

**N62473-15-R-2414**

THIS IS AN UNRESTRICTED PROCUREMENT. 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 PROPOSAL (RFP) PACKAGE TO DOWNLOAD.

Architect-Engineer (A-E) services are required for a firm fixed-price Indefinite-Delivery, Indefinite-Quantity (IDIQ) contract for Large Multi-Discipline Projects under the Military Construction (Milcon) Program. Projects under this contract will occur at various military installations located in the NAVFAC Southwest Area of Responsibility (AOR): California, Arizona, Nevada, Colorado, New Mexico, and Utah; but may be available to the NAVFAC Atlantic AOR (Continental United States including Alaska) as approved by the NAVFAC SW Procuring Contracting Officer. The preponderance of work will be at Navy and Marine Corps installations in southern California.

Required are A-E services for various large multi-discipline projects including, but not limited to, new construction and renovation/repair (see definitions) of a variety of facilities and sites. Types of projects may include, but are not limited to, commercial, institutional, industrial, operational and training, research and development, medical, and quality of life facilities. A-E services shall be in accordance with the scope of the contract, applicable references, and Unified Facilities Criteria (UFC), such as, High Performance and Sustainable Building Requirements, Fire Protection Engineering, Antiterrorism Standards, etc. The number of design task orders per fiscal year may vary and may involve surges of multiple projects with overlapping delivery dates.

Primary A-E services required: Preparation of Request for Proposals (RFP) for Design-Build (DB) projects; Design-Bid-Build (DBB) construction contract packages (i.e., full plans and specifications); site investigations to support new development of facilities on raw land and/or renovation of existing facilities on developed sites.

Secondary A-E services required: Studies/reports related to the designs of new facilities and/or renovation/repair of existing facilities; cost estimates; post construction award services (PCAS).

Support A-E services which may be required: Technical reviews of government-prepared RFP for DB projects and/or full plans and specifications for DBB projects; preparation of planning and programming support documents; coordination of various technical disciplines, such as, civil, structural, mechanical, electrical, fire protection, geotechnical, and environmental; identification and abatement methods for existing asbestos-containing materials, lead-based paint, and other hazardous materials.

The maximum contract value may not exceed \$30,000,000 aggregate total. The minimum guarantee for the contract is \$5,000. The minimum guarantee for the entire contract term (including option years) will be satisfied by the award of the initial task order. The minimum value of individual task orders executed under this contract is \$300,000. The maximum value of individual task orders executed under this contract is \$5,000,000. There will be no dollar limit per year. Multiple task orders may be awarded with similar completion schedules and overlapping delivery dates. Contract term is for a one-year base

period with four option periods. Each performance period will run 365 calendar days. The hourly rates will be negotiated for each performance period. The Government may exercise the option period unilaterally. Per NFAS 17.208-100(c)(1), options for PCAS may be negotiated on individual task orders for unilateral exercise. The estimated start date is November 2015. The NAICS Code for this procurement is 541310 (Architectural Services) and the annual small business size standard is \$7.5 Million.

The Government makes no representation as to the number of task orders or the actual amount of work to be ordered. The contractor is not guaranteed work in excess of the minimum guarantee. Firms that provided Architect-Engineer services for a task order issued under the resulting contract are prohibited from participating on the subsequent construction contract. This limitation also applies to subsidiaries/affiliates of the firm.

**SELECTION CRITERIA AND SUBMITTAL REQUIREMENTS:** Selection of Architects and Engineers (formerly Brooks Architect-Engineer Act) (PL 92-582) and Federal Acquisition Regulations (FAR) Part 36.6 selection procedures apply. The evaluation and selection will be based on the following criteria: Criterion 1, Professional Qualifications; Criterion 2, Specialized Experience and Technical Competence; Criterion 3, Capacity; Criterion 4, Past Performance; Criterion 5, Location and Knowledge of the Locality; Criterion 6, Quality Control; Criterion 7, Utilization of Small Business, and Criterion 8, Volume of Work. Submitted SF330s (Architect-Engineer Qualifications) and related information will be evaluated to determine the most highly qualified firm based on criteria responses. Criteria 1 and 2 are considered most important and of equal importance to each other; Criteria 3, 4, 5, 6 and 7 are of lesser importance and listed in descending order of importance; and Criterion 8 is of lesser importance and will be used as a tiebreaker among firms considered to be technically equal. Evaluation of past performance and experience may include information provided by the firm, customer inquiries, Government databases, and publicly available sources. Failure to provide requested data, accessible points of contact, or valid phone numbers may result in a firm being considered less favorably in the evaluation. In evaluating an Offeror's capability, the Government will consider how well the offeror complied with these instructions. All projects provided in the SF 330 shall have been completed by the office/branch/individual team member actually performing the work under this contract. Projects not performed by the office/branch/individual team member will be excluded from evaluation consideration.

