

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES	
			J	1	18
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 16-Oct-2014	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY NAVFAC PACIFIC ENVIRONMENTAL CONTRACTS BR 258 MAKALAPA DR STE 100 JBP HH HI 96860-3134	CODE N62742	7. ADMINISTERED BY (If other than item 6)		CODE	
		<b>See Item 6</b>			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)			X	9A. AMENDMENT OF SOLICITATION NO. N62742-14-R-1888	
			X	9B. DATED (SEE ITEM 11) 30-Sep-2014	
				10A. MOD. OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	
CODE			FACILITY CODE		
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  N62742-14-R-1888 CULTURAL RESOURCE MANAGEMENT SERVICES, VARIOUS GOVERNMENT OF JAPAN (GOJ) FUNDED PROJECTS AND UNITED STATES FUNDED PROJECTS, VARIOUS AREAS UNDER THE COGNIZANCE OF THE NAVAL. AMENDMENT 0001 FOR SOLICITATION N62742-14-R-1888. PLEASE REVIEW THE AMENDMENT, COMPLETE BLOCK 8, SIGN AND DATE BLOCKS 15 A/B/C OF THE STANDARD FORM (SF) 30 TO ACKNOWLEDGE RECEIPT AND UNDERSTANDING, AND SUBMIT THE (SF) 30 WITH YOUR PROPOSAL. FACILITIES ENGINEERING.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
			TEL: _____ EMAIL: _____		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)			

## SF 30 BLOCK 14 CONTINUATION PAGE

1. Contractors' questions with corresponding answers and clarifications are attached as part of this Amendment to the solicitation. As a result of these questions, changes have been made to Section M, and Section J, Attachments J-9, J-11 and J-12 of Solicitation N62742-14-R-1888.

As such, make the following changes to conform Sections M and J of the solicitation:

	<u>REMOVE</u>	<u>REPLACE WITH</u>
a. Section M	All pages in Section M	Revised Section M
b. Section J	J-9, J-11, J-12	Revised J-9, J-11, J-12

2. Proposal revision shall be complete and correct addressing all amended portions of Section M and Section J and any other affected areas with respect to price and performance of the stated requirements. All amendments must be signed and included with your technical and price proposal.

3. Solicitation Closing Date: 31 October 2014; 02:00 PM Hawaii Standard Time.

**QUESTIONS RELATED TO RFP N62742-14-R-1888**

1. **QUESTION:** Section M.8, Item 3(a), page 121, paragraph 1  
In defining recent relevant experience, this section states:

*“Each project shall involve performance on current and past contracts with Government agencies and/or private industry, and involve the application of Federal, State of Hawaii, Guam, and local environmental regulatory requirements in characterizing the identity and extent of hazardous substance contamination.”*

Should this be revised to replace the words “characterizing the identity and extent of hazardous substance contamination” with descriptors that are relevant to cultural resources management projects rather than hazardous substance contamination projects?

**ANSWER:** See Amendment 0001-Section M8.3.a has been revised and is now M8.a(1)B which deletes references to hazardous substance contamination.

2. **QUESTION:** Section M.8, Factor 5 Relevant Past Experience, Item (i) paragraph 1:  
In describing the limit on the number of relevant projects to be submitted for consideration, this section states:

*“Using Attachment J-9, Offeror’s Past Performance/Experience Information, offerors shall submit recent relevant projects for specialized area listed, but not limited to, for a combined total of up to (5) recent relevant projects. If an Offeror submits more than (5) projects for any specialized area, the Government will evaluate the first five (5) and disregard any other project information after the first (5).”*

The meaning of these sentences is unclear. Would you please clarify what the clauses “but not limited to” and “for a combined total” mean in this context? It is not clear if the count of projects submitted for consideration is limited to five per specialized area or five total.

What are the “specialized areas” referenced by this clause? Are these the same as the 48 “Specific Tasks” listed in Section C Part 2.0? Or are they identified elsewhere in the RFP.

**ANSWER:** See Amendment 0001-Section M.8 has been revised. Submittal requirements for Attachment J-9 is in Section M8.3b.(2)A.

3. **QUESTION:** On page 105 of 131, under Section “Tab 4 –Teaming /Joint-Venture/Mentor-Protégé Agreements and Approvals” the Solicitation states “CORPORATIONS, JOINT VENTURES, PARTNERSHIPS AND OTHER SIMILAR ENTITIES MAY NOT BE A PARTY TO MORE THAN ONE OFFEROR. FAILURE TO COMPLY WITH THIS MAY RESULT IN DISQUALIFICATION OF THE OFFEROR FOR CONTRACT AWARD.” We request clarification of this statement. Does it preclude a prime offeror from also being a subcontractor to another prime offeror? Similarly, does it preclude a subcontractor from being on multiple prime offeror’s teams?

**ANSWER:** Yes, prime contractors cannot be party to more than one offer under this solicitation. This solicitation will result in a multiple award contract and all prime contractors (or MAC Holders) will be competing against all other MAC Holders for future task orders. As such no MAC Holder can subcontract to another MAC Holder or be involved in more than one offer. Subcontractors may support any MAC Holder provided they have not signed a binding teaming agreement with any of them (see Answer to Question #5).

4. **QUESTION:** The solicitation does not provide guidance concerning resumes. Please elaborate on your submission requirements for personnel resumes, if any are required.

