Section L - Instructions, Conditions and Notices to Bidders

SECTION L
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 wanted.

(b) Non-price and price 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 N62742-16-R-3600, DO NOT OPEN IN MAILROOM."

(c) Proposal shall be submitted to the following address:

If sent by regular mail/private courier:

Naval Facilities Engineering Command, Pacific
Services Contract Division, ACQ21
Contracting Officer, Stanley Louis
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 Contract Division, ACQ21
Contracting Officer, Stanley Louis
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, provide the following information by email to NFPACQ21-DGBOS@navy.mil no later than ten (10) workdays prior to the visit date:

Name of person dropping off proposal and citizenship
Driver's License number or State ID number
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 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 NFPACQ21-DGBOS@navy.mil. Verbal queries will not be entertained. Questions shall be submitted in the format provided in Attachment JL-1.

L.3 PRE-PROPOSAL CONFERENCE/SITE VISIT

A pre-proposal conference will be held on May 24, 2016 in Hawaii at the Ford Island Conference Center (FICC), Building 89. The purpose of the conference will be to familiarize prospective offerors with the extent and nature of the project, as well as the unique features of the proposal requirements. There is no limit on the number of attendees per company. Registration for the conference will begin at 8:00 a.m. and the conference will commence at 9:00 a.m. Please check the websites at www.neco.navy.mil or www.fbo.gov for any updates to the conference.

Parties interested in attending the pre-proposal conference shall submit the following to NFPACQ21-DGBOS@navy.mil no later than May 10, 2016 @ 2:00 p.m. HST: company name, business size, point of contact, name of individuals with title, phone numbers, fax numbers, e-mail addresses.

A one-time site visit will be held from June 14-15, 2016 on Diego Garcia. The site visit will be limited to one (1) individual per company on a first come, first serve basis. If additional billeting/flight seats are available, a maximum of two attendees will be allowed, on a first-come, first-serve basis. Each firm may submit additional names as alternates in a prioritized list. All costs for travel, meals and accommodations will be at the attendee's expense. Further details of the site visit will be announced in an amendment. Please check the websites at www.neco.navy.mil or www.fbo.gov for any updates to the site visit.

Each site-visit request must be submitted to NFPACQ21-DGBOS@navy.mil no later than May 20, 2016 @ 2:00 pm HST and must include the following information: full name, date of birth, social security number, name of firm representing, position/title, complete company address and e-mail addresses, and emergency point of contact and phone number.

All personnel attending the site-visit shall complete the following mandatory pre-travel requirements and submit certificates of completion for (1) and (2), confirm that they have read AOR Travel Information for (3), and complete the form at (4) by May 20, 2016 @ 2 pm HST. Site visit requests shall include the below information and be submitted in one email message to NFPACQ21-DGBOS@navy.mil:

(1) Antiterrorism Level 1 Training (https://www.fcg.pentagon.mil/static/Level_1_AT_Awareness_Training.pdf)

(2) Survival, Evasion, Resistance, and Escape (SERE) 100 Level 1Training (Civilian ONLY) (https://jkodirect.jten.mil)

1. CAC users:
   a. Log on via CAC. This will automatically create your account
2. Non CAC but have .MIL/.GOV Email Address:
   a. Select the "I do have a .MIL/.GOV email address" link
   b. Fill out the form to include if you have a CAC or not and justification for your non-CAC account.
   c. Email the form to jkohelpdesk@jten.mil from your .mil/.gov email address. Once the request is received, your account will be created and your user information will be emailed to you.
3. Non CAC, and do not have a .MIL/.GOV Email Address:
   a. Select the "I do not have a .MIL/.GOV email address" link
   b. Fill out the form
   c. Forward your request to your official Government or Military Point of Contact (POC) – DG BOS Team. Email address is: NFPACQ21-DGBOS@navy.mil
   d. Your POC needs to fill out part 2 of the registration form and forward your request to jkohelpdesk@jten.mil from his/her .mil or .gov email address.

*Account requests sent from commercial email addresses will be returned. Once the account information has been received by the JKO Help Desk, the account will be created and the account holder's user information will be emailed to him/her.

