L.1

TIME FOR RECEIPT OF PROPOSALS

(a) Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to the solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor encouraged.

(b) Non-cost and cost proposals shall be submitted no later than the date and time provided in Block 9 of the Standard Form 33, "Solicitation, Offer and Award" Form, in sealed envelopes/boxes marked in the bottom right corner "RFP N62742-15-R-3570, DO NOT OPEN IN MAILROOM."

(c) Proposals shall be mailed or delivered to the following address:

If sent by regular mail/private courier:

Naval Facilities Engineering Command, Pacific
Services Contracts Division, ACQ23
Contracting Officer, Susan V. Silva-Quizon
258 Makalapa Drive, Suite 100
Pearl Harbor, HI 96860-3134

Annotate the solicitation number on the bottom of the envelope/box.

If hand-carried:

Naval Facilities Engineering Command, Pacific
Services Contracts Division, ACQ23
Contracting Officer, Susan V. Silva-Quizon
258 Makalapa Drive, Suite 100
Pearl Harbor, HI 96860-3134

NOTE: Delivery addressee is located on a secured military installation that requires a pass to enter the base. Anticipate delays in obtaining a base access pass. If a base pass is desired, complete Attachment JL-3 (JB2 Form 0-180) for the person(s) dropping off proposal. The original with original signature(s) shall be received no later than 11 workdays prior to the visit date of the **mailing** address listed above. If the Government does not receive a completed Attachment JL-3 eleven workdays prior to the visit date at the **mailing** address listed above, it may result in delay of a pass.

~~NOTE: Delivery addressee is located on a secured military installation that requires a pass to enter the base. Anticipate delays in obtaining a base access pass. If a base pass is desired, provide the following information by email to NFPACQ23-Box4@navy.mil no later than three workdays prior to the visit date:~~

~~Name of person dropping off proposal and citizenship~~
~~Company name, address, phone number~~
~~Date of visit~~

Failure to submit the required information prior to the date you are seeking access to the installation may result in denial of a pass and delay in the delivery of the proposal.

(d) Proposals not received at the above address on or before the hour and date set forth for receipt of proposals shall be subject to the provisions of FAR 52.215-1(c), "Submission, modification, revision and withdrawal of proposals."

(e) Offerors shall submit complete and accurate information. The Government may elect not to evaluate a proposal missing requested information rather than to request additional information to perform the evaluation.

L.2

INSTRUCTIONS FOR SUBMITTING QUESTIONS REGARDING THE SOLICITATION

Questions regarding the solicitation shall be submitted in writing via electronic mail to NFPACQ23-Box4@navy.mil. Verbal queries will not be entertained. Questions shall be submitted in the format provided in Attachment JL-1.

L.3

PRE-PROPOSAL/SITE VISIT

The Pre-proposal conference and Site Visit will be a one day pre-proposal conference followed by a five or six day site visit scheduled for February 24, 2016 in Philippines, Cambodia and Timor-Leste. The purpose of the site visit will be to familiarize prospective offerors with the extent and nature of the project, as well as the unique features of the proposal requirements. Parties interested in attending the site-visit shall submit a request via email to NFPACQ23-Box4@navy.mil by 12:00 p.m. Hawaii Standard Time (HST), February 17, 2016. Due to logistical considerations, a maximum of two (2) representatives will be allowed per firm. Failure to submit all required information by February 17, 2016, 12:00 p.m. HST may preclude a firm's eligibility to participate in the site visit.

Each site-visit request must include the following information: attendee's full name, gender, citizenship and nationality, name of firm attendee that is representing, position/title of attendee, telephone number and e-mail address of attendee. When necessary prior to the site visit, the Government may request additional information for site visit attendees. The exact location of the site visit will be provided at a later date to the attendees via e-mail. Attendees for the site-visit are responsible for making their own travel arrangements. All costs for travel, meals and accommodations will be at the attendee's expense. Additional information will be provided to the registered site visit attendees.

The government will not provide answers to verbal questions submitted before, during or after the site-visit. Offerors are encouraged to submit written questions by e-mail to NFPACQ23-Box4@navy.mil. The form for submitting written questions is provided in Attachment JL-1 of the solicitation. The deadline to submit written questions is, no later than 15 March 2016 at 2:00pm Hawaii Standard Time. Responses to the questions will be provided as an amendment to the solicitation. No hard copies will be sent. In addition, a list of attendees at the site visit will be available within three weeks following the site visit; the government will not issue minutes for the site visit. There will be no cameras or camera phones allowed on the site visit.

