

SECTION 00110 SUBMISSION REQUIREMENTS AND INSTRUCTIONS

1.1. GENERAL PROPOSAL PREPARATION INSTRUCTIONS:

- 1.1.1. These instructions prescribe the format of proposals, and describe the approach for the development and presentation of the proposal data. They are designed to ensure the submission of necessary information to provide for the understanding and comprehensive evaluation of proposals. Carefully review this section prior to commencing proposal preparation. In order for proposals to receive full consideration for award, offerors should ensure that the information furnished in support of the proposal is factual, accurate, and complete.
- 1.1.2. Offerors are cautioned to strictly comply with all instructions within this solicitation to ensure submission of a complete proposal. Failure to furnish a complete proposal, at the time of proposal submission may result in the proposal being unacceptable to the Government and elimination from consideration for award. All solicitation amendments must be acknowledged in accordance with FAR Clause 52.215-1, and Instructions to Offerors.

1.2. SOURCES OF PERSONNEL ON SELECTION BOARD

- 1.2.1. Offerors are advised that the Government reserves the right to include non-governmental employees to serve as advisors to Source Selection Evaluation Board members in the source selection process. These individuals will be authorized access to only those portions of the proposal data and discussions that are necessary to enable them to perform their respective duties. Such firms are expressly prohibited from competing on the subject acquisition and from rating proposals or recommending a selection.
- 1.2.2. In accomplishing their duties related to the source selection process, the aforementioned firms may require access to proprietary information contained in the offeror's proposals. Therefore, pursuant to FAR 9.505-4, these firms must execute an agreement with each offeror that states that they will (1) protect the offerors' information from unauthorized use or disclosure for as long as it remains proprietary and (2) refrain from using the information for any purpose other than that for which it was furnished. To expedite the evaluation process, each offeror must contact the above companies to effect execution of such an agreement prior to submission of proposals. Each offeror shall submit copies of the agreement with their proposal. Offerors who fail to execute agreements do solely at their own risk.

1.3. PROPOSAL CONTENT: Prospective offerors shall submit the proposal in two separate binders, labeled binder 1 and binder 2.

- 1.3.1. **Binder # 1 includes Volume 1, Offer Documents and Price/Cost Information:** One (1) original, five (5) copies, and one (1) electronic copy in accordance with instruction contained herein. A total of six (6) binders labeled Volume #1 are expected, one (1) original and five (5) copies. Binders shall be clearly identified as an original or as a copy. See 1.5 of this section for proposal format and for proposal content.
- 1.3.2. **Binder # 2 contains Volume 2, Past Performance and Volume 3, Technical information:** One (1) original, five (5) copies, and one (1) electronic copy. Binders shall be clearly identified as an original or as a copy. See 1.5 of this section for proposal format and for proposal content.

1.4. PROPOSAL DUE DATE SCHEDULE AND DELIVERY LOCATIONS:

- 1.4.1. Proposal Volumes and the electronic copy are due by the date and time set for the receipt of proposals shown in Block 13 of the SF 1442. The due date for receipt of Past Performance Questionnaires from your references is the same as the date and time set for the receipt of proposals shown in Block 13 of the SF 1442.

1.4.2. After compiling all required information, submit the information in accordance with the “Proposal Due Date Schedule” paragraph and Block 13 of the SF 1442. Return the original and specified number of copies to the issuing office listed in Block 7 of the SF 1442. Mark the front of the envelope/box with the following: “PROPOSAL No. VA246-14-R-0285, DO NOT OPEN--- Competitive Proposal”.

1.4.3. Delivery Locations:

VISN 6 CENTRAL– Proposals shall be delivered to:

By Mail: VAMC Durham, 508 Fulton Street, ATTN: Heather Hampton, Building 3, Room 207, Durham, NC, 27705

– It is the responsibility of the offeror to ensure that the proposal is mailed to allow time for the proposal to reach the correct office by the proposal due date and time. Note that if you overnight mail the proposal the day before the due date, the proposal will not be received at the correct office by the due date and time and will be considered late.