(3) Read Area Of Operations (AOR) International Travel Information for all countries that you will visit/land in en-route to Diego Garcia (for example, but not limited to: Japan and Singapore) (http://travel.state.gov//content/travel/en.html). Provide confirmation of completion via email at the email address listed above. Currently there is no AOR International Travel Information for Diego Garcia.

(4) Complete the Isolated Personnel Report (ISOPREP) DD1833. Blood type and personal statements are required. Instructions for preparing personal statements are located on page 1 of the link below. Personal statements must be completed on a separate Microsoft Word Document.

Instructions: https://www.fcg.pentagon.mil/static/ISOPREP_Completion_Instructions.pdf
Form: http://www.dtic.mil/whs/directives/forms/eforms/dd1833t.pdf

Prospective site visit attendees will require an area clearance granted by the Commanding Officer of DG. DG requires a minimum of 30 days to process and obtain the area clearance required for entry. Transportation from Paya Lebar AB, Singapore to DG and from DG to Paya Lebar, Singapore will be made for the site visit attendees. Lodging reservations will also be made for the site visit attendees. Attendees will be responsible to make payment to the BQ at the end of their stay. The cost per night is approximately $75. All other costs while on DG will be at the attendee's expense. Transportation around the island will be provided by NSF DG, but other incidentals will be at the attendee's expense.

It is the responsibility of the offeror to arrange for transportation to Singapore. Government-sponsored Space Available (Space-A) flights offered by Air Mobility Command (AMC) will be available to transport individuals from Paya Lebar, Republic of Singapore Air Force (RSAF) Base, Singapore, to Diego Garcia. It is highly recommended that flight arrangements to Singapore allow for significant flexibility in the event that the scheduled Space-A flight becomes delayed or encounters unscheduled changes. Currently, round trip AMC flights from Singapore to Diego Garcia costs approximately $1,600 per person. Offerors are responsible for all transportation costs to and from Diego Garcia.

While on DG all personnel come under the jurisdiction of the Commanding Officer and are subject to local regulations and operating procedures. Since DG is part of the BIOT, all personnel on the island are guests of the British Government and are subject to BIOT laws, customs and regulations.

Failure to submit registration information for the pre-proposal conference and site visit in a timely manner will preclude your firm's inclusion in the event(s).

The government will not provide answers to verbal questions asked before, during or after the pre-proposal conference/site visit. Offerors are requested to provide any questions that they may have during the pre-proposal conference/site visit in a written format. The form for submitting written questions during the pre-proposal conference/site visit is provided in Attachment JL-1 of the solicitation. Offerors are encouraged to submit written questions prior to the pre-proposal conference/site visit via e-mail to NFPACQ21-DGBOS@navy.mil. The deadline to submit written questions is no later than 08 July 2016 at 1:00 PM HST. Responses to the questions will be provided as an amendment(s) to the solicitation on the internet at http://www.neco.navy.mil and www.fbo.gov. No hard copies will be sent. In addition, the minutes to the pre-proposal conference and the list of conference/site visit attendees will also be available at the same internet websites within three weeks following the conference/site visit.

IMPORTANT NOTE: Government remarks and explanations addressed during the pre-proposal conference and site visit shall not qualify or alter the terms and conditions of the solicitation. Only the 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 to the website https://www.neco.navy.mil. 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 resulting from this solicitation.

L.6

PROPOSAL REQUIREMENTS

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

Volume I – Price Proposal
Volume II – Non-Cost/Price Proposal (Factors A, B, C, D and E)

The non-cost/price and price proposals should be submitted in two electronic copies compatible with IBM type CPUs (or more recent) and Word 200-2007 (or more recent), Excel 200-2007 (or more recent), 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 – PRICE PROPOSAL

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 price proposal shall contain sufficient information to permit a detailed evaluation. The printed format of Volume I 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 no larger than 11"x17".
- 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, Volume I shall be provided in 7 parts and tabbed as follows:

(1) Standard Form (SF) 33
(2) Section B/CLIN & ELIN
(3) Authorized Personnel
(4) Representations & Certifications
(5) Financial Capability
(6) Teaming/JV/Mentor-Protégé Agreements

(7) 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 shall be rounded to the nearest dollar and 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. Offeror 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 and Certifications, offerors shall provide Representations and Certifications and other Statements of Offerors, Section K, DFARS Clause 252.204-7007 ALT A.