IMPORTANT NOTE: Government remarks and explanations provided during the site visit shall not qualify or alter the terms and conditions of the solicitation. Only the Procuring Contracting Officer may amend the solicitation including the Performance Work Statement and will do so in writing.

L.4

AMENDMENTS AND NOTICES TO THE SOLICITATION

Amendments and notices will be posted on the internet at: https://www.fbo.gov. It is the offeror's responsibility to check the website periodically for any amendments to the solicitation. Please note that notices do not change the solicitation. Changes to the solicitation can only be made by the issuance of amendments.

L.5

MULTIPLE AWARDS

The Government does not intend to make multiple awards. The Government intends to issue one contract to a single offeror from this solicitation.

L.6

PROPOSAL REQUIREMENTS

The non-cost proposal and the cost proposal shall be submitted in separated volumes. Each volume, as described below, shall be appropriately tabbed and present a clear, concise offer.

Volume I – Cost Proposal
Volume II – Non-Cost Proposal (Factors 1, 2, 3, 4 and 5)

The non-cost and the cost proposals should be submitted in two electronic copies compatible with IBM type CPUs and Word 2000-07, Excel 2000-07, and Adobe Acrobat software. The proposal will contain the number of printed copies specified in the following pages. The CD versions shall be used strictly to locate specific items of information. Should there be a discrepancy between the paper copies and the CD versions, the paper copies shall govern.

VOLUME I – COST PROPOSAL

Offerors shall submit the following documents:

Submit an original and one (1) paper copy of the following. In addition, submit two (2) CDs with editable documents (e.g. Excel files) of Section B and the supporting cost documentation.

The cost proposal shall contain sufficient information to permit a detailed evaluation. The printed format of the cost proposal shall be as follows:

- Paper shall be white, 8-1/2" X 11" and have margins of 1-inch on all four sides with printing on one side only submitted in 3 D-ring binders. For charts, graphs, and spreadsheets, paper shall be 11" x 17".
- Text shall be a font of Arial with a type size no smaller than 11 point and single line spacing.
- Graphic text shall be legible and no smaller than 8 point text.
- The original proposal shall be identified as "ORIGINAL" on the cover.

At a minimum, the cost proposal shall be provided in 8 parts and tabbed as follows:

(1) Standard Form (SF) 33
(2) Section B/CLIN & ELIN
(3) Authorized Personnel
(4) Representations & Certifications
(5) Accounting/Financial Management Systems
(6) Financial Capability
(7) Teaming/JV/Mentor-Protégé Agreements
(8) Supporting Cost Data

Under part (1) SF33, Offerors shall complete blocks 12 through 18.

Under part (2) Section B, Offerors shall complete Section B and accompanying exhibits from Section J of the solicitation with all Contract Line Item Number (CLIN) and Exhibit Line Item Number (ELIN). Amounts will become the costs effective at contract award.

Under part (3) Authorized personnel, Offerors shall provide name, title, email address, phone and facsimile number of the person or persons authorized to negotiate and bind your firm and points of contact within the company should proposal clarifications be required. Offerors shall provide phone numbers and points of contact at the cognizant Defense Contract Management Command Office responsible for contract administration functions (e.g. DCMA Office) and the cognizant Government audit office (e.g. Defense Contract Audit Agency).

Under part (4) Representations & Certifications, Offerors shall provide Representations, Certifications, and other Statements of Offerors, Section K of the solicitation, with all representations and certifications executed.

Under part (5) Accounting/Financial Management Systems, Offerors shall submit the date, results, and the reporting Government office for the most recent reviews performed of its accounting, billing, estimating, purchasing, and Government property systems. Provide a listing of information to support the Government's determination of the degree to which the offerors accounting/financial management systems are adequate and compliant with Government regulations and standards. The Government is not asking for a description of your system, but is requesting supporting information that will allow the Government to determine the status of these systems. In accordance with FAR 16.104(h) and FAR 16.301-3(a), the offeror's accounting system must be deemed adequate for the timely development of all necessary cost data and determining costs applicable to the contract prior to contract award. If submitting a proposal as a joint venture, submit the listing only for the managing member who will implement and control the systems. The offeror should also submit documentation addressing compliance with applicable Cost Accounting Standards (CAS) requirements. Provide points of contact with phone numbers for the cognizant offices that can confirm the current status of these accounting/financial management systems.