**ANSWER:** See Amendment 0001 Section M8, paragraph b(2)D.

5. **QUESTION:** Please clarify under what circumstances offerors and subcontractors are required to execute 'teaming agreements' and/or 'letters of commitment'. The solicitation is unclear on what the Government requires between offerors and subcontractors. Is there a difference between a 'teaming agreement and a letter of commitment, as both terms are used in the solicitation.

**ANSWER:** Amendment 0001 revised paragraph at Section M8, paragraph 3.a(6) [part of the Notes for Factors 1 and 5]. To possibly enhance their competitiveness and meet the "Required Competencies" for Factor 1 (Revised Section M8, paragraph 3.b(3)D, prime contractors/offerors may need to rely upon the experience (or past performance) of a subcontractor. As stated in the Notes applicable to Factor 1 (and Factor 5), Revised Section M8, paragraph 3.a(6) says "The Government may consider the experience or past performance of a subcontractor where the prime contractor provides, in its proposal, evidence of a binding teaming agreement or other contractual agreement which creates legal responsibility on the part of the subcontractor."

6. **QUESTION:** Is it acceptable for a business to submit a proposal as a prime contractor and also be included as a team member on another offeror's proposal?

**ANSWER:** See answer to Question 3.

7. **QUESTION:** Section M.8, Item 3(b)  
This section defines "recent relevant project" as having at least \$50,000 in dollar value, and that projects over \$80,000 may be considered more relevant. However, later in the proposal (Factor 1 – Experience of the Firm), it states that a relevant project must have a minimum dollar value of \$80,000 and that projects not meeting that criterion will not be considered. Which statement is correct?

**ANSWER:** Section M8.3 has been revised. See Amendment 0001 for revised M8.3(1)B.

8. **QUESTION:** Section M.8, Subfactor 2.A, Item (i) c.  
Are the projects submitted by a small business using Attachment J-13 limited in terms of size, quantity, year completed, or percentage complete?

**ANSWER:** Section M.8, Subfactor 2.A(iii), Past Performance in Utilization of Small Business Concerns requests for subcontracting history and does not indicate limits.

9. **QUESTION:** Section M.8, Subfactor 2.B  
In order to complete the subcontracting plan attachments required for a small business submission (Attachments J-15 and J-16), the offeror must provide projected, total amounts to be awarded to it by the government in the base year and in option years 1 and 2. Should the offeror supply an estimate as to the dollar amounts that it expects to receive, or can the government specify an appropriate amount to be used?

**ANSWER:** See Amendment 0001 Section M.8.3.c.(5), Subfactor 2B, Small Business Participation a.(ii) and (B). Attachment J-15 and J-16 are provided for the offeror to provide information demonstrating their commitment in using small business concerns.

10. **QUESTION:** Section M.8, Subfactor 2.B  
Will the contract amounts used by a small business in the base year and first two option years in completing Attachments J-15 and J-16 be compared to the offeror's current capacity by the government in evaluating the proposal?

**ANSWER:** See Amendment 0001, M.8.3.c.(5), Subfactor 2B (B) Basis of Evaluation.

11. **QUESTION:**Section M.8, Subfactor 2.B  
Will the government consider a small business' proposal to be less favorable if the annual contract amounts used in completing Attachments J-15 and J-16 are below a certain threshold?

**ANSWER:** See Amendment 0001, M.8.3.c.(5), Subfactor 2B (B) Basis of Evaluation.

SECTION M, EVALUATION FACTORS FOR AWARD.

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## SECTION M, EVALUATION FACTORS FOR AWARD

**M1 GOVERNMENT OF JAPAN OBSERVERS:** Offerors are advised that officials of the Government of Japan (GOJ) will be observing the source selection process, the evaluation of proposals and the review of other documentation. Accordingly, submission of a proposal in response to this synopsis and referenced solicitation will be considered evidence of your consent and permission for the Contracting Officer to reveal your proposal and related submissions to participating GOJ officials (who will, in turn, sign Non-Disclosure Statements that will be retained in the contract files).

### M2 PREFERENCE FOR MAKING MULTIPLE AWARDS

This procurement consists of a single solicitation with the intent to award a minimum of three (3) and a maximum of six (6) Indefinite Delivery Indefinite Quantity (IDIQ) type service contracts to the offerors whose proposals, conforming to the solicitation, will be the most advantageous to the Government resulting in the best value, price and technical factors considered. The Government prefers to award a minimum of three (3) contracts in each of the two Divisions, unless all successful offerors are small business concerns—which would eliminate the need for two Divisions (see M4 below). The Government reserves the right to award more than six (6) contracts if it is determined to be in the best interest of the Government. Successful awardees (also called MAC Holders) will compete for future work during the term of the multiple award contracts.

### M3 MAGNITUDE OF THE ACQUISITION

The estimated workload for the Unrestricted Division is approximately \$10 million and the amount for the SBSA Division is approximately \$30 million, for a combined Not-to-Exceed (NTE) aggregate amount of \$40 million. These amounts are subject to change based on the needed Cultural Resources Management Services specific tasks ordered by the Government.