**Submission Requirements:** The SF330, Part 1 submission is limited to thirty (30), 8.5"x11" pages (see definition). Information submitted beyond the stated page limitation, unless otherwise excepted, will not be considered in the evaluation. Submit one (1) original and two (2) copies of SF330 (Parts 1 and 2), addressing the selection criteria information below. Requested items not counted as part of the 30-page limitation are as noted herein. Also submit one electronic copy of the complete SF330 on CD (Adobe Acrobat .PDF format).

**SF330, Part 1, Sections B and C:** In Block 5, in addition to the name of the firm, provide the firm's Data Universal Numbering System (DUNS) number issued by Dun and Bradstreet Information Services. In Block 9, in addition to the name of the firm, provide the DUNS number of each proposed team member.

**SF330, Part 1, Section D: Organization Chart:** In addition to requirements stated in the

SF330 Instructions (i.e., show names and roles of all proposed key personnel and firms they are associated with), identify on the submitted organization chart the relationships and lines of authority of the proposed team members, including key subconsultants. (Note: All individuals listed on the organization chart are not required to have a resume in Section E, such as administrative or lower level engineering positions.) This chart is not counted as part of the 30-page limitation. This chart must be affixed to the submittal to avoid separation in handling.

SF330, Part 1, Section E, Resumes of Key Personnel, CRITERION 1, PROFESSIONAL QUALIFICATIONS: The evaluation will consider the professional qualifications of proposed key personnel (see definition) in providing relevant primary and secondary A-E services for project types required by this contract. All key personnel must be professionally registered/accredited (see definition) in their discipline. The prime A-E firm shall have a minimum of three (3) professional registered architects on staff to perform the anticipated work of this contract. The designated Program Manager (see definition) shall be a professional registered architect and be an employee of the prime A-E firm. Key personnel demonstrating experience with projects located in California may be considered more favorably in the evaluation.

Submission Requirements: Provide brief resumes of proposed key personnel who will specifically perform the relevant primary and secondary A-E services for relevant project types listed for this contract. Non-relevant information will not be considered. Resumes of personnel performing only support services (as listed above) are not required and will not be considered. For each key personnel, indicate highest level of education achieved, number of years engaged in the discipline, and submit a copy of the applicable current professional registration/accreditation certificate (personnel with registration in multiple states need only submit a copy from one state). Certificate copies will not be counted in the 30-page limitation.

Key personnel resumes shall include, but not be limited to, individuals who will perform the functions of Program Manager, Design Quality Control Manager (DCQM), and Sustainable Design Manager (see definitions). The prime A-E firm shall submit a minimum of three (3) professional registered architects on staff. Resumes of these individuals shall demonstrate their depth of experience in their respective roles.

Each resume shall include maximum five (5) recently completed projects (see definitions) that best demonstrate the individual's qualifications in performing the relevant primary and secondary A-E services listed for this contract. Projects not meeting these requirements will not be considered. Submit only projects in which the key personnel performed a significant role. Submit a brief description of the project within SF330, Section E, Block 19. For each project describe: scope and cost; role and responsibilities of the key personnel; and the specific A-E services performed that are relevant to the primary and secondary services required by this contract.

SF330, Part 1, Section F, Example Projects, CRITERION 2, SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE: The evaluation will consider specialized experience and technical competence of the proposed team relative to the primary and secondary A-E services and project types required by this contract. Projects completed by the prime A-E firm identified in Part I may be given more consideration in the evaluation process than

projects of proposed subcontractors. Projects completed in California may be considered more favorably in the evaluation process.

