AMENDMENT 0001, DATED OCTOBER 27, 2015: The purpose of this amendment is to add a definition for self-performance to Criterion 2, Specialized Experience and Technical Competence, as well as add an additional submission requirement to state the A-E fees for the project, and state percentage of project that was self-performed by the prime A-E firm.

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 PROPOSAL (RFP) PACKAGE TO DOWNLOAD.

THIS IS A TOTAL SMALL BUSINESS SET-ASIDE PROCUREMENT. A market research study was conducted by NAVFAC Southwest that included an assessment of relevant qualifications and capabilities of potentially qualified firms. Upon review of the market research, the U.S. Small Business Administration (SBA) in San Diego determined that a Small Business Set-Aside procurement is appropriate. The NAVFAC SW small business office concurs with the SBA determination.

Architect-Engineer (A-E) services are required for a firm fixed-price Indefinite-Delivery, Indefinite-Quantity (IDIQ) contract for **Facility Planning Services.** The work for this contract shall occur at various Navy and Marine Corps facilities and other government installations located in the NAVFAC Southwest Area of Responsibility (AOR): California, Arizona, Nevada, Colorado, New Mexico and Utah. Projects could also be located at other Navy and Marine Corps facilities and government installations in the United States, including Alaska and Hawaii, as approved by the NAVFAC SW Procuring Contracting Officer. The preponderance of work is expected to be in Southern California. The Offeror/Contractor must demonstrate adequate in-house staffing capable to self-perform at least 50 percent of the cost of the contract as required by FAR Clause 52.219-14 (b)(1) Limitation on Subcontracting.

Required A-E services are for, but not limited to:

1. PRIMARY A-E services

PROJECT PLANNING DOCUMENTS: Military Construction (MILCON) and Special Project planning documentation (DD Form 1391) using Electronic Project Generator (EPG); demolition / footprint reduction; preliminary and parametric cost estimates; life cycle analysis; economic analyses (using the latest version of the Government's ECONPACK software); site approvals (ordnance, explosive safety, etc.); Anti-Terrorism/Force Protection (AT/FP); Asset Evaluations (AE); Basic Facilities Requirements (BFR) documentation; Facilities Planning Documents (FPD) using the government's web-based iNFADS program.

2. SECONDARY A-E services

   A. SUSTAINABILITY MASTER PLANNING: Local and regional planning to include sustainable urbanism, healthy community planning, campus planning, form-based planning, energy and renewable master planning, transportation planning, landscape architecture, water conservation planning, and electronic/web-based master planning

and other planning documents which incorporate sustainability principles such as those outlined in UFC 2-100-01 Installation Master Planning.

B. GEOSPATIAL INFORMATION & SERVICE: The preparation of Geo-Spatial Data services includes: a) spatial and non-spatial data acquisition; loading data into enterprise GIS database systems in accordance with current spatial data standards (SDSFIE 3x); b) preparation of maps, datasets, data models, geo-processing models, automation scripts utilizing Microsoft Office, Adobe Acrobat, Oracle, AutoCAD, ESRI ArcGIS Product Suite; and c) GPS services which include the collection of global positioning system (GPS) data using GPS equipment compatible with the NAVFAC SW Geo-Readiness Center (GRC).

3. SUPPORT A-E services: OTHER SUPPORT SERVICES include: renewable energy research and or studies; architectural studies; civil engineering studies; land surveying and topographic mapping; and hazardous materials test and abatement studies. These services are in support of Project Planning Documents and Sustainable Master Planning as described above.

The maximum contract value may not exceed **$30,000,000** aggregate total. The minimum guarantee for the contract shall be $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 **$150,000**. The maximum value of individual task orders executed under this contract is **$1,500,000.** 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 (366 for leap year) calendar days. The hourly rates will be negotiated for each performance period. The Government may exercise the option period unilaterally. The estimated start date is **June 2016.** The NAICS Code for this procurement is **541320** (Landscape 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. This limitation also applies to subsidiaries/affiliates of the firm.