### M4 BASIS FOR AWARD

1. The contracts resulting from this solicitation will be awarded to those responsible Offerors whose offers, conforming to the solicitation, are determined to be the most advantageous to the Government considering “Price” and “Technical” evaluation factors. Award may be made to other than the lowest priced Offerors or other than the highest technically rated Offerors. The “technical” evaluation factors, when combined, are considered significantly more important than “price.” Business judgments and tradeoffs will be used to determine the proposals offering the “Best Value” to the Government. In determining the best value to the Government, the Government need not quantify the tradeoffs that led to the best value decisions.
2. Any proposal found to have a deficiency in meeting the stated solicitation requirements or performance objectives will be considered ineligible for award, unless the deficiency is corrected through discussions. Proposals may be found to have either a significant weakness or multiple weaknesses that impact either the individual factor rating or the overall rating for the proposal.
3. Rating Scheme. The following information is pertinent to the rating of the technical proposals:
  - a. Significant Strength: A proposed method or technique in the proposal that has a high magnitude of value to the Government and appreciably increases the likelihood of successful contract performance.
  - b. Strength: A proposed method or technique in the proposal that is of value to the Government and increases the likelihood of successful contract performance.
  - c. Weakness: A flaw in the proposal that increases the risk of unsuccessful contract performance.

d. Significant Weakness: A flaw that appreciably increases the risk of unsuccessful contract performance.

e. Deficiency: A material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level.

4. As set forth in Section H, paragraph H1, this Cultural Resources Management Services MAC will be competed as an unrestricted procurement with a partial small business set-aside. The resulting multiple award contracts will be comprised of two major divisions: An Unrestricted Division established for competing and awarding task orders to perform Government of Japan (GOJ) funded projects that support the Defense Policy Review Initiative (DPRI)/Guam Realignment, and a partial Small Business Set Aside (SBSA) Division established for competing projects funded by United States appropriations (in support of either DPRI or non-DPRI requirements). The selection of the MAC Holders will be made in the manner described below as required by FAR 19.502-3(c)(1) & (2).

a. The contracting officer shall award the non-set-aside portion (Unrestricted Division) using normal contracting procedures.

b. After all awards have been made on the non-set-aside portion, the contracting officer shall negotiate with eligible concerns on the set-aside portion (SBSA Division), as provided in the solicitation, and make award. Negotiations shall be conducted only with those offerors who have submitted responsive offers on the non-set-aside portion (Unrestricted Division).

c. Pursuant to the Small Business Jobs Act of 2010, Section 1331, and the Small Business Administration Final Rule (effective 31 DEC 2013), the set-aside portion will be competed amongst all Small Business Concerns that submitted responsive offers for the non-set-aside portion of the solicitation.

d. While the non-set-aside portion (Unrestricted Division) will utilize normal contracting procedures (as set forth in FAR Part 15), it is possible that one or more of the offerors determined to be the most advantageous to the Government could be small business concerns. If all successful offerors in the Unrestricted Division are small business concerns, the Government may elect not to award additional contracts under the SBSA Division.

#### M5 INTENT TO AWARD WITHOUT DISCUSSIONS

The Government intends to evaluate all proposals received and award a contract or contracts without conducting discussions; therefore, your initial proposal shall conform to the solicitation requirements and should contain your best offer from a technical and price standpoint. However, the Government reserves the right to conduct discussions.

#### M6 COMPETITIVE RANGE

If discussions are deemed necessary to maximize the Government's ability to obtain the best value, discussions will be held with those Offerors determined to be within the competitive range. The Government may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals, considering technical merit and price.

#### M7 ENFORCEABILITY OF PROPOSAL

The proposals must set forth full, accurate and complete information as required by this solicitation. The Government will rely on such information in the award of a contract or contracts. By submission of the offer, the Offeror agrees that all items proposed (e.g., key personnel, subcontractors, management plan, etc.) will be utilized for the duration of the contract and any substitutions will be equal or better than as proposed and accepted for contract award and shall require prior Contracting Officer's approval.

## M8 EVALUATION FACTORS FOR AWARD

1. The evaluation factors are as follows:

FACTOR 1, EXPERIENCE OF THE FIRM  
FACTOR 2, SMALL BUSINESS UTILIZATION  
Subfactor 2A, Past Performance in Utilization of Small Business Concerns  
Subfactor 2B, Small Business Participation  
FACTOR 3, SAFETY  
FACTOR 4, SAMPLE PROJECTS (2)  
FACTOR 5, PAST PERFORMANCE ON RECENT, RELEVANT PROJECTS  
FACTOR 6, PRICE

2. The relative order of importance of the evaluation factors and their respective subfactors are as follows: Factors 1, 2, 3, and 4 are of equal importance to each other, and, when combined are equal in importance to the past performance evaluation/performance confidence assessment Factor 5. *Subfactors within Factor 2 are in ascending order of importance (i.e., Subfactor 2B is weighted more heavily than Subfactor 2A.* When the proposal is evaluated as a whole, the technical factors and past performance/performance confidence assessment factor combined are significantly more important than the price factor. The importance of price will increase if the Offerors' non-cost/price proposals are considered essentially equal in terms of overall quality, or if price is so high as to significantly diminish the value of a non-cost/price proposal's superiority to the Government.

3. TECHNICAL EVALUATION FACTORS (FACTORS 1 – 5).

a. NOTES applicable to Factor 1, Experience of The Firm and Factor 5, Past Performance on Recent, Relevant Projects:

(1) Definition of "recent relevant project" is as follows:

A. In general, relevant project means projects whose scopes of work were similar to the types of projects that may be ordered against this MAC that require the performance of one or more of the Specific Tasks described in Section C, paragraphs 2.1 through 2.47.

B. A relevant project shall also be for an amount of at least \$50,000 in dollar value and shall be at least 80% completed from the issuance date of this solicitation. A relevant project shall involve performance that involved the application of Federal regulatory requirements in carrying out cultural resources management services. A relevant project must be either a standalone contract or task order under an Indefinite Delivery/Indefinite Quantity (IDIQ) Contract. The submission of information or the description of the scope of a Basic IDIQ contract will not be considered a relevant project.