Submission Requirements: Submit maximum ten (10) recently completed projects (see definitions), that best demonstrate the relevant experience of the proposed team in performing the primary and secondary A-E services for project types required by this contract. Projects shall have been performed by the office(s)/branch(es) identified in SF330, Part 1, Section C. Projects not meeting these requirements will not be considered. For government contracts, include the full contract number and task order number, if applicable.

In SF330, Part 1, Section E, Block 24, submit a description of the project, including: 1) Type of project and its relevance to this contract; 2) Specific relevant A-E services performed; 3) Construction cost; 4) Relevant sustainable features (see definition) incorporated in the project; and 5) A-E fee. Firms with multiple offices shall indicate which office/branch performed the A-E services. Additional requirements:

- At least three (3) projects shall demonstrate relevant experience with projects having professional fees of \$300,000 or greater as the prime contractor for A-E services required in this solicitation.
- At least two (2) projects shall demonstrate relevant experience as the primary Designer of Record on a large multi-discipline project with construction cost of \$15,000,000 or greater.
- At least two (2) projects shall demonstrate relevant experience with primarily preparation of Request for Proposal for Design-Build.

Note: A single project may satisfy more than one of the above minimum requirements. If the proposed team is a joint venture (JV), submit information for relevant projects completed by the JV entity. If the JV does not have shared experience, projects may be submitted for each of the JV partners. In any case do not exceed the ten (10) project limitation. In cases where the project was performed by a JV, but all JV partners are not on the team proposed for this contract, specifically describe the relevant work performed by the JV partner(s) teaming on this contract. In all cases, clearly describe the specific relevant work self-performed by the proposing firm and the firm's roles and responsibilities on the project; do not include work that is not attributable to the proposing firm. If the project description does not clearly delineate the work performed by the entity/entities teaming on this contract, the project may not be considered.

SF330, Part 1, Section G, Key Personnel Participation in Example Projects: Submit in accordance with the SF330 Instructions. From the total projects listed in Section F, provide maximum ten (10) projects.

SF330, Part 1, Section H; Additional Information requested by Agency. Address the remaining Criteria 3 through 7; additional sheets may be used (up to the 30-page limitation), if required. See submission requirements. Clearly identify the Criterion number and title.

CRITERION 3, CAPACITY: The evaluation will consider the Offeror's capacity to accomplish the work in the required time.

Submission Requirements: Submit a narrative that demonstrates the Offeror's capacity to

accomplish work in required time frames. Describe: 1) Present workload and capability to integrate work under this contract with other commitments; 2) Capacity to accomplish multiple task orders simultaneously with overlapping delivery dates.

CRITERION 4, PAST PERFORMANCE: The evaluation will consider the Offeror's past performance on relevant Government and/or commercial projects regarding quality of work, cost control, compliance with performance schedules, and customer satisfaction, with emphasis on example projects presented in Section F. The evaluation will be based on past performance assessments and other available past performance information. Points of contact provided in the proposal may be contacted. Where there is no record of past performance, the proposal will be evaluated neither favorably nor unfavorably. Superior performance ratings on relevant projects may be considered more favorably in the evaluation.

Submission Requirements: Submit a narrative to demonstrate Offeror's past performance in effective project cost control: 1) Describe the firm's cost estimating procedures and project cost control methods; 2) Provide budget amounts, final construction cost estimates, and actual construction contract award amounts for at least five (5) projects submitted in response to Criterion 2. Explain any differences in the amounts.

Submit an A-E Contractor Appraisal Support System (ACASS), Contractor Performance Assessment Report System (CPARS), or a Past Performance Questionnaire (PPQ) evaluation for each project listed under Criterion 2. If a completed ACASS/CPARS evaluation is available, it shall be submitted with the completed SF330 package. If there is not a completed ACASS/CPARS evaluation, the PPQ included with this notice is provided for the Offeror or its team members to submit to the client for each project. AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN AN ACASS/CPARS EVALUATION IS AVAILABLE. If an ACASS/CPARS evaluation is not available, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with your SF330. If the A-E is unable to obtain a completed PPQ from a client for a project before the response date set forth in this notice, the A-E should complete and submit with their response the first page of the PPQ (Attachment #1), including contract and client information for the respective projects. A-Es 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 Southwest, Code RAQ20.BK, Attn: Betty Kimes, via email at [betty.kimes@navy.mil](mailto:betty.kimes@navy.mil), prior to the response date. A-Es shall not incorporate by reference into their response ACASS/CPARS or PPQ evaluations 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. Submitted ACASS/CPARS and PPQ evaluations will not be counted as part of the 30 page limitation and shall be attached to the SF330, behind the SF330 Part II document.