Under part 5. 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 (3) 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 and if the Joint Venture has been in existence for less than three years, also provide the latest three years complete fiscal year financial statements for each member of the Joint Venture.

Under part 6. 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 copy of the U.K. certification from the Commissioner, British Indian Ocean Territory, Foreign and Commonwealth Office, as required in Annex 0100000, 1.4.7.1.1. If offerors do not have a certificate prior to the closing date of the solicitation, a proof of obtaining a certification may be submitted for evaluation purposes. However, a copy of the certification shall be submitted to the Contracting Officer with Final Proposal Revisions (if discussions are conducted), or prior to award (if no discussions are contemplated).

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.
- For the US entity or entities provide proof of the following criteria as required by Annex 0100000, 1.4.7.1.2:

- headquarters, main business address, and principal place of business is one of the fifty states of the United States, the District of Columbia, Puerto Rico, the Virgin Island, American Samoa, or Guam;
- has been legally organized under the laws of one of the fifty states of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, American Samoa or Guam;
- has filed any required local, state, federal franchise, employment, and income tax returns in each of the two tax years immediately preceding the initial issuance of the solicitation and has made any payment legally required for those years;
- all of its officers, partners, or the sole proprietor, as the case may be, are U.S. citizens;
- has performed work similar in complexity, type of work, and value to this contract within the fifty states of the United States, its territories and possessions.

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 7. Supporting Cost Data

a. **Fixed Price Effort.** The price proposal shall contain a complete detailed cost breakdown for mobilization, demobilization, each contract period, and service extension by cost element, by Annex, and by Exhibit Line Item Number (ELIN) to support the Section B Fixed Price 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 escalation. 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. Offerors shall submit the supporting cost data in the same format for mob/demob, the base period, all option periods, and service extension. In addition to submitting a cost summary worksheet for each contract period, offerors shall submit a Cost Summary Worksheet that provides a grand total roll-up combining all contract periods including mobilization, demobilization, and service extension. 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/price 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 cost the submission. For annexes including subcontract effort in excess of $700,000 annually, submit subcontractor information in same level of detail as prime contractor.

Additional information or requirements are as follows:

(1) Annex 2 – Management & Administration. Schedule B and the supporting ELIN Exhibits do not contain a separate amount for Annex 2, Management & Administration. Provide a price to perform Annex 2, which then is to be allocated, at the offerors' discretion, to all other Annexes/sub Annexes (0304000 through 1800000) to derive total amounts to be entered on Schedule B ELIN Exhibits, and Cost Summary Worksheets (Attachment JB-1 of the solicitation). The allocation method utilized must be disclosed in detail and shall represent an equitable allocation of Annex 2 costs to the other Annexes/subAnnexes.

(2) Direct Labor and Fringe Benefits. Identify, by labor classifications, the number of full time equivalents (FTEs) and labor hours (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 under Technical Proposal Factor E, Technical Approach/Methods. Provide a crosswalk/reconciliation if this is not readily apparent. 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. Offerors shall submit the supporting cost data in the same format for mob/demob, the base period, all option periods, and service extension. For annexes including subcontract effort in excess of $700,000, prepare a schedule summarizing FTE's and direct labor hours, for the prime and subcontract effort.

(3) Material. Provide material costs by Annex/sub Annex and the basis of estimate.

(4) Equipment. Offerors are required to provide for all the equipment necessary to perform the requirements of the contract. The Government does not want to take title to contractor furnished equipment which would occur if offerors propose equipment reimbursement as a direct item of cost. For contractor furnished equipment, offerors shall propose depreciation, a use rate, or lease costs. 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 which 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.

Note that Contractor Living Units (PWS, Annex 2, Spec Item 2.7.7.2 Housing for All Other Personnel) pricing shall follow the above criteria and not be billed until the 3rd Option Period.

(5) Subcontracts. Provide a description of the efforts to be subcontracted. 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.

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

(7) Indirect Costs (Fringe Benefits, Overhead, G&A, etc.) and Award Fee. 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.