C. Recent is defined as five (5) years from the issuance date of this solicitation.

(2) There is a clear distinction between "experience" and "past performance." Experience pertains to previously executed relevant projects. Past performance pertains to how well a contractor performed those same relevant projects.

(3) Definition: "Offeror" typically refers to a single corporation or business entity submitting the proposal as a prime contractor. "Offeror" is also defined as other legal entities such as joint ventures, Limited Partnerships (LTD), or a Limited Liability Company (LLC). In its evaluation of past performance and experience, the Government's evaluation will generally focus on the entity submitting the proposal (single corporation, individual joint venture partners, or the LTD or LLC identified on the SF33). Corporations, joint ventures, partnerships, and other similar entities may not be a part to more than one offeror. Failure to comply with this may result in disqualification of the offeror for contract award.

(4) If proposing as a joint venture, LTD, or LLC, the Offeror shall submit a legally binding joint venture agreement, LTD or LLC Operating Agreement, and/or Teaming Agreement with their proposal that clearly defines the roles and responsibilities of each of the member firms. In addition, the Offer shall include a detailed statement outlining the following terms or percentages where appropriate:

A. The relationship of the team/partners/parties in terms of business ownership, capital contribution, profit distribution or loss sharing.

B. The management approach in terms of who will conduct, direct, supervise, control and the controlling partner's authority to obligate the entity.

C. The structure and decision-making responsibilities of the team/partners/parties in terms of who will control the manner and method of performance of work.

D. Identify the personnel having the authority to legally bind the offeror including the person authorized to sign the SF33 and bonds.

E. Set forth procedures to be followed in the event that the entity is dissolved due to unforeseen circumstances, such as the bankruptcy of a member.

F. A list of partners/parties, to include company names, DUNS and CAGE numbers, addresses, points of contact, email addresses, phone numbers and facsimile numbers.

(5) If an Offeror is utilizing or relying on experience or past performance information from affiliates/subsidiaries/parent companies/LLC/LTD member companies (where their name is not exactly as stated on the SF33), the proposal shall clearly demonstrate that the affiliate/subsidiary/parent firm/LLC/LTD member companies will have meaningful involvement in the performance of the contract in order for the experience, past performance, and/or key personnel information of the affiliate/subsidiary/parent firm/LLC/LTD member companies to be considered. The proposal shall state the specific resources (e.g., workforce, management, facilities, or other resources) that the affiliate/subsidiary/parent/LLC/LTD member companies will commit toward the performance of the contract. If meaningful involvement is not demonstrated in the proposal, the affiliate, subsidiary or parent company's experience or past performance and/or key personnel information will not be considered.

(6) A subcontractor's experience and past performance will not be given the same level of consideration as either a prime contractor or a joint venture partner because there is no direct legal relationship between the Government and a subcontractor. The Government may consider the experience or past performance of a subcontractor where the prime contractor provides, in its proposal, evidence of a binding teaming agreement or other contractual agreement which creates legal responsibility on the part of the subcontractor. However, the level of consideration will depend on the extent to which the proposal demonstrates the subcontractor's commitment to the project and legal accountability and will not be accorded the same level of consideration as a prime contractor's experience or past performance.

(7) Prime contractor-subcontractor teams/Joint Ventures/LLCs/LTDs with a demonstrated history of working successfully together on prior projects may be considered more favorably than those without such history. Similarly, Joint Ventures with a demonstrated history of working successfully together on prior projects may be considered more favorably than those without such history.

**b. FACTOR 1, EXPERIENCE OF THE FIRM**

(1) This factor considers the breadth and depth of the offeror's experience and expertise in performing the requirements of this solicitation and their ability to recruit and employ qualified Key Personnel. Offerors shall provide no more than eight (8) relevant cultural resources projects completed within the past 5 years. Project information shall be in the format set forth in Attachment J-9 template and clearly indicate which of the Section C Specific Tasks were performed in each contract or task order submitted.

(2) Solicitation Submittal Requirements:

A. Submit no more than eight (8) project information sheets. Project information shall contain the specific types of information and be in the format set forth in the Attachment J-9 template (Offeror's Past Performance / Experience Information). Clearly indicate whether the project was performed by the offeror or team subcontractor (see Note 6 above on applicability of subcontractor experience) and list which of the Section C Specific Tasks were performed in each contract or task order submitted in response to Factor 1.

B. Project information sheets shall also address the following (if applicable to the contract or task order): description of regulatory and stakeholder interactions; and period of performance (to include original contract/task order award date, original project completion date, the actual completion date—with an explanation for any late finish).

C. Page limit for Factor 1: Project information sheets are limited to a total of 32 pages single-sided or 16 pages double-sided. Each page will utilize one-inch or larger margins on all four sides of the page and print type of no less than font size 11. Each page shall be numbered and the page number may print within the margin at the bottom of each page. If the offeror exceeds the page limit, the Government evaluation team will stop reading at the end of page 32 and will not consider or evaluate any information beyond the page limit.

D. Key Personnel. Key Personnel for this MAC are Principal Investigator, Project Director, and Architectural Historian. See Section C, paragraphs 9.1, 9.2, and 9.13 for the detailed qualifications required for these three Key Personnel positions. In addition to identifying the Key Personnel employed under each project (as cited on the project information sheets), Offerors shall submit the resumes for the Key Personnel. Resumes will not count towards the page limit cited in paragraph b(2)C above. (The Government evaluation team realizes that not all projects may employ all three of the Key Personnel positions.)