Under part (6) Financial Capability, Offerors shall provide evidence of financial capability. In accordance with FAR 9.104-1 responsibility determination, a contractor must have adequate financial resources to perform the contract. Offerors shall submit the company's Dun & Bradstreet number (DUNS) and provide the latest **three years complete fiscal year financial statements for the prime contractor**, certified by an independent accounting firm, if practicable or at least by an authorized officer of the organization. In addition to the above, submit evidence of availability of working/operating capital, which will be used for the performance of the resultant contract. For Joint Venture arrangements discuss the financial responsibilities among the companies.

Under part (7) Teaming/JV/Mentor-Protégé Agreements, Offerors shall submit any Teaming, Joint Ventures (JV), Limited Liability Corporation (LLC) and Mentor-Protégé(MP) arrangements. Submit the following additional documentation regarding the business entities:

A copy of the Teaming, JV, LLC or MP agreement.

A detailed statement outlining the following terms or percentages where appropriate:

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

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

- 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.

- Percentage participation between the team/partners/parties.

- Identify the personnel having the authority to legally bind the offeror.

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.

A list of subcontractors/partners/parties, to include company names, DUNS, and CAGE numbers, address, point of contact, email address, phone number and facsimile number.

Under part (8) Supporting Cost Data, cost proposal shall contain a complete detailed cost breakdown for mobilization, demobilization, service extension, and each contract period by cost element, by Annex, and by Exhibit

Line Item Number (ELIN) to support the Section B CLIN amounts. Typical cost elements might include, but are not limited to direct labor; direct material; equipment; subcontract; travel/relocation; other direct cost (ODC); overhead; general and administrative; and incentive fee. Provide supporting worksheets and narrative explanations to fully explain the basis and rationale for the proposed amounts. The Cost Summary worksheets (Section J, Attachment JB-1) illustrate a sample format of the type of cost breakdown detail requested. Back up details for the cost breakdown worksheets should be detailed by functions and cost elements that can be related to the various segments of your non-cost proposal. Provide tabs or dividers to organize the proposal and use cross-references as necessary to make the proposal easier to follow. Proposals should show escalation factors, if used, and how they are used to price the submission. Offerors shall submit the supporting cost data in the same format for the base period and all option periods. **For annexes including subcontract effort in excess of $700,000 annually, submit subcontractor information in same level of detail as prime contractor.**

*** As stated in the Performance Work Statement (PWS), Section J, Estimated Quantities, for proposal purposes, Offerors are instructed to include the RFP specified dollar amounts as the <u>total direct cost (exclusive of indirect costs and target fee)</u> for Annexes 1403010, 1501000, 1502000 and 1800000. Include the RFP specified dollar amounts in a separate column on the Cost Summary Worksheets (Att JB-1). For Annex 1000000, include the RFP specified dollar amounts under <u>Direct Material and Equipment</u>. The amounts are constant for all contract periods (including the Base Period).**

Additional information or requirements for individual cost elements are as follows:

a. Direct Labor and Fringe Benefits. Identify, by labor classifications, the number of full time equivalents (FTEs), labor hours, and labor rates (for prime and all subcontractors) by Annex/Sub-Annex (Section J, Attachment JB-1). The FTEs and labor hours shall reconcile with the information submitted in the Non-cost Proposal under Factor D, Staffing and Key Personnel. Identify proposed fringe benefits and labor burdens in sufficient detail to disclose all the elements included and the costs/rates proposed (e.g. FICA, FUTA, SUTA, Worker's Compensation Insurance, Health Insurance, etc.). The basis for proposed labor rates, fringe benefit rates and labor burdens must be disclosed. The Labor and Fringe Benefits Worksheet (Section J, Attachment JB-2) illustrates a sample format of the type of cost breakdown detail requested. For annexes including subcontract effort in excess of $700,000, prepare a schedule summarizing FTEs and direct labor hours, for the prime and subcontract effort.

b. Material. Provide material costs by Annex/Sub-Annex and the basis of estimate.

c. Equipment. Offerors are required to provide for all the equipment necessary to perform the requirements of the contract. Because the Government does not want to take title to contractor furnished equipment, the preferred accounting/billing method would be through depreciation or a use rate of contractor provided equipment. Offerors who propose depreciation or a use rate will be evaluated more favorably than those who propose reimbursement of equipment as a direct item of cost. Furthermore, the successful offeror shall not be permitted to incur costs associated with the acquisition or fabrication of any item of equipment to be treated as fully expensed (direct item of cost) whether identified as such in its proposal or not, without prior written approval of the Contracting Officer. Proposals shall identify equipment cost by Annex/Sub-Annex. Prepare an itemized listing identifying the type of equipment, quantity, year of purchase (if appropriate), method of costing/reimbursement and resulting unit costs. Details and pricing support shall distinguish between company-owned equipment, lease or rental costs. Depreciation charges will comply with FAR 31.205-11. In FAR 2.101, depreciation is defined as "...a charge to current operations that distributes the cost of a tangible capital asset, less estimated residual value, over the estimated useful life of the asset in a systematic and logical manner." If equipment is leased under an operating lease (as defined by Financial Accounting Standards (FAS) No. 13), then costs will be accounted for and billed to the extent allowed under FAR 31.205-36, Rental Costs.