For projects provided as experience in Section F, list and provide copies of any applicable performance awards received (not counted in the 30-page limitation). Clearly indicate to which Section F project the award applies; otherwise the information may not be considered.

**CRITERION 5. LOCATION AND KNOWLEDGE OF THE LOCALITY:** The evaluation will consider the team's location, demonstrated knowledge of and project experience within the geographic areas where projects are anticipated for this contract. The preponderance of the work will be at Navy and Marine Corps installations in southern California. Prime A-E firms with a local office in southern California may be considered more favorably in the evaluation.

**Submission Requirements:** Submit a narrative that demonstrates the team's knowledge of and project experience within the geographic locations for anticipated projects on this contract. Include: 1) Location of the Offeror's main office and any branch offices and subconsultant offices that will be utilized for this contract; 2) Description of team's knowledge of, and project experience within, the targeted geographic areas; and 3) Description of team's availability and ability to ensure timely response to requests for onsite support.

**CRITERION 6. QUALITY CONTROL:** The evaluation will consider the Offeror's Quality Control (QC) program for ensuring technical accuracy of the A-E work product and effective cross-coordination among various design disciplines. Firm's that demonstrate a QC process that will minimize the government's quality assurance (QA) effort in reviewing the A-E's work product may be considered more favorably in the evaluation.

**Submission Requirement:** Submit a narrative that describes: 1) Offeror's QC program that is used to ensure technical accuracy and effective coordination of the A-E's work product across all disciplines; 2) Process used for checking documents for coordination errors, omissions, conflicts, and discrepancies; tracking changes and incorporating review comments.

For offerors who are joint ventures and/or teams with offices in a variety of locations, describe how the QC effort will be implemented across the various team offices. Describe from which office the QC program will be managed/coordinated and the plan/methods to ensure effective QC and communication between offices.

**CRITERIA 7, UTILIZATION OF SMALL BUSINESS:** (To be addressed by all firms, including small businesses). Utilization of small business concerns as subcontractors shall be evaluated. Firms that demonstrate a high level of utilization of small business in subcontractor roles work may be considered more favorably in the evaluation process.

**Submission Requirements:** Submit a narrative that demonstrates commitment and use of small business concerns as subcontractors on this contract. Address the key elements by identifying and discussing: 1) Commitment to the following small business subcontracting goals: Small Business (SB) – 66.80%; Small Disadvantaged Business – 17.27%; Woman-Owned Small Business – 15.30%; HUBZone Small Business – 8.94%; and Service-Disabled Veteran-Owned Small Business/Veteran Owned Small Business – 3.03%; 2) How the small business, listed as subcontractor in your SF330, will meet the subcontracting goal for each socio-economic category. Show subcontractor name, DUNS number, small business socio-economic category, and type of service to be perform in this contract.

Note: Firms slated for an interview will be required to submit a subcontracting plan that reflects a minimum of the subcontracting goals and subcontractors stated above prior to the interview.

CRITERION 8, VOLUME OF WORK: The evaluation will consider the volume of DoD work awarded to the prime A-E in the past 12 months with the objective of equitably distributing contracts among A-E firms, including minority-owned firms and firms without prior DoD contracts.

Submission Requirements: Provide a list of DOD contracts/task orders (with contract dollar amount) of work awarded in the past 12 months to the firm identified as the Prime A-E on the submitted SF330. Joint venture (JV) entities should list awards to the JV and separately list awards to each JV partner for the time period. Do not include work performed as a subcontractor. Firms with multiple offices shall indicate which branch office completed each project.

**SELECTION INTERVIEW REQUIREMENTS:** Personal interviews may be scheduled for firms slated as most highly qualified. Firms slated for interviews may be asked to explain or expand on information contained in their SF 330 submittal. Elaborate presentations are not desired. Note that joint ventures (JV) slated for interviews will be required to provide a copy of their JV Agreement prior to the interview.

**ADDITIONAL INFORMATION:** All information must be included in the submitted SF 330 package (cover letter, attachments, and excess information beyond the 30-page limit, unless otherwise excepted, will not be considered in the evaluation).