(3) Basis of Evaluation:

A. The Government will evaluate the extent to which the proposal demonstrates recent relevant experience by the offeror in performing cultural resources management services. The offeror's depth and breadth of experience will be evaluated in terms of their ability to perform as many of the Specific Tasks listed in Section C, paragraph 2.1 through 2.47.

B. Projects with values greater than \$100,000 may be evaluated more favorably.

C. Offerors that demonstrate experience in performing cultural resource management services at sites in both Hawaii and Guam will be evaluated more favorably. Offerors that can demonstrate experience in performing cultural resource management services at sites in Japan and can submit evidence they are licensed to conduct such business in Japan may also be evaluated more favorably.

D. Required Competencies. At a minimum, Offerors shall be able to demonstrate experience at performing the following Specific Tasks (see Section C, paragraphs 2.1 through 2.42 for descriptions/requirements to performing the following Specific Tasks):

- 2.1 Archaeological Survey: Phase I Reconnaissance
- 2.2 Archaeological Survey: Phase II Detailed Recording
- 2.3 Archaeological Monitoring
- 2.4 Emergency Data Recovery
- 2.5 General Laboratory Analysis
- 2.7 Archaeological Subsurface Testing
- 2.9 & 2.10 Documentary Archival Research and Archival Document   Reproduction
- 2.12 & 2.13 Integrated Cultural Resources Management Plans (ICRMP)       and
- Cultural Resource Management Overview Surveys
- 2.41 Geographic Information Systems [Mapping]
- 2.42 Architectural History Studies

E. Desired Additional Competencies. Offerors that can demonstrate experience at performing the following Specific Tasks (see Section C, paragraphs 2.6 through 2.47 for descriptions/requirements to performing the following Specific Tasks) in addition to the Required Competencies cited above in paragraph D may be evaluated more favorably:

- 2.46 Historical/Cultural Landscape Studies
- 2.36 Interpretive Programs
- 2.11 The Preparation of National Register of Historic Places (NRHP) Nomination Forms
- 2.8 Fieldwork at Potential or Known Hazardous Waste Sites
- 2.37 Scientific Illustrations
- 2.45 Photographic Documentation
- 2.32 Geomorphological Studies
- 2.47 Foreign English Editing and Background Information
- 2.29 Chemical Soil and Sediment Analysis
- 2.6 Site Protection

F. Key Personnel: Offerors that submit resumes for all three types of Key Personnel (Principal Investigator, Project Director, and Architectural Historian) where the Key Personnel individuals' qualifications are equal to or superior to the requirements set forth in Section C, paragraphs 9.1, 9.2, and 9.13, respectively, may be evaluated more favorably.

c. FACTOR 2, SMALL BUSINESS UTILIZATION

(1) Factor 2 consists of two Subfactors, 2A, Past Performance in Utilization of Small Business Concerns, and 2B, Small Business Participation. The evaluation of Subfactor 2B is of greater importance than Subfactor 2A to the determination of Factor 2 Rating.

(2) Definitions: "SB" as used herein, is intended to include Small Business concerns, Small Disadvantaged Business concerns (SDB), Women-Owned Small Business concerns (WOSB), Historically Underutilized Business Zone Small Business concerns (HUBZone), Veteran-Owned Small Business concerns (VOSB), and Service-Disabled Veteran-Owned Small Business concerns (SDVOSB). All small business programs are self-certifying programs with the exception of HUBZone certifications, see HUBZone SB Certifications below. Small Business Program requirements and definitions may be found in the Federal Acquisition Regulations (FAR), Part 19.

(3) HUBZone SB Certifications: Offerors are reminded that HUBZone SB concerns must obtain formal certification from the Small Business Administration (SBA) if they expect to receive the evaluation benefits associated with the HUBZone SB programs either as a prime or subcontractor(s). For more information on the HUBZone SB certification requirements and available benefits, contact your local SBA representative. Certified HUBZone SB firms are listed on the U.S. Small Business Administration's Dynamic Small Business Search (DSBS) website at [http://web.sba.gov/pro-net/search/dsp\\_dsbs.cfm](http://web.sba.gov/pro-net/search/dsp_dsbs.cfm). It is the responsibility of the prime contractor to periodically check the DSBS as certifications are subject to change.

(4) SUBFACTOR 2A, PAST PERFORMANCE IN UTILIZATION OF SMALL BUSINESS CONCERNS

A. Solicitation Submittal Requirements: Proposals that do not include responses addressing ALL elements of the requirements stated below ((i) through (v)) must include an explanation why that element was not addressed.

(i) Provide performance evaluation ratings (i.e., SF1420, DD2626, or equivalent) obtained on the implementation of smallbusiness subcontracting plans for all of the offeror's projects referenced under Factor 5-- Past Performance. Recently completed project evaluations are desired, however, in the

absence of recently completed project evaluations, interim ratings for projects that are 80% complete may be considered. If more than five evaluation ratings are provided, only the first five will be considered. In addition, the Government may consider past performance information on other projects as made available to the Government from other sources (such as the Construction Contractor Appraisal Support Systems (CCASS)), Architect-Engineer Contract Administration Support System (ACASS) and Contractor Performance Assessment Reporting System (CPARS).