d. Subcontracts. Provide a description of the efforts to be subcontracted and the type, fixed price or cost reimbursable. For subcontracts in excess of $700,000 per year, provide a schedule detailing the proposed amounts by element (labor, materials, equipment, etc.) in the same level of detail as requested for the prime contractor. The indirect rate ceiling provisions (see Part 8f) apply to proposed **cost-reimbursable subcontractors** and the applicable ceiling rates will be included in the contract resulting from this solicitation.

e. Other Direct Costs (ODC). Provide an itemized listing of cost elements you categorize as ODC and basis for pricing.

f. Indirect Costs (Fringe Benefits, Overhead, G&A, etc.). Provide a table that summarizes all indirect rates, by contract period, utilized in pricing the proposal. Provide a narrative explanation of the application base that each indirect rate is applied to. Provide the basis and supporting documentation for each rate. Include copies of any Forward Pricing Rate Agreements with the Government. For Joint Venture arrangements with no historical data, describe the nature of the indirect/support costs anticipated and the basis for estimate. For cost control, the Government is seeking to establish maximum or ceiling rates for each separate indirect rate category. For JVs, the Government is seeking to establish maximum, or ceiling rates, for the JV entity, as well as the partners comprising the JV. Offerors shall identify its proposed ceiling rates applicable to the various contract periods in **Attachment JH-2, Indirect Rate Submission Maximum (Ceiling) Indirect Rate Ceilings**.

g. Incentive Fee Available Pool. A multiple-incentive contract with cost incentive and performance incentive will be used. The total target fee percentage shall be at the discretion of the Offeror. The proposed total target fee percentage shall be divided equally between cost and performance incentive fee because cost and technical performance are of equal importance to the Government. For example, if an Offeror proposes an 8% total target fee (on target cost), then 4% (of target cost) shall be the cost incentive pool; and 4% (of target cost) shall be the performance incentive pool. The Government has established a 50/50 fee adjustment formula; a maximum fee (for cost incentive pool only) of an additional 2% over the proposed cost incentive pool percentage; and a minimum fee (for cost incentive pool only) of 1%. Offerors shall include the appropriate information in Attachment JB-3, Schedule of Incentive Fee Percentages and Incentive Pool Amounts and the appropriate Section I clause, FAR 52.216-10. Examples of earned fee computations in target cost underrun and overrun situations are in Attachment JB-3a. Details on earning the performance incentive are in Attachment JH-1, Performance Incentive Plan.

VOLUME II - NON-COST PROPOSAL

Submit an original and seven (7) paper copies and 2 CDs (bookmark all sections the same as the tabs in the paper copies). At a minimum, Volume II shall be tabbed by major factor (e.g., Factor A). Volume II page limit is 250 pages.

The printed format of Volume II should be as follows:

a) Offerors are strongly encouraged to limit the information submitted to pertinent information that responds to the technical evaluation factors.

b) Paper shall be white, 8-1/2" X 11" and have margins of 1-inch on all four sides with printing on one side only submitted in 3 D-ring binders. For charts, graphs, and spreadsheets, paper shall be 11" x 17".

c) Text shall be a font of Arial with a type size no smaller than 11 point and single line spacing.

d) Graphic text shall be legible and no smaller than 8 point text.

e) Binder covers and spine inserts shall contain the following:

   i. Solicitation Number and Title
   ii. Offeror's Name
   iii. Volume Title: Non-Cost/Price Proposal, Volume II and if applicable, Book 1 of 2, etc.

f) The original proposal shall be identified as "ORIGINAL" on the cover.

Each non-cost proposal shall be precise, detailed and complete. The offeror shall provide a narrative description in sufficient detail that addresses each of the following technical factors:

(1) **<u>Factor 1, Past Performance:</u>**

The Offeror shall submit up to ten (10) recent relevant projects, performed within the last 5 years preceding the date of solicitation, with a value approximately $2 million that demonstrates its ability to successfully perform the proposed effort. Also, as part of its past performance submission, the Offeror shall submit a discussion of significant problems encountered and corrective actions taken on the identified projects.