In-person: VAMC Durham, 508 Fulton Street, Building 3, Room 207, Durham, NC, 27705

1.5. PROPOSAL FORMAT

- 1.5.1. Purpose: These instructions prescribe the format of proposals, and describe the approach for the development and presentation of the proposed data. The proposal shall include all of the information requested in the specific instructions. **Failure to include all information requested may adversely affect the evaluation.** A proposal that merely reiterates or promises to accomplish the requirements of the RFP will be considered unacceptable. A proposal that is orderly and sufficiently documented will enable the Government to easily understand and perform a thorough and fair evaluation.
- 1.5.2. Offerors are cautioned to submit enough information to enable the evaluation committee to fully ascertain each offeror’s capability to perform all of the requirements contemplated by this solicitation. All commitments made in the proposal may become a part of the resultant contract. The data submitted with each proposal should be complete and concise, but not overly elaborate. Excessive reliance on promotional brochures is discouraged.
- 1.5.3. Written proposals shall be prepared on standard 8.5 x 11 inch paper (charts may be landscaped but must be on 8.5 x 11 inch paper) and shall be in a legible font size (10). All pages of each proposal shall be appropriately numbered, and identified with the RFP number. For ease of reference, consecutive page numbering with tabs is required.
- 1.5.4. Binding: Elaborate format and binding are neither necessary nor desirable. All binders will be capable of lying flat when opened. Three ring binders are preferred. The cover and spine of each binder will clearly identify the offeror’s name, Part number, RFP number, RFP title and copy number, (e.g. copy 2 of 5). The original for each volume will be clearly identified on the cover and the spine. All binders will allow for easy removal and replacement of pages.
- 1.5.5. Indexing: Each volume will contain a “Table of Contents” for that volume. The “Table of Contents” will identify major areas, paragraphs and subparagraphs by number and title as well as by page number and volume locations. Tab indexing will be used to identify Sections as appropriate.
- 1.5.6. If revised proposals are requested, all proposal revisions shall be submitted on colored paper as page changes with each page identified by date and page number. Revised pages shall be printed on one side and punched with a 3-hole punch along the left margin. The number of revised copies to be submitted is the same as the initial proposal, including one electronic copy.

1.6. PROPOSAL VOLUME CONTENTS: Each offeror's proposal shall be submitted as set forth below and all information shall be confined to the appropriate part to facilitate independent evaluation. Proposals which do not include the requested minimum information may be eliminated from further consideration for award.

1.6.1. **BINDER 1- VOLUME 1, OFFER DOCUMENTS AND PRICE/COST INFORMATION:**

1.6.1.1. Offer and Section 00010 – Complete in its entirety the “Offeror” portion of the Standard Form (SF) 1442. An official having the authority to contractually bind your company must sign the SF 1442 in accordance with FAR 4.102. Submit an original and the number of copies required by solicitation. An original signature is required on the original document.

1.6.1.2. **DO NOT PUT ANY AMOUNTS IN THE BASIC CONTRACT SCHEDULE IN SECTION 00010- ALL FUNDING WILL BE ON THE TASK ORDERS WHEN AWARDED.**

1.6.1.3. Representations, Certifications, and Other Statements of Offerors: Include in your proposal only the Representations and Certifications FAR 52.204-8, FAR 52.209-5, and FAR 52.209-7, contained in this solicitation. All other required representations and certifications are to be completed online in “ORCA”.

1.6.1.3.1. All potential offerors are required to register in the System for Award Management (SAM), <http://www.sam.gov>, in order to complete the annual Representations and Certifications found at the ORCA website. The ORCA site contains an ORCA Application Handbook and an ORCA Quick Reference Guide. To access them, simply click on the "Help" link at the top of the ORCA homepage. Ensure your System for Award Management (SAM) information is up-to-date and complete the annual Representations and Certifications if you have not already done so. You are not required to provide a copy of the Representations and Certifications completed in ORCA with your written proposal. Do include any Representations and Certifications and other statements of offerors contained in this solicitation, which are in addition to the annual certifications on ORCA. In addition, all SDVOSB offerors must be registered and verified in the Department of Veterans Affairs Vetbiz database. Register at www.vetbiz.gov.

1.6.1.4. Seed Project Requirements: **All offerors shall price the seed project for evaluation purposes as identified on the Exhibit F. Failure to provide a priced Exhibit F and the Exhibit F-1, or other “F” sections as applicable, self-performance form may be grounds for elimination from consideration/evaluation.**

1.6.1.4.1. Offerors shall provide all price/cost information necessary to provide a meaningful basis for Government's analysis and evaluation of price/cost for the project set forth in Section 00120 of this solicitation. The Government is not and does not intend to request certified cost or pricing data. Offerors may be required, during the evaluation process to provide sufficient price/cost information that will enable the Government to perform an evaluation in accordance with Section 00120. If an offeror proposes an unusually low price, the offeror shall also provide rationale to justify the price.

