

N62473-17-R-4618

**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 **Interior Design Services**. Projects under this contract will occur at various military installations located in the NAVFAC Southwest (SW) Area of Responsibility (AOR) (California, Arizona, Nevada, Colorado, New Mexico, and Utah) and the NAVFAC Pacific AOR (Hawaii, Japan, Guam), but may be also available to the NAVFAC (AOR) as approved by the NAVFAC SW Chief of Contracting Office (CCO). Travel will be required to the project sites. The Offeror/Contractor must demonstrate adequate in-house staffing capability 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.

A-E Design and Engineering Services shall mainly provide for, but not be limited to, **INTERIOR DESIGN** related services. All A-E services will be in accordance with the scope of this contract, Industry Design Codes and Standards and Department of Defense Unified Facilities Criteria (UFC) such as Antiterrorism, Energy and Sustainable Design, Safety and Health Requirements. For this contract, the lead discipline shall be a certified Interior Designer. Acceptable certifications are a National Council for Interior Design Qualification (NCIDQ) certification or a state and/or jurisdiction Interior Design Certification, Registration, or License. The number of design task orders per fiscal year may vary and may involve surges of multiple projects with overlapping delivery dates.

A-E services required: The work will primarily include preparing Comprehensive Interior Design (CID) for various types of facilities. CID includes Structural Interior Design (SID) and Furniture, Fixtures and Equipment (FF&E) Interior Design. SID includes selection and coordination of interior finish materials that are integral to or attached to the building structure. FF&E interior design includes design, selection, specification, color coordination, and procurement documentation of the required items. SID packages will typically include furniture floor plans, finish schedules, and any supporting interior elevations, details, or plans necessary to communicate the building finish design and build out. FF&E packages will typically include placement plans, ordering and finish information on all freestanding furnishings and accessories, cost estimates, and best value determinations.

Additional services may include the following: preparation of the interior design portion of a design-build Request for Proposal (RFP) package, including developing the FF&E requirements and budget for the project; verification of equipment and finishes during building construction; consultation during FF&E procurement, delivery, and installation; supervision of furniture assembly and placement; developing standards for FF&E for a program or group of projects; and other related consultation.

Preparation of all interior design deliverables shall be in accordance with UFC 3-120-10, Interior Design. FF&E specifications shall be based on Naval Supply Systems Command (NAVSUP) Blanket Purchase Agreements (BPA), General Services Administration (GSA) schedules, and other Federal contracts.

The types of buildings/facilities may include, but are not limited to, administration buildings, academic facilities, maintenance facilities, hangars, industrial/warehouse, bachelor enlisted/officer quarters, recreational facilities, dining facilities, medical facilities, laboratories, and consolidated clubs.

The maximum contract value may not exceed \$5,000,000 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 \$5,000. The maximum value of individual task orders executed under this contract is \$400,000. 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. Per NFAS 17.208-100(c) (1), options for post-award services may be negotiated on individual task orders for unilateral exercise. The estimated start date is December 2016. The NAICS Code for this procurement is 541410 (Interior Design 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. Firms or personnel shall not be affiliated with any furniture dealership, vendor, or manufacturer.

**SELECTION CRITERIA AND SUBMITTAL REQUIREMENTS:** 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, Quality Control; and Criterion 7, 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, and 6 are of lesser importance and listed in descending order of importance; and Criterion 7 is of lesser importance and will be used as a tiebreaker among firms considered 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 SF330 (Architect-Engineer Qualifications) 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 three (3) 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, compiled into one file).

**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, identify on the submitted organization chart the relationships and lines of authority of the proposed team members, including key subcontractors, including the following:

Name

Firm employed with  
Job Title/Role  
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 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.

**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 at end of notice) in providing relevant A-E interior design services for facility types identified for this contract. Include the geographic office location of the individual on the resume. The designated Program Manager (see definition) shall be a certified Interior Designer with a minimum of five years of relevant experience, and be on staff of the prime A-E firm. . In addition to the Program Manager, key personnel shall include a minimum of two interior designers on the proposed team; at least one shall be certified Interior Designer. Acceptable certifications are a National Council for Interior Design Qualification (NCIDQ) certification or a state and/or jurisdiction Interior Design Certification, Registration, or License. Key personnel experience in performing CID for NAVFAC projects may be considered more favorably. Key personnel shall be proficient in the latest versions of AutoCAD and/or Revit. Key personnel shall not be affiliated with any furniture dealership, vendor, or manufacturer. Key personnel with accreditation as a LEED Accredited Professional in Interior Design + Construction (LEED AP ID+C) may receive more consideration in the evaluation.

Submission Requirements: Provide brief resumes for the proposed Program Manager and the key personnel who will specifically perform the relevant interior design services for facility types identified for this contract. Non-relevant information will not be considered. Resumes of personnel performing other than interior design are not required and will not be considered. For each individual, indicate highest level of education achieved, number of years engaged in the discipline, and applicable certification/registration/license. Submit a copy of the applicable current certificate (i.e. NCIDQ or LEED AP ID+C). Certificate copies will not be counted in the 30-page limitation.

Each resume shall include a maximum of five (5) specific recently completed projects that best demonstrate the individual's qualifications in performing the specific interior design services listed for this contract (i.e. CID, SID, FF&E, design-build requirements, supervision of installation, etc.). Submit only projects in which the individual performed a significant role. Provide the month and year of completion of professional services for each project. Submit a brief description of the project within SF330, Section E, Block 19. For each project describe: 1) Facility type; 2) Role and responsibilities of the key personnel; and 3) specific interior design services performed by the individual that are relevant to the A-E services required by this contract. Identifying only the individual's job title will not provide sufficient information to determine their specific experience as it relates to services to be performed under this contract. Projects not meeting these requirements will not be considered.