(ii) Provide small business subcontracting history. Large businesses with Federal prime contracting experience shall provide final or current Subcontracting Report for Individual Contracts (SF294) or Individual Subcontracting Reports (ISR's) on prime (only) contracts submitted under Factor 5, Past Performance. If Factor 5 submitted contracts are not prime contracts, submit SF294s or ISRs for contracts of similar scope performed as the prime contractor. If goals were not met on any submitted contracts, an explanation for each unmet goal is required. Large Businesses with no documented SF294/ISR history shall submit a subcontracting history on Attachment J Small Business Past Performance. If more than five (5) reports are provided, only the first 5 reports will be considered.

(iii) Small Business proposers shall provide a subcontracting history on Attachment J-13, Small Business Past Performance.

(iv) If an Offeror is utilizing past performance information of affiliates/subsidiaries/parent/LLC/LTD member companies (name is not exactly as stated on the solicitation), the proposal shall clearly demonstrate that the affiliates/subsidiaries/parent/LLC/LTD member companies will have meaningful participation of all members in the management of the subcontracting program/plan by identifying the personnel or resources from the member companies that will be dedicated to managing the plan, and an organization chart which demonstrates the reporting chain within the membership.

(v) If the Offeror is a Joint Venture, Partnership LLC or other entity consisting of more than one entity, provide past performance information, elements (i) through (iv), for all individual business entity(ies) that will be responsible for managing the subcontracting program/plan.

#### B. Basis of Evaluation:

(i) The extent to which the proposal demonstrates the proposer's level of past performance in utilizing Small Business (SB) concerns, AbilityOne, Mentor-Protégé Agreements, and other socio-economic programs, as defined in FAR Parts 26.1 and 26.2, in subcontracting, and in meeting established Small Business subcontracting goals.

(ii) Proposals including information on any of the following additional elements may be rated higher, based on the evaluated extent to which the information addresses the basis of evaluation in paragraph (B):

(a) Provide information on national-level, and industry-issued awards that offerors received for outstanding support to SB concerns within the past five (5) years. Include purpose, issuer, and date of award(s). National and industry-issued awards received beyond five (5) years will not be considered.

(b) Provide information on previous, existing, planned or pending mentor-protégé agreements (MPA) under any Federal Government, or other, program held within the last five years. Information should include, at a minimum, the members, objectives, period of performance, and major accomplishments during the MPA.

(c) Provide information on past use of Community Rehabilitation Program (CRP) organizations certified under the AbilityOne Program by SourceAmerica, or the National Industry for the Blind (NIB). Information should include the contract type, type of work performed, period of performance, and number of employed severely handicapped persons.

(5) SUBFACTOR 2B, SMALL BUSINESS PARTICIPATION

A. Solicitation Submittal Requirements:

(i) Identify in terms of dollar value and percentage of the total acquisition, the extent of work you will perform as the prime contractor. If submitting an offer as a Joint-Venture, identify the percentage of work each member will be responsible for and indicate the size status of each member, e.g., LB, SB, SDB, WOSB, HUBZone SB, etc.

(ii) If you are a Large Business, submit Attachment J-14, Small Business Subcontracting Plan, for this project in the format provided for this factor, to include all information required in the attachment. If you are a Small Business, submit Attachment J-15 Proposed Subcontracting Participation Breakdown. All proposers: To demonstrate commitment in using small business concerns, the Small Business Subcontracting Plan or subcontracting participation breakdown may list all subcontractors by name. If the proposed Small Business Subcontracting goals do not meet the minimum NAVFAC Small Business Subcontracting Targets, include a detailed explanation describing the actions taken to arrive at that determination, along with an explanation for the goals that actually are proposed.

(iii) Firm commitments to subcontract to multiple companies: The Offeror may provide a demonstration of commitments in planned subcontracts by listing multiple names of companies that will be used to support specific small business categories (i.e., SDB, WOSB, HUBZone SB, VOSB and SDVOSB).

(B) Basis of Evaluation:

(i) The extent to which the proposal demonstrates maximum practicable participation of SBs in terms of the total value of the acquisition, including options.

(ii) The extent to which the proposal demonstrates a commitment to use SB concerns that are specifically identified in the proposal, including but not limited to use of mentor protégé programs.

(iii) The extent to which the proposal demonstrates SB participation in a variety of industries expected during the performance of work.

(iv) The realism of the proposal to meet the proposed goals.

(v) The following will be evaluated on proposals submitted by Large Business firms:

(a) The extent to which the proposal provides Small Business Subcontracting goals that meet or exceed the minimum NAVFAC Small Business Subcontracting Targets and utilization of AbilityOne CRP organizations. Proposals that provide goals exceeding the NAVFAC Subcontracting Targets may be rated higher. The proposed goals and NAVFAC Subcontracting Targets are expressed as a percentage of total subcontracted values. The minimum NAVFAC Subcontracting Targets are as follows:

	FY2015	FY 2016	FY2017	FY2018	FY2019
SB	66.80%	66.94%	67.07%	67.20%	67.33%
SDB	17.27%	17.44%	17.62%	17.79%	17.79%
WOSB	15.30%	15.45%	15.61%	15.77%	15.93%
HUBZone	8.94%	9.03%	9.12%	9.21%	9.30%
SDVOSB	3.03%	3.06%	3.09%	3.12%	3.15%

(b) The extent to which the proposer’s Small Business Subcontracting Plan establishes reasonable efforts demonstrating the subcontracting targets can be met during the performance of the contract.