Award Fee Available Pool. The maximum available award fee pool shall be established by multiplying the total estimated contract by the offeror's proposed percentage. Provide information identifying the award fee percentage and the base the percentage is applied to.

b. <u>Indefinite Delivery Indefinite Quantity (IDIQ) Effort.</u>

Unit Priced Labor (UPL) Hourly Rates. For the three UPL categories, (i) TCN Composite Hourly Rate; (ii) U.S./Ex-Pat Composite Hourly Rate; and (iii) Composite Construction Effort Hourly Rate, provide narrative explanations and supporting cost details describing the basis and rationale for the proposed composite hourly rates, such as (i) base hourly wage rates by labor classification, (ii) labor mix (i.e. proportionate share of effort per labor classification and skill), (iii) payroll burdens & fringes and (iv) identify and apply indirect cost percentages and any other costs (e.g. TCN support

costs, overheads, and general & administration) to calculate the composite unit price. Profit shall be negotiated on each IDIQ task order. Note also that profit shall be fixed percentage. The supporting worksheet and explanations must clearly identify the basis for the proposed wage rates, fringe benefits, labor burdens and overhead in sufficient detail to identify and permit evaluation of all individual components.

VOLUME II – NON-COST/PRICE PROPOSAL

A. Volume II is a maximum of three hundred sixty-six (366) single-sided pages. Below is the summary breakdown of page limits by factor:

(1) Factor A (Past Performance) – The maximum is five (5) pages. In addition include a one (1) page list of performance recognition documents. See Factor A for details.

(2) Factor B (Corporate Experience) – The maximum is five (5) pages

(3) Factor C (Safety) – The maximum is five (5) pages.

(4) Factor D (Management (Overall – Annex 2)) & Factor E (Technical Approach/Methods **(**Annexes 3-18) – The maximum is three hundred and fifty (350) pages. Offerors are encouraged but not required to address Factor D with a minimum of at least thirty (30) but not more than thirty five (35) pages. Attachment JL-6 is excluded from the 350 page limitation.

B. Submit an original and ten (10) 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).

The printed format of Volume II should be as follows:

(1) 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".

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

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

(4) Binder covers and spine inserts shall contain the following:

(a) Solicitation Number and Title
(b) Offeror's Name
(c) Volume Title: Non-Cost/Price Proposal, Volume II and if applicable, Book 1 of 2, etc.

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

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

FACTOR A: PAST PERFORMANCE

The Offeror and team members (e.g., subcontractors, JV partners, Mentor Protégé Partners, etc.) shall demonstrate past performance in at least three (3) recent relevant projects *with a minimum value of $50 million. Projects with a value of approximately $600 million or more will be considered more relevant. Projects must be* performed within the last five (5) years, but submit no more than a combined total of ten (10) recent relevant projects, that demonstrates its ability to successfully perform the proposed effort. The Offeror will not be rated favorably or

unfavorably if the Offeror does not have a record of relevant past performance or if a record of past performance is unavailable. In such a case, the Offeror will receive a "No Rating," or "Unknown Confidence (Neutral)" rating. However, an Offeror with a favorable relevant past performance may be considered more favorably than an Offeror with no past performance information. Also, as part of its past performance submission, the Offeror shall submit a discussion of significant problems encountered and corrective actions taken.

IF A COMPLETED CPARS EVALUATION IS AVAILABLE, IT SHALL BE SUBMITTED WITH THE PROPOSAL. IF THERE IS NOT A COMPLETED CPARS EVALUATION, the Past Performance Questionnaire (PPQ) included in the solicitation 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 A, Past Performance. AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.

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, 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, DG BOS Team, via email at NFPACQ21-DGBOS@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.

Include performance recognition documents received on relevant contracts within the last 5 years 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 relevant past performance within the last five (5) years preceding the issuance date of this solicitaion. Other sources may include, but are not limited to, past performance information retrieved through the Past Performance Information Retrieval System (PPIRS) using all CAGE Codes/DUNS numbers of team members (partnership, joint venture, teaming arrangement, or parent company/subsidiary/affiliate) identified in the Offerors' proposal, inquiries of ownership representative(s), other agencies, 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.

