77%, Veteran Owned Small Businesses (VOSB) - 3.12%, and Service Disabled Veteran-Owned Small Business (SDVOSB) - 3.12%; FY19 Goals: Small Business (SB) - 67.33%, HUBZone (HUB) - 9.30%, Small Disadvantaged Businesses (SDB) - 17.97%, Women-Owned Small Businesses (WOSB) - 15.93%, Veteran Owned Small Businesses (VOSB) - 3.15%, and Service Disabled Veteran-Owned Small Business (SDVOSB) - 3.15%; and FY20 Goals: Small Business (SB) - 67.47%, HUBZone (HUB) - 9.40%, Small Disadvantaged Businesses (SDB) - 18.15%, Women-Owned Small Businesses (WOSB) - 16.09%, Veteran Owned Small Businesses (VOSB) - 3.18%, and Service Disabled Veteran-Owned Small Business (SDVOSB) - 3.18%.

If a large business firm is selected for award, a Small Business Subcontracting Plan in accordance with FAR 19.6 and DFARS 219.7 will be required and incorporated into the contract award.

A draft Small Business Subcontracting Plan is not required from small business firms. However, small business firms shall submit similar information on the extent to which they identify and commit to subcontracting to LB, SB, SDB, WOSB, HUBZoneSB, VOSB, SDVOSB, and HBCU/MI if applicable in the performance of this contract.

The attached Small Business Subcontracting Plan template shall be used by large business firms to complete the draft subcontracting plan. Firms shall submit their draft Small Business Subcontracting Plans utilizing this template and ONLY this template.

Criterion 8—Volume of Work (SF330 Part I, Section H):

Firms will be evaluated in terms of work previously awarded to the firm by the 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 held prior DOD contracts.

SUBMISSION REQUIREMENTS:

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

The small business size standard classification is NAICS code 541330, Environmental Engineering Services (\$15,000,000). The resulting contract will be a CPAF contract for a base period of one year and four one-year option periods. The ceiling for this procurement is established at \$200,000,000. The guaranteed minimum is established at \$200,000 for the base period. 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. There will be no dollar limit per task order and no dollar limit per year. The firm selected will be the most highly qualified in accordance with the evaluation criteria. The contract will be CPAF with ID/IQ provisions. Individual contract task orders will be issued with statements of work which describe the nature of work to be performed and requirements for the period of performance. The Government makes no representation as to the number of task orders or the actual amount of work to be ordered.

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>.

The following certifications and registrations are also mandatory prior to award of a contract: Online Representations and Certifications Application (ORCA) @ <https://orca.bpn.gov/> and Wide Area Workflow (WAWF) @ <https://wawf.eb.mil/>.

Projects submitted in the SF-330 shall be projects completed by the proposed team members. Projects not performed by the proposed team members will be excluded from evaluation consideration. It is anticipated that interviews for slated firms will be conducted in Norfolk, VA.

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 that meet the requirements described in this announcement are invited to submit a completed SF-330. The SF-330 should be typed, one sided, at least 12-point font or larger, and Part I shall not exceed 70 single-sided 8.5 by 11 inch pages (two 11 by 17 inch foldout sheets may be substituted for 8.5 by 11 sheets). Introductions shall not be included in Sections E and F. Please include your and all team members' DUNS, CAGE, and TIN numbers in Block 30 of the SF-330. In accordance with the Selection of Architects and Engineers Statute, the A-E firm must be a registered/licensed architectural and/or engineering firm to be eligible for award; therefore, provide proof that your firm is permitted by law to practice the professions of architecture or engineering, (i.e. state registration number, a brief explanation of the firm's licensing in states that do not register firms, etc.). Failure to submit the required proof could result in a firm's elimination from consideration. Six hard copies of the SF-330 and six CDs shall be submitted to Naval Facilities Engineering Command, Atlantic, Code ACQ21, Attn: Jen McDonald, 6506 Hampton Boulevard, Norfolk, VA 23508. The document should be in a Microsoft file (.doc or .xls format). Responses are due

no later than 18 November 2015, 2:00 p.m. local time (EST). Electronic (e-mail, facsimile responses will not be accepted). Late responses will be handled in accordance with FAR15.208.

HAND DELIVERIES OF PROPOSALS:

Hand carried responses will be accepted. Proposals will be submitted in sealed envelopes/boxes marked in the bottom right corner "N62470-15-R-8002 DO NOT OPEN IN MAIL ROOM."

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. 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 the location listed in the attached Commercial Vehicle and Truck 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

Please be advised, if base access request is received after the specified due date, access may be denied. **Hand deliver proposals to the Mail Room located in the basement of Building A (Room: 0006). ONLY HAND CARRIED PROPOSALS DELIVERED DIRECTLY TO**

THE MAIL ROOM WILL BE ACCEPTED. PROPOSALS WILL NOT BE PICKED UP AT THE GATE.

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 prior to 1:00 PM. If required, contact Joe Goncalves at (757) 322-8125. No proposals will be accepted at the mailroom after 2:00 PM.

Point of Contact

Jen McDonald, Contract Specialist
Phone: 757-322-8154
Fax: 757-322-4064
E-mail: jen.mcdonald@navy.mil.

Place of Performance

Address: NAVFAC Atlantic, 6506 Hampton Blvd, Norfolk, VA

Postal Code: 23508