For submittal purposes, a task order on an IDIQ contract is considered a project (see definitions), as is a stand-alone contract award. Do not list an IDIQ contract as an example of a completed project. Instead, list relevant completed task orders or stand-alone contract awards. Examples of project work submitted that do not conform to this requirement will not be evaluated. For purposes of this evaluation, "recent" is defined as professional services completed after November 23 2009 and complete as of the SF330 due date. "Completion" is defined as the date that the final interior design services were completed. Projects not meeting these requirements will not be considered to demonstrate recent experience.

**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 interior design services for facility types identified for 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. Firms that demonstrate relevant

NAVFAC experience in preparation of Comprehensive Interior Design (CID), including Structural Interior Design (SID) and Furniture, Fixtures, and Equipment (FF&E) packages.

Submission Requirements: For the proposed team, submit a maximum of ten (10) recently completed projects (see definitions) that best demonstrate the overall team experience in performing the A-E services for project types identified for this contract. Provide the month and year of completion of professional services for each project. Projects shall have been performed by the office(s)/branch(es) identified in SF330, Part 1, Section C. To enable verification, firms should include the DUNS number along with each firm named in the SF330 Part I, Section F, Block 25. If the project is a Department of Defense/Government contract, include the complete contract number, including the task order number if applicable.

In SF330, Part 1, Section F, Block 24, submit a description of the project, including: 1) Type of project and its relevance to the scope of this contract; 2) Specific interior design services performed by the firm (i.e. CID, SID, FF&E, design-build requirements, supervision of installation, etc.); 3) Relevant sustainable features (see definition) incorporated in the project (if none or if not applicable to the project, affirmatively state so); and 4) A-E fee for the interior design portion of the project. Firms with multiple offices shall indicate which office(s)/branch(es) performed the A-E services. Each project may include an additional page with photograph(s) of the project interior design; the photograph pages will not count in the 30-page limitation.

For submittal purposes, a task order on an IDIQ contract is considered a project (see definitions), as is a stand-alone contract award. Do not list an IDIQ contract as an example of a completed project. Instead, list relevant completed task orders or stand-alone contract awards. Examples of project work submitted that do not conform to this requirement will not be evaluated. For purposes of this evaluation, "recent" is defined as professional services completed after September 2009 and complete as of the SF330 due date. "Completion" is defined as the date that the final interior design services were completed. Projects not meeting these requirements will not be considered to demonstrate recent experience.

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 submitted project was performed by a JV, but all JV partners for that project are not on the team identified in Part I, Section C, specifically describe the relevant work performed by the JV partner(s) proposed for this contract.

In all cases, clearly describe the specific relevant interior design 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 a maximum of 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 for Part 1, 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 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, addressing the following: 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) Capacity to accomplish multiple task orders

simultaneously with overlapping dates; 4) Ability of the firm to provide qualified backup staffing for key personnel to ensure continuity of service; and 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:**

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

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 Government's point of contact, Naval Facilities Engineering Command Southwest, Code RAQ20.EP, Attn: Elliott Penetrante, via email at [elliott.penetrante@navy.mil](mailto:elliott.penetrante@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. Due to the extensive coordination required with NAVFAC SW staff, prime A-E firms with a local office within 90 miles of NAVFAC SW headquarters in San Diego 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. The narrative shall address the following: 1) Location of the prime A-E's main office and any branch offices and subcontractor offices that will be utilized for this contract; 2) Description of the 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 at Government installations throughout the NAVFAC PAC and SW AORs.

**CRITERION 6, QUALITY CONTROL:** The evaluation will consider the Offeror's Design Quality Control (DQC) program for ensuring technical accuracy and coordination of the A-E services. 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 DQC program that the prime A-E firm uses to ensure technical integrity and accuracy of provided services. Identify the key personnel responsible for quality control. The narrative shall address the following: 1) The QC program used by the prime A-E firm to ensure technical accuracy, effective coordination, and consistency of the A-E's work product across the team (including subcontractors); 2) Process used for checking documents for coordination errors, omissions, conflicts, and discrepancies in the design/report documents; tracking changes and incorporating review comments; and 3) If multiple offices (prime and subcontractor) are included on the team, identify the office responsible for managing and coordinating the QC program and discuss the prime A-E's methodology to ensure effective QC and communication between offices.

**CRITERION 7, 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: 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 their SF330 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>.

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 3 copies and 1 CD) shall be received in this office (NAVFAC Southwest, Attn: Elliott Penetrante, Code RAQ20.EP, 1220 Pacific Highway, San Diego, CA 92132) no later than, 2:00 P.M. Pacific Time on November 22, 2016. 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: [elliott.penetrante@navy.mil](mailto:elliott.penetrante@navy.mil) or via telephone: 619-532-2967.

\*\*\* 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/Prime A-E Firm (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% complete interior design package or 100% complete RFP/deliverable documents (for design-build projects).

**RENOVATION/REPAIR:** Refers to projects where the work primarily involves modification of existing facilities by renovation, repair, and alteration.

**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 CERTIFICATION:** Certification by the National Council for Interior Design Qualification (NCIDQ, or state and/or jurisdiction Interior Design certification/registration/license).

**KEY PERSONNEL:** The personnel of the offeror's team who are the 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. The Program Manager shall be a certified interior designer with minimum five (5) years of applicable experience.

**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 (one contract for A-E design services and one contract for construction).

**SELF-PERFORM:** Refers to performing relevant architectural-engineering work in-house without sub consultants/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.