Notes for Factors A and B:

(1) The distinction between "corporate experience" and "past performance" is corporate experience pertains to the types of work and volume of work completed by a contractor that are comparable to the types of work covered by this requirement, in terms of size, scope , and complexity. Past performance relates to how well a contractor has performed.

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

In order to be considered recent, a project must have involved work completed within the five (5) years preceding the issuance date of this solicitation. In order to be considered relevant, the ratings in the following table shall be used:

Past Performance Relevancy Ratings	
Rating	*Definition*
Very Relevant	*Present/past performance effort involved essentially the same scope and magnitude of*

	effort and complexities this solicitation requires.
Relevant	*Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.*
Somewhat Relevant	*Present/past performance effort involved some of the scope and magnitude of effort and complexities this solicitation requires.*
Not Relevant	*Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this solicitation requires.*

In general, relevant means sufficiently similar to the current acquisition to provide indicators of expected performance. For example, relevancy may be established by: similar product or service type, product or service complexity, contract type, contract dollar value, contract location, and the extent to which the entity performing the work is the same as the entity that will do the work under this solicitation.

(3) Evaluation preference will be given for demonstration of experience and favorable past performance with a multi-function support service (similar product or service type) in remote locations in a foreign country as more relevant. A remote location is defined as an area that has a very limited skilled personnel pool, material/equipment suppliers, transportation, utilities, and/or communication infrastructure.

(4) Evaluation preference will be given for demonstration of experience and favorable past performance of fixed-price type contracts.

(5) Projects must be stand-alone contracts or task orders, performed within the past five (5) years preceding the issuance date of this solicitation, which demonstrate its ability to perform the proposed effort. The submission of information on a basic IDIQ contract will not be considered. The Offeror must demonstrate in its proposal how a project is relevant to this acquisition.

(6) The term "Offeror" typically refers to a single corporation submitting a proposal either as a prime contractor or a joint venture composed of multiple organizations submitting a proposal as joint-venture partners. "Offeror" may refer to other legal entities such as joint ventures (JV), Limited Partnerships (LTD), and Limited Liability Companies (LLC). In its evaluation of past performance and experience, the Government's evaluation will generally focus on the entities submitting the proposal (single corporation, individual joint venture partners, the LTD or the LLC).

(7) A subcontractor's past performance and experience will not be given the same weight as either a prime contractor or a joint venture partner because there is no direct legal relationship between the Government and the subcontractor. The Government will consider the past performance and experience 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 weight given to the experience will depend on the extent to which the proposal demonstrates the subcontractor's commitment to the project and legal accountability.

(8) If an Offeror is utilizing past performance or corporate experience information of affiliates/subsidiaries/parent/LLC/LTD member companies (name not exactly as stated on the SF33), the proposal shall clearly demonstrate that the affiliate/subsidiary/parent/LLC/LTD member companies will have meaningful involvement in the performance of the contract in order for the past performance or corporate experience information of the affiliate/subsidiary/parent/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 towards the performance of this contract. 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.

(9) The Offeror will not be rated favorably or unfavorably for Factor A, Past Performance, if the Offeror does not have a record of relevant past performance or if a record of past performance is unavailable. In such a case, the Offeror will receive a "No Rating," or "Unknown Confidence (Neutral)" rating. However, an Offeror

with a favorable relevant past performance may be considered more favorably than an Offeror with no past performance information.

FACTOR B: CORPORATE EXPERIENCE

Offerors shall submit a minimum of three (3) relevant projects *with a minimum value of $50 million. Projects with a value of approximately $600 million or more will be considered more relevant. Projects must be* performed within the past five (5) years. Offerors shall submit no more than a combined total of ten (10) relevant projects that demonstrates their 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 their relevant experiences, within the past five (5) years, on projects demonstrating their ability to manage and coordinate work across multiple functional areas and demonstrating depth and breadth of experience in work covered by the Diego Garcia BOS Annexes and Sub-Annexes. Offerors shall also complete worksheet JL-7 to demonstrate the depth and breadth of their experience.

Notes for Factors A and B shall apply.

FACTOR C: 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. DART Rates shall not be submitted for subcontractors.)

(i) OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate (or U.K. equivalent): Use the Data Safety Sheet provided in the solicitation under Section J to provide the following information for each of the five previous complete calendar years (2015, 2014, 2013, 2012 and 2011).