**System for Award Management (SAM) Database:** In accordance with FAR 52.204-7, System for Award Management Registration, ensure your firm has an active SAM entity record. SAM is a Federal Government owned and operated free web site that consolidates the capabilities of CCR (Central Contractor Registration), ORCA (Online Representations and Certifications Application), and EPLS (Excluded Parties List System). SAM is the primary Government repository for current and prospective federal awardee information. Please complete your SAM registration for the same name and address identified as the submitting office on your SF330, with its associated CAGE code and DUNS or DUNS+4. Registration instructions and information can be accessed from the SAM home page at: <https://www.sam.gov>.

In accordance with the Selection of Architects and Engineers (formerly the Brooks Architect-Engineer Act), the A-E firm must be a registered/licensed architectural and/or engineering firm. Provide evidence that your firm, subcontractor or proposed team members are permitted by law to practice the profession of Architecture and/or Engineering, i.e., State registration number, a brief explanation of the firm's licensing in states that do not register firms, etc. Firms will be required to submit proof of required professional A-E registration/licensure prior to the interview phase of the selection process. This documentation is not counted as part of the 30-page limitation.

A-E firms meeting the requirements described in this announcement are invited to submit a completed SF330 package per the submission requirements to the office shown below.

The submittal package (original, plus 2 copies and 1 CD) shall be received in this office (NAVFAC Southwest, Attn: Betty Kimes, Code RAQ20.BK, 1220 Pacific Highway, San Diego, CA 92132) **no later than, 2:00 P.M. Pacific Standard Time on February 12, 2015.** Facsimile and emailed SF330 packages will not be accepted. Submittals received after this date and time will not be considered.

Read the following information carefully.

An Offeror risks the late receipt and rejection of their SF330 package when delivery is delayed until the last few minutes before the deadline. Offerors intending to deliver the SF330 package in-person are cautioned that the NAVFAC Southwest facility is located in downtown San Diego. It is recommended that the Offeror allow for delays driving through downtown San Diego caused by traffic (both freeway and downtown), train/trolley crossings, parking at the pay lots/meters near the facility, and gaining access to a secure Government facility. No parking or offloading of SF330s is available at the Government facility. SF330s shall be delivered to the mailroom in Building 128 and reasonable time shall be allowed for mailroom personnel to receive and time stamp the SF330. The stamp time is determined by the NAVFAC Southwest facility mailroom time stamp device only, not by any other time keeping device that the Offeror may use or own. Immediately upon proposal delivery, the Offeror shall leave the premises of the Government facility. An Offeror that does not leave the premises may be requested to leave or be escorted off the premises.

THIS IS NOT A REQUEST FOR PROPOSAL. ALL INFORMATION NEEDED TO SUBMIT SF330 DOCUMENTS IS CONTAINED HEREIN. NO SOLICITATION PACKAGE, TECHNICAL INFORMATION, OR BIDDER/PLAN HOLDER LIST WILL BE ISSUED. It is the offeror's responsibility to check the NAVFAC electronic solicitation website NECO (Navy Electronic Commerce Online) at: <https://www.neco.navy.mil> for any revisions to this announcement or other notices. Plan-holder list is available via the NECO website and an Interested Vendors List is available via the FedBizOpps website, [www.fbo.gov](http://www.fbo.gov), under this solicitation number. Address inquiries via email: [betty.kimes@navy.mil](mailto:betty.kimes@navy.mil) or via telephone: 619-532-4261. \*\*\* END OF ANNOUNCEMENT \*\*\*

DEFINITIONS OF TERMS:

**OFFEROR:** Refers to the contractor submitting the proposal, including joint ventures, designated in Section C of Standard Form (SF) 330 (Architect-Engineer Qualifications) as the prime contractor.

**OFFEROR'S TEAM:** Refers to the Offeror (see definition) and the other firm(s)/entity(ies) proposed to perform the work of the contract together as a team, as listed in the Offeror's submitted SF330, Section C.

**JOINT VENTURE (JV):** A legal business entity formed between two or more companies (parties) to undertake the performance activities of a contract together.