SELECTION CRITERIA AND SUBMITTAL REQUIREMENTS: The Selection of Architects and Engineers, formerly the Brooks 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, Sustainable Design; Criterion 7, Quality Control; and Criterion 8, Volume of Work. SF 330s will be evaluated to determine the most highly qualified firm based on criterion responses. Criteria 1 and 2 are considered most important and equal among themselves; Criteria 3, 4, 5, 6 and 7 are slightly less important and listed in descending order of importance; and Criteria 8 is of lesser importance and will be used as a tiebreaker among technically equal firms. 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 could result in a firm being considered less qualified. In evaluating an Offeror's capability, the Government shall consider how well the offeror complied with these instructions. **All projects provided in the SF 330 (Architect-Engineer Qualifications) must 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 SF 330 Part 1 is limited to 30, 8.5"x11" single-sided pages. Information submitted beyond the stated page limitation, unless otherwise accepted, 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, Section B: 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 the Instructions provided for the SF 330, identify the overall relationship and lines of authority of the proposed team, including key subcontractors, including the following:

-Name
-Firm employed with
-Job Title
-Licensure, certification, and or accreditation
-Permanent geographic location of individual

Note: All individuals listed on the organization chart are not required to have a resume in Section E, such as administrative or lower level support positions. This chart shall not be counted as part of the 30 page limitation. This chart must be affixed to the submittal to avoid separation in handling.

SF 330, Part 1, Section E, Resumes of Key Personnel, CRITERION 1, PROFESSIONAL QUALIFICATIONS: The evaluation will consider the professional qualifications of proposed key personnel in providing relevant primary and secondary A-E services. Include the geographic office location of the individual on the resume. The Prime firm must have at least one Planner on staff in the Prime's office where the majority of the work will be performed that is certified by the American Institute of Certified Planners (AICP) and another (or the same) staff member in the Prime's Office where the majority of the work will be performed accredited as a Leadership in Energy and Environmental Design (LEED), Green Associate (GA) or Accredited Professional by the US Green Building Council (USGBC). Key personnel demonstrating

relevant experience within the NAVFAC SW AOR 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.

At least one (1) of the key personnel shall be a professionally registered planner certified by the American Institute of Certified Planners (AICP) and be on staff of the Prime A-E firm. At least one (1) of the key personnel shall be a Leadership in Energy and Environmental Design (LEED) Green Associate (GA) or Accredited Professional (AP) by the US Green Building Council (USGBC) and be on staff of the Prime A-E firm.

Each resume shall include a minimum of three (3) and a maximum of five (5) specific, recently completed projects, **within the scope of projects anticipated for this contract**, that best illustrate the individual member's qualifications in performing the required A-E services. A specific project is a single project or a single task order under an indefinite quantity contract or on-call type contract. "Recent" is defined as professional A-E services completed within the past five (5) years prior to the SF330 due date. State the cost of the project as cost of work that is done by the A-E firm. Submit projects in which the key personnel performed a significant role. Submit a brief description of the project within block 19 of the SF330, Section E requirement. In addition, address key elements for each project by describing: 1) The role and responsibilities of the individual in the project; and 2) The specific A-E services performed by the individual in the project. Projects not meeting these requirements will not be considered.

SF 330, 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 indicated for this contract. The evaluation will place more emphasis on projects involving the Primary Services listed in the required A-E services**. 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 the NAVFAC SW AOR may be considered more favorably in the evaluation process.**

Submission Requirements:
For the proposed team, submit a minimum of five (5) and a maximum of ten (10) specific, recently completed projects that best illustrate overall team experience in the required A-E services listed above.

At least three (3) of the projects shall have both a minimum A-E fee of $500,000 and be self-performed by the Prime A-E firm. In accordance with FAR Clause 52.219-14 (b)(1) Limitation on Subcontracting, Self-Performance for A-E services is defined as the prime A-E firm having performed at least 50% of the contract performance for personnel for the project, with personnel from the prime A-E firm.

A specific project is a single project/function contract or a single task order under an Indefinite Delivery Indefinite Quantity or On-Call type Contract. "Recent" is defined as professional services completed within the past five years prior to the SF330 due date. Projects shall have been performed by the office(s) (main or branch) identified in Part 1, Section C. Projects not meeting these requirements will not be considered. If the project is a Department of Defense/Government contract, include the complete contract number, including the task order number if applicable. Submit a brief description of the project within block 24 of SF330, Section F. Firms with multiple offices shall indicate which office performed the services. In addition, address key elements for each project by describing: 1) Specific required A-E services performed by the firm; 2) Sustainable features incorporated in the project; 3) A-E Fees for the project; and 4) Percentage of work self-performed by the prime A-E firm.