The Offeror shall submit their 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. Offerors shall provide U.K. equivalent information in the format shown in the Safety Data Sheet, Section J. If the Offeror is unable to submit an OSHA DART Rate, the Offeror shall 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.

(ii) Technical Approach for Safety:

Describe the plan that the Offeror will implement to evaluate safety in performance of the contract, including the plan 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 contract and subcontractor levels.

Offerors shall provide any Federal, State and Municipal OSHA citations (or U.K. equivalent) received by the Offeror. Offerors with incidences of citations shall provide a description of the underlying incident(s), the resultant time lost and any corrective action(s) taken.

If the Offeror's safety record is less than satisfactory and/or includes a fatality or serious bodily injury, the Offeror shall address in detail the facts and circumstances that led to the fatality/serious bodily injury and describe the corrective actions taken and procedures in place to prevent repeat occurrences.

(iii) Qualifications of the Site Safety and Health Officer (SSHO):

Provide resume and letter of intent for the proposed SSHO (PWS Annex 2, Spec. Item 2.7.2.3 for qualifications).

FACTOR D: MANAGEMENT (OVERALL CONTRACT – ANNEX 2)

Offerors shall submit a narrative demonstrating their management approach for controlling and managing the entire project, including interface between functional areas, technical specifications and Annexes/Sub-Annexes. Offerors shall demonstrate its proposed methodology for controlling, planning and executing the work while minimizing performance risk in meeting performance objectives and standards. Offerors shall demonstrate the staffing approach for the overall contract (Annex 2) showing lines of management authority, supervision, span of control and accountability, including the following relationships: between corporate and on-site management/administration; between/across technical specifications and between prime and subcontractors. Include a summary organization chart showing proposed management structure. Offerors shall demonstrate planned approach to effectively recruit and retain qualified Key Personnel/Managers. Provide examples of where these methods and procedures have been implemented on similar projects (e.g. multifunction military base support services or similar industrial services in remote and isolated locales). Provide resumes and letters of intent for proposed Key Personnel: Project Manager, Quality Manager, Business/Contract Manager, Public Works Director, Facilities Energy Manager and Fire Chief (PWS Annex 2, Spec. Item 2.7.2 for qualification). Site Safety and Health Officer resume should be included in Factor C. Demonstrate that Key Personnel meet or exceed required specifications, or how such specifications will be met prior to the start of contract performance.

Offerors shall describe their logistics/supply chain management philosophy, processes, methodology, and existing capabilities to be used to ensure mission needs are met in Diego Garcia. Include discussion on operations during military surges and contingencies and provide proposed sources of procurement.

Offerors shall provide a summary of the proposed "Quality Management Plan" and how the Offeror shall implement its Quality Management program (PWS Spec Item 2.6.8). The Offeror must clearly demonstrate its understanding that it is responsible for conducting both Quality Control (QC) and Quality Assurance (QA). The Quality Management (QM) Plan shall describe both the Quality Control (QC) processes (practices, resources, and activities) and Quality Assurance (QA) processes that will be used to ensure full compliance with all performance objectives and standards. The Offeror shall clearly describe methods to document, measure, control and improve the quality processes including a plan for training employees in the quality processes.

Offerors shall submit a narrative explaining how their proposed Quality of Life (QOL) program shall ensure continuous improvement of workforce QOL and working conditions. Offerors shall detail how they will ensure their resident work force are housed and cared for and provided humane living standards and satisfactory working conditions in areas including but not limited to Housing, Dining, Laundry, after hours Recreation Facilities, Postal Services, Barber Services, Medical Services, Dental Services, Chapel Services. Managing excessive overtime should be considered under the QOL program umbrella. Offerors shall describe how they will ensure continuous workforce QOL improvement (PWS Annex 2, Spec Items 2.7.7.2 to 2.7.7.13).

FACTOR E: TECHNICAL APPROACH/METHODS (ANNEXES 3-18)

Offerors shall submit a narrative clearly explaining 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).