(c) A copy of the blank forms to be used for offeror submission of Small Business Utilization are included as follows: Attachment J-14, Small Business Subcontracting Plan (submitted by Large Businesses); Attachment J-15, Proposed Subcontracting Participation Breakdown (submitted by Small Businesses); Attachment J-16, Base Period and Option Year Subcontracting Goals (submitted by Small and Large Businesses).

d. FACTOR 3, SAFETY:

(1) Solicitation Submittal Requirements. Note: For any partnership (JV, LLC, LTD, etc.), the following submittal requirements must be provided for each partner firm; however, only one safety narrative is required. EMR and DART Rates shall not be submitted for subcontractors. (See Attachment J-17, Safety Data Sheet)

A. Experience Modification Rate (EMR): For the *three* previous complete calendar years 2011, 2012, 2013, submit your EMR for each of these years (which compares your company's annual losses in insurance claims against its policy premiums over a three year period). If you have no EMR, affirmatively state so, and explain why. Any extenuating circumstances that affected the EMR and upward or downward trends should be addressed as part of this element.

B. OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate: For the *three* previous complete calendar years 2011, 2012, 2013, submit your OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate for each of these years, as defined by the U.S. Department of Labor, Occupational Safety and Health Administration. If you cannot submit an OSHA DART Rate, affirmatively state so, and explain why. Any extenuating circumstances that affected the OSHA DART Rate data and upward or downward trends should be addressed as part of this element.

C. Technical Approach for Safety: Describe the plan that the Offeror will implement to evaluate safety performance of potential subcontractors, as a part of the selection process for all levels of subcontractors. Also, describe any innovative methods that the Offeror will employ to ensure and monitor safe work practices at all subcontractor levels. The Safety Narrative shall be limited to two pages.

(2) Basis of Evaluation: The Government is seeking to determine that the Offeror has consistently demonstrated a commitment to safety and that the Offeror plans to properly manage and implement safety procedures for itself and its subcontractors. The Government will evaluate the Offeror's overall safety record, the Offeror's plan to select and monitor subcontractors, and any innovative safety methods that the Offeror plans to implement for this procurement. The Government's sources of information for evaluating safety may include, but are not limited to OSHA, NAVFAC's Facility Accident and Incident Reporting (FAIR) database, and other related databases. While the Government may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete safety information regarding these submittal requirements rests with the Offeror. The evaluation will collectively consider the following:

A. Experience Modification Rate (EMR): The Government will evaluate the EMR to determine if the Offeror has demonstrated a history of safe work practices taking into account any upward or downward trends and extenuating circumstances that impact the rating. Lower EMRs will be given greater weight in the evaluation.

B. OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate: The Government will evaluate the OSHA DART Rate to determine if the Offeror has demonstrated a history of safe work practices taking into account any upward or downward trends and extenuating circumstances that impact the rates. Lower OSHA DART Rates will be given greater weight in the evaluation.

C. Technical Approach to Safety: The Government will evaluate the narrative to determine the degree to which subcontractor safety performance will be considered in the selection of all levels of subcontractors on the upcoming project. The Government will also evaluate the narrative to determine the degree to which innovations are being proposed that may enhance safety on this procurement. Those Offerors whose plan

demonstrates a commitment to hire subcontractors with a culture of safety and who propose innovative methods to enhance a safe working environment may be given greater weight in the evaluation.

e. FACTOR 4, SAMPLE PROJECTS

(1) Offerors are provided with two (2) sample projects and shall describe their technical approach to performing and completing the projects. See Attachment J-7, Sample Project I and Attachment J-8, Sample Project II. The Sample Projects are for evaluation purposes only and will not be awarded or result in a task order.

(2) Submittal Requirements:

A. Technical Approach: For each Sample Project, submit a narrative describing the offerors proposed technical approach to accomplishing the requirements and include a project schedule. Demonstrate how your proposed technical approach (innovative or traditional) will reduce costs and time while meeting all regulatory and contract requirements. Address methods used to ensure that technical work, document quality and schedules are adhered to according to each scope of work;

B. Staffing Resources: Provide a narrative describing your proposed plan for field staffing and include an organization chart for each Sample Project. Identify potential use of local resources and your firm's ability to handle unexpected surges in workload to meet deadlines. In addition, provide a detailed description of the key personnel that you propose to use and describe their level of experience and expertise.

C. List assumptions for each sample project (i.e., basis for level of effort / specific tasks proposed, etc.).

(3) Basis of Evaluation:

A. The Government will evaluate the extent to which the offeror's technical approach for the sample projects demonstrates a proper understanding of the work and is a realistic approach for completion of the sample projects within a plausible timeframe.

B. Incorporating the appropriate labor, identifying the necessary specific tasks, and project staff.

C. Project scheduling and coordination of work with a logical sequencing of events towards timely completion, based on realistic and reasonable estimates of work to be performed.

D. Methodology of operations and conducting the work, with innovative and proven work strategies that save time and cost, including project-specific sub-tasks, i.e. research; fieldwork, laboratory work, and/or analysis will be evaluated based on efficient, appropriate and applicable methods for each task.

E. Developing appropriate project-specific plans (e.g., work plans, research designs, data recovery or monitoring plans, etc.).

F. Identifying and conforming to applicable federal statutes, regulations, standards, and guidelines.

f. FACTOR 5, PAST PERFORMANCE ON RECENT, RELEVANT PROJECTS:

(1) The Offeror's past performance evaluation will be based upon customer satisfaction in the execution of the same recent relevant projects submitted for Factor 1 (Experience of The Firm) and completed or substantially completed within the last five (5) years. Customer satisfaction will include assessing quality control and timely performance.