If the proposed team is a joint venture (JV), information should be submitted as a joint venture; however, if there is no information for the joint venture, information should be submitted for each joint venture partner, while ensuring you do not exceed the maximum of ten (10) projects for the proposed team. If a project was performed by a joint venture, and all joint venture partners are not on the team proposed for this contract, the firm should specifically address the work performed by the joint venture partner teaming on this contract. Likewise, if the team member worked as a subcontractor on a project, the description should clearly describe the work actually performed by the team member and the roles and responsibilities of each on the project, rather than the work performed on the project as a whole. If the project description does not clearly delineate the work performed by the entity/entities teaming on this contract, the project could be eliminated from consideration.

SF330, Part 1, Section G, Key Personnel Participation in Example Projects: Submit in accordance with the SF 330 Instructions. From the total projects listed in Section F, provide a minimum of five (5) and a maximum of ten (10) projects.

SF330, Part 1, Section H, Additional Information requested by Agency. Address the remaining Criteria 3 through 8; additional sheets may be used up to the maximum of 30 total pages for Part 1. 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 and the capability to self-perform at least 50% of the contract value with in-house staffing.

Submission Requirements:
Submit a narrative that demonstrates the firm's capacity to accomplish work in the required time frames. Address key elements by identifying and discussing: 1) Present workload and capability to integrate work under this contract with other work; 2) Methodology the prime A-E firm will

use to execute a minimum of 50% of the contract value with in-house personnel; 3) Availability of the project team (including subcontractors) for the specified contract performance period; 4) Capacity to accomplish multiple large task orders simultaneously; 5) Strategy to meet surges in unexpected workload demand.

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 an A-E Contractor Appraisal Support System (ACASS), Contractor Performance Assessment Report System (CPARS), or a Past Performance Questionnaire (PPQ) evaluation for each project submitted 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. If a PPQ is submitted, but an official ACASS/CPARS evaluation is found for that project in government databases, the official evaluation will take precedence. 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 Governments point of contact, Naval Facilities Engineering Command Southwest, Code RAQ20.HH, Attn: Hal Hayes, via email at harold.hayes@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(s).

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 Government 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 subcontractor 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 ability to ensure timely response to requests for onsite support at Government installations throughout the NAVFAC SW AOR. Firms with a main office outside Southern California shall address how they would effectively communicate, collaborate, and share data with clients and subcontractors.

CRITERION 6, SUSTAINABLE DESIGN: The evaluation will consider the Offeror's demonstrated success and knowledge in sustainable design and sustainable urbanism.

Submission Requirements: Describe the team's knowledge of and experience with incorporating sustainable design features into projects. Address the use of recovered materials, renewable energy, and sustainable principles and concepts, particularly related to site design. Address participation in new urbanist projects such as transit-oriented development, mixed-use development, traditional neighborhood development, designs for walkability, and adherence to the principles outlined in both the Charter of the Congress for the New Urbanism (CNU) and Leadership in Energy and Environmental Design LEED for Neighborhood Development (LEED-ND). Describe any projects that have been certified by the LEED program or other similar programs.

CRITERION 7, 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 disciplines. Firms 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 Requirements:
Submit a narrative that describes the QC program used by the firm to ensure technical integrity of provided services. Address key elements by identifying and describing: 1) The QC process the team uses to ensure consistent quality work across the entire team (including subcontractors); and 2) The team's QC processes for checking documents for coordination errors, omissions, conflicts, and discrepancies in the design/report documents; tracking, and incorporating review comments.

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

Submission Requirements:
State the dollar amount of work previously awarded to the firm identified in the SF330 as the Prime by DOD in the past 12 months. Joint Ventures (JV) should list awards to the JV entity and separately list awards to each individual JV member for the time period. Do not include work performed as a Subcontractor.

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 the SF 330 submittal. Please note Joint Ventures (JV) slated for interviews will be required to provide a copy of the JV Agreement prior to the interview.

ADDITIONAL INFORMATION: All information must be included in the SF 330 package, (cover letter, attachments and excess number of pages will be excluded from the evaluation process).

System for Award Management (SAM) Database: In accordance with FAR 52.204-99, 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 statute (formerly the Brooks 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: Harold Hayes, Code RAQ20.HH, 1220 Pacific Highway, San Diego, CA 92132) no later than, **2:00 P.M**. Pacific Standard Time on **TUESDAY, NOVEMBER 24, 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.
A firm risks the late receipt and rejection of their SF330 package when delivery is delayed until the last few minutes before the deadline. Firms 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 firm 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 proposing firm may use or own. Immediately upon proposal delivery, the A-E firm representatives shall leave the premises

of the Government facility. A firm 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, under this solicitation number. Address inquiries via email: harold.hayes@navy.mil or via telephone: 619-532-1251.**
***** END OF ANNOUNCEMENT *****