The Past Performance Questionnaire included in the solicitation in Section J, Attachment JL-2, shall be used by the offeror or its team members to submit to the client for each project the offeror includes in its proposal for Factor 1, Past Performance. Ensure correct phone numbers and email addresses are provided for the client point of contact. Completed Past Performance Questionnaires must be submitted with your proposal. PPQs sent directly to the Government by the client(s) are acceptable as long as received prior to proposal closing date. Offerors shall not incorporate by reference into their proposal PPQs previously submitted for other RFPs. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

Also include performance recognition documents received within the last 5 years for each project the offeror includes in its proposal for Factor 1, Past Performance, such as awards, award fee determinations, customer letters of commendation, and any other forms of performance recognition.

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. The Government will determine the relevance of the past performance information received on other projects, as well as consider the source, context and currency of such information in its evaluation.

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.

A copy of the blank Past Performance Questionnaire to be used for requesting client references is included below as Attachment JL-2.

(2) **Factor 2, Corporate Experience:**

Offerors shall submit a minimum of three (3) of their most recent, relevant projects for work performed within the past five (5) years, but submit no more than a combined total of ten (10) relevant projects that demonstrates its ability to successfully perform the proposed effort. If the Offeror submits more than ten (10) projects for evaluation, the Government will evaluate the first ten (10) and disregard any other project information after the first ten (10).

Offerors shall provide a narrative regarding the experience obtained from each recent, relevant project submitted and how such experience demonstrates their ability to perform the proposed efforts. Include rationale supporting the assertion that the projects submitted are recent, relevant projects.

(3) **Factor 3, Technical Approach:**

Offerors shall describe the approach, methods and techniques proposed to effectively achieve the performance objectives/standards.

Offerors shall submit an explanation of their understanding of, and approach to accomplishing the complexity and magnitude of the requirements set forth in the performance objectives/standards contained within the Performance Work Statement (PWS). Offerors shall also identify any risk(s) they expect to encounter under the performance objectives/standards of this solicitation and how their technical approach and contingency plans will mitigate such risk(s). In addition, the offeror's proposed approach shall include surge/contingency operations to allow the Government to meet fluctuations in mission requirements.

Offerors shall submit three logistics plans for Timor Leste, Cambodia and the Philippines that describe proposed sources of supply, supply chain management, ordering processe, methods of delivery and other performance Requirements. The plan shall comply with all PWS requirements in Annex 10 (using the anticipated locations and estimated quantities described in Annex 10, Section J), and shall also address Annex 16, Spec Item 3.3 Potable Water, compliance with Chapter 3, Drinking Water, of the DoD 4715.5-G, OEBGD in each country.

(4) **Factor 4, Staffing and Key Personnel:**

Offerors shall submit a Staffing and Resource Plan identifying the proposed resources and workforce (full time, part time, local recruitment, subcontractors, etc.) including organizational chart and project management planned for Timor Leste, Cambodia and the Philippines and each Annex. The Staffing and Resource Plan shall address the following:

1) Discuss existing/in-place staffing resources including methods and procedures to be used to obtain additional staffing resources.

2) Provide resumes and binding letters of intent for the following proposed key personnel in Timor Leste, Cambodia and the Philippines: Project Manager (Spec Item 2.7.1.1), Quality Manager (Spec Item 2.7.1.2) and Community Liaison Officer (Spec Item 2.7.1.4).

Note: Site Safety and Health Officer (SSHO) (Spec Item 2.7.1.3) will be evaluated as part of Factor 5, Occupational Safety.

3) Provide a narrative addressing the management and administration of resources (i.e headquarters, home office, in-country, etc.) committed to manage and accomplish work located in Timor Leste, Cambodia and the Philippines. The narrative shall propose methodologies to maximize efficiencies while still providing timely contract support.

(5) **Factor 5, Occupational Safety:**

The Offeror shall submit the following information: (For a partnership or joint venture, the following submittal requirements are required for each contractor who is part of the partnership or joint venture; however, only one safety narrative is required. EMR and DART Rates shall not be submitted for subcontractors.)

(1) Experience Modification Rate (EMR): For the three previous complete calendar years, submit your EMR (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. Lower EMRs will be given greater weight in the evaluation.

(2) OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate: For the three previous complete calendar years submit your OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate, 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. Lower OSHA DART Rates will be given greater weight in the evaluation.

(3) 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.

(4) Provide resume and binding letter of intent for the proposed key personnel: Site Safety and Health Officer (SSHO) (Spec Item 2.7.1.3).