The proposal shall be divided/tabbed by Annex/Sub-Annex. Within each Annex/Sub-Annex, Offerors shall address the required staffing, the technical approach and resources the Offeror intends to utilize for executing and completing Contract technical requirements. Key personnel whose qualifications exceed minimum PWS requirements may be evaluated more favorably.

Offerors shall submit a staffing plan identifying the proposed organization and workforce including project management planned for each Annex/Sub-Annex, including resumes meeting minimum experience/qualifications for the identified key personnel position. Show lines of management authority, supervision, span of control, and accountability, including the relationships between prime and subcontractors. Include organization charts and describe the Quality Control/Assurance interface.

Offerors shall describe the approach, methods and techniques proposed to effectively achieve the performance objectives/standards. Offerors shall also identify any risk(s) they expect to encounter under the performance objectives/standards of this solicitation and how its technical approach and contingency plans will mitigate such risk(s). In addition, Offeror's proposed approach shall address surge/contingency operations to meet fluctuations in mission requirements.

Offerors shall describe the resources required to execute their proposed technical approach as outlined in this Factor. At a minimum, the offeror shall identify for the First Option Period: (a) the number of direct labor hours by type of employee (Management/Professional/Third Country National (TCN)/Expatriate); and (b) equipment to a level of detail as required to meet the performance objectives/standards, Attachment JL-6.

CLAUSES INCORPORATED BY REFERENCE

52.204-7	System for Award Management	JUL 2013
52.204-16	Commercial and Government Entity Code Reporting	JUL 2015
52.215-1	Instructions to Offerors--Competitive Acquisition	JAN 2004
52.215-16	Facilities Capital Cost of Money	JUN 2003
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.237-1	Site Visit	APR 1984
52.237-10	Identification of Uncompensated Overtime	MAR 2015
252.204-7004 Alt A	System for Award Management Alternate A	FEB 2014
252.211-7002	Availability For Examination Of Specifications, Standards, Plans, Drawings, Data Item Descriptions, And Other Pertinent Documents	DEC 1991

CLAUSES INCORPORATED BY FULL TEXT

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of an Indefinite Delivery, Indefinite Quantity Award Fee (IDIQ-AF) contract with recurring and non-recurring work resulting from this solicitation.

(End of provision)

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

Naval Facilities Engineering Command, Pacific
Attn: Mr. Stanley J.K. Louis
258 Makalapa Drive, Suite 100 (ACQ21)
Pearl Harbor, HI 96860-3134

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

FAR: http://farsite.hill.af.mil/vffara.htm

DFARS: http://farsite.hill.af.mil/vfdfara.htm

(End of provision)

5252.215-9300, CONTENT OF PROPOSALS (MAR 2002)

PROPOSAL REQUIREMENTS (a) The technical proposal and the price/cost proposal shall be submitted in separate volumes. The technical proposal shall not contain any cost/pricing information, except for salary information provided on resumes. The technical proposal presented by the offeror to whom the award is made will be incorporated into the contract at time of award.

(b) The offeror shall submit the following information:

(1) __*__ completed signed solicitation packages, including executed representations and certifications, and cost/prices in Section B and any accompanying exhibits.
(2) __*__ copies of the technical proposal.
(3) __*__ copies of the cost/price proposal.

(c) TECHNICAL PROPOSAL. Each technical proposal shall be precise, detailed, and complete as to clearly and fully demonstrate a thorough knowledge and understanding of the requirements. As a minimum, the proposal must contain sufficient detail so that it may be evaluated in accordance with the EVALUATION FACTORS provision, Section M.

(d) PRICE/COST PROPOSAL. Each price/cost proposal shall contain a breakdown of direct labor costs; direct material cost (identifying the quantity, type and unit price); subcontracting costs; overhead costs; general and administrative costs; and profit.

(1) Offers are solicited on an “all or none” basis and FAR 52.215-1, INSTRUCTIONS TO OFFERORS-COMPETITIVE ACQUISITION (MAY 2001)” in Section L, is hereby modified. Failure to submit offers for all line items listed shall be cause for rejection of the offer.

*See Section L.6

5252.237-9302, SITE VISIT (JUL 1995)

(a) The site will be available for visitation at days and times indicated in Section L.3 of the solicitation.

(b) Visitors may be required to present documentation evidencing personal identification and firm affiliation.