## (2) Solicitation Submittal Requirements:

A. IF A COMPLETED CPARS EVALUATION IS AVAILABLE, IT SHALL BE SUBMITTED WITH THE TECHNICAL PROPOSAL. IF THERE IS NOT A COMPLETED CPARS EVALUATION, the Past Performance Questionnaire (PPQ) included in the solicitation as Attachment J-10 is provided for the offeror or its team members to submit to the client for each project the offeror includes in its proposal for Factor 1, Experience of The Firm. AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.

B. IF A 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 proposal. If the offeror is unable to obtain a completed PPQ from a client for a project(s) before proposal closing date, the offeror should complete and submit with the proposal the first page of the PPQ (Attachment J-10), which will provide contract and client information for the respective project(s). Offerors 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, Ms. Velma Wong, via email at velmawong@navy.mil prior to proposal closing date. Offerors shall not incorporate by reference into their proposal PPQs or CPARS previously submitted for other RFPs. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

C. Also include performance recognition documents received within the last five (5) years, such as awards, award fee determinations, customer letters of commendation, and any other forms of performance recognition.

D. In addition to the above, the Government may review any other sources of information for evaluating past performance. Other sources may include, but are not limited to, past performance information retrieved through the Past Performance Information Retrieval System (PPIRS) using all CAGE/DUNS numbers of team members (partnership, joint venture, teaming arrangement, or parent company/subsidiary/affiliate) identified in the offeror's proposal, inquiries of owner representative(s), Federal Awardee Performance and Integrity Information System (FAPIIS), Electronic Subcontract Reporting System (eSRS), and any other known sources not provided by the offeror.

E. While the Government may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete past performance information rests with the Offeror."

(3) Basis of Evaluation: The degree to which past performance evaluations and all other past performance information reviewed by the Government (e.g., PPIRS, Federal Awardee Performance and Integrity Information System (FAPIIS), Electronic Subcontract Reporting System (eSRS), performance recognition documents, and information obtained from any other source) reflect a trend of satisfactory performance considering:

- A. A pattern of successful completion of tasks;
- B. A pattern of deliverables that are timely and of good quality;
- C. A pattern of cooperativeness and teamwork with the Government at all levels (task managers, contracting officers, auditors, etc.);
- D. Recency of tasks performed that are identical to, similar to, or related to the task at hand; and
- E. A respect for stewardship of Government funds.

## g. FACTOR 6, PRICE FACTOR:

## (1) Solicitation Submittal Requirements:

A. Two sample projects will be utilized for the price evaluation. Offerors are provided with two (2) sample projects (Attachments J-7 and J-8) and are required to use the template sample project price sheets (Attachments J-11 and J-12) and include all pricing information as specified for the five (5) subline items 0001AA through 0001AE and the Total Amount.

B. Offerors shall submit their completed sample project price sheets for sample projects 1 and 2 in their Price Proposal binder/folder (see Section L for additional information).

(2) Basis of Evaluation:

A. The offeror's proposed prices will be evaluated to verify the offeror's understanding of the requirements and to assess the accuracy with which the proposed prices represent the most probable cost of performance for each of the sample projects. An offer may be declared unbalanced if its prices are found to be either unreasonably high or unrealistically low in relation to the proposed work, which may result in a less than favorable rating.

B. The Government will evaluate each offeror's Total Price. Total Price consists of the sum for all offered amounts for all five (5) subline items 0001AA through 0001AE for both sample projects. The Government may utilize one or more of the following price analysis techniques:

- (i) Comparison of proposed prices received in response to the solicitation.
- (ii) Comparison of proposed prices with the Independent Government Estimate.
- (iii) Comparison of proposed prices with available historical information.
- (iv) Comparison to market survey results.

#### M9 PRE-AWARD SURVEY/RESPONSIBILITY DETERMINATION

1. FAR §9.104 requires prospective contractors to demonstrate, among other things, that they have adequate financial resources to perform the contract or the ability to obtain them, capability to comply with the required performance schedule, a satisfactory performance record, and be otherwise eligible to receive an award under applicable laws and regulations. The pre-award survey is not a part of the technical evaluation. The following information shall be submitted as part of your Price Proposal:

a. Company financial statements (balance sheets and income statements) for past three years.

b. Financial resources available to perform the contract. Submit evidence of availability of working/operating capital that will be used for the performance of the contract. If the offeror plans to rely on financial support from other sources, identify the maximum lines of credit that will be available to include documentation to support the amounts. The maximum lines of credit should be based upon the inclusion of this contract effort. For joint ventures discuss the financial responsibilities among companies and provide same information for each partner.

c. Newly-formed entities (e.g. limited liability companies ("LLC's"), limited partnerships ("LTD's") and newly-created corporate subsidiaries) that are responsible and liable for the contract ordinarily have no record—or an insufficient record—of relevant experience, past performance, and financial capability to support a responsibility determination. In such cases, the offeror may rely on the resources of the LLC member, parent, limited partner, or other entities related to the offeror for responsibility purposes where the offeror submits a guaranty from the entity providing the resources.

d. A list of existing commercial and government business commitments to include contract numbers, names of Contracting Officers, telephone numbers, value of contracts, completion dates and percent complete. If the list of existing commitments is extensive, provide the required information on at least five projects of similar dollar value and a summary of the existing commitments to include number of contracts, total dollar value of all contracts, and total dollar value of work remaining.