**FIRM:** Any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the professions of architecture or engineering.

**BRANCH OFFICE:** An office of a firm located separately from a firm's other office(s) and having a separate address.

**PAST PERFORMANCE:** Relates to how well an Offeror has performed; e.g., the quality of work accomplished, cost control, schedule compliance, customer satisfaction. Past performance is distinct from experience.

**RELEVANT or RELEVANT EXPERIENCE:** Pertains to work performed by an Offeror, within the prescribed timeframe, which is the same or similar to the work that may be ordered under this contract in terms of size, scope, and complexity. Experience is distinct from past performance (how well an Offeror has performed).

**PROJECT or SPECIFIC PROJECT:** A single project contract or a single task order under an IDIQ or other multiple award type contracts; a design-build or a design-bid-build activity or task, with a single starting point and a single ending point. Combined projects (see definition) will not be considered.

**COMBINED PROJECT(S):** Projects with multiple starting and ending points, performed under separate task orders, delivery orders, or multiple contracts combined in a single description. No credit will be given for work performed under IDIQ or other multiple-award type contracts in the aggregate (multiple projects completed under more than one task/delivery order).

**COMPLETE PROJECT:** 100% plans and specifications signed by a professional Architect or Engineer and ready to advertise for construction with final cost estimate; or 100% complete RFP/deliverable documents. Do not include any construction phase support services such as Post Construction Award Support (PCAS).

**RECENT or FIVE-YEAR PERIOD:** The prescribed timeframe for this solicitation that refers to the period of time for which projects may be submitted for consideration as relevant experience, relevant past performance, etc. The five-year period is calculated by counting back five years from the SF330 due date.

**RENOVATION/REPAIR:** Refers to projects where the work primarily involves modification of existing facilities by renovation, repair, and alteration (work within the existing exterior walls and existing square footage of the facility).

**NEW CONSTRUCTION:** Refers to projects where the work primarily involves building of entirely new facilities (or new additions/expansions to existing facilities where a new structure and foundation are provided as part of the new addition/expansion).

**PROFESSIONAL REGISTRATION/ACCREDITATION:** Professional registration/license/accreditation in one or more of the 50 United States and its territories. For the purposes of this procurement, "Evidence-based" design accreditations/certificates are not acceptable as professional credentials.

**KEY PERSONNEL:** The personnel of the offeror's team who are the registered/licensed/accredited professionals in their respective disciplines, directly responsible for the design and management of the relevant contract work. These are the individuals for which

resumes are being submitted.

**PROGRAM MANAGER (formerly Project Lead):** The individual who is responsible for overall management of the A-E IDIQ contract. This individual shall be an employee of the prime A-E firm. This position is distinct from that of individuals who are responsible for managing individual task orders/projects under the IDIQ contract or special programs (QC, Sustainable Design, etc.).

**DESIGN QUALITY CONTROL MANAGER:** The individual who is responsible for management of the design quality control program for the A-E IDIQ contract. The DCQM shall be a registered/licensed architect or engineer with minimum five (5) years of design experience.

**SUSTAINABLE DESIGN MANAGER:** The individual who is responsible for management of the sustainable design program for the A-E IDIQ contract. The Sustainable Design Manager shall be a LEED AP or equivalent. The LEED Green Associate (GA) credential is not considered equivalent to the LEED Accredited Professional (AP) credential.

**SUSTAINABLE FEATURES:** Features in the design, construction, and operation of facilities with the goal of conserving resources and minimizing adverse effects on the environment while enhancing occupant productivity, minimizing energy use, improving quality and durability of materials, increasing recycling and use of recycled products, waste reduction, etc. Relevant sustainable features are those that are the same or similar to those recognized by the USGBC LEED rating system.

**DESIGN-BUILD:** Refers to combining design and construction in a single contract with one prime contractor. For the purposes of this procurement, projects that require only shop drawing level effort are not considered design-build projects.

**DESIGN-BID-BUILD:** Refers to the traditional project delivery method where design and construction are sequential and contracted for two separate contracts and two contractors. First contract is for A-E (design) services and the second contract is for construction.

**SELF-PERFORM:** Refers to performing relevant architectural-engineering work in-house without subconsultants/subcontractors. Relevant work is that which is the same or similar to the primary or secondary services that may be ordered under this contract.

**PAGE:** Refers to one printed side of a piece of paper (e.g., 15 pieces of paper printed on both sides equates to 30 total pages). Minimum font size is 10 point.