1.6.1.4.2. Exhibit F -1 – Insert the price/cost associated with the seed project on the Proposal Offer Schedule provided in Exhibit F. Be sure to include a detailed price breakdown.

1.6.1.4.3. Exhibit F-1 – Self-Performed Work Form in accordance with the instructions found at the top of the form. Provide information for the associated seed project only.

1.6.2. **BINDER 2- VOLUME 2, PAST PERFORMANCE INFORMATION.** Past Performance includes current on-going (present) performance. Do not include price or pricing information in this section. Failure to provide past performance information may render an offeror's proposal incomplete and ineligible for award.

- 1.6.2.1. Offerors shall discuss, using the Performance Relevancy Questionnaire format, Exhibit A, Part 1 their performance for six (6) general construction and medical health care facility construction projects.
- 1.6.2.1.1. Offerors are to provide information to demonstrate a history of performance that demonstrates construction experience in performing multidiscipline work that is similar in scope, size, and complexity to the range of projects anticipated with this MATOC. Offerors should consider the currency and relevancy of the Past performance information. Current performance may have greater impact than older performance. In determining relevancy to the solicitation requirement, offerors should provide references for projects: which employed similar construction methods; had similar project complexity and scope and were performed in a similar location to those anticipated for the proposed effort.
- 1.6.2.1.2. This information shall address relevant contracts held within the **last five (5) years**.
- 1.6.2.1.3. **Offerors are strongly cautioned to complete Exhibit A, Parts 1 and 2, in its entirety, in the format provided. Failure to do so may eliminate your proposal from consideration for award.**
- 1.6.2.1.4. **Offerors shall answer each question on the Exhibit A Performance Relevancy Questionnaire in detail.** Use as much space as necessary.
- 1.6.2.1.5. Offerors should include with their proposal information on problems encountered on the identified contracts and the offeror's correction actions. Include construction awards, customer letters of commendation, etc., with points of contact and telephone numbers.
- 1.6.2.1.6. If proposing as a joint venture, a minimum of three (3) of the five (5) contracts referenced shall be for each member of the joint venture. A copy of the executed joint venture agreement must also be included with the proposal. In addition, all SDVOSB Joint Venture offerors must be registered and verified as a joint venture in the Department of Veterans Affairs Vetbiz database. Register at www.vetbiz.gov.
- 1.6.2.2. Provide a list Teaming Partners to be utilized on this project (if any). (Include those identified in Exhibit A narratives, as applicable.) If a formal teaming arrangement is proposed, a copy of the executed Teaming Agreement shall also be included with the proposal.
- 1.6.2.2.1. **Each Teaming Partner must also complete an Exhibit B, "Subcontractor Information and Consent Form" to be considered. Offerors shall have Teaming Partners identify on the Exhibit B three references, owners (if they were the Prime) or other Prime contractors they have worked for. References for subcontractors from the proposing offeror are not acceptable.** See Exhibit "B" format for information to be provided. Written references for subcontractors may be included and are encouraged. Teaming Partners do not need to send out Exhibit C questionnaires if the prime contractor does not plan to use the Teaming Partners' past performance. If the prime contractor does plan to use the Teaming Partners' past performance, the Teaming Partners **MUST** send out an Exhibit C questionnaire for each past performance reference. NOTE; Teaming Arrangements and Joint Venture for SDVOSB must meet the requirements of VA Information Letter 049-06-4 available at: <http://www.va.gov/oal/docs/library/ils/il06-4.pdf>
- 1.6.2.2.2. The Government reserves the right to request additional reference contact information for subcontractors, as necessary, through the clarification process to complete the evaluations. Such information, if obtained, shall be considered clarifications and not discussions.
- 1.6.2.3. Past Performance References – **REQUIRED** – Offerors shall prepare and submit to prior client(s) of the all the projects listed on your Exhibit A submission a Reference Package (Exhibit C) (Detailed

instructions are included in Exhibit C Package). This includes correspondence explaining the requirement to obtain an independent evaluation of prior contract performance and the Past Performance Questionnaire for use in evaluating Past Performance.

1.6.2.3.1. Completed Performance Questionnaire shall be submitted to the Contracting Office so as to arrive **not later than the closing date for receipt of proposal shown on the SF1442**. Email is preferred to Heather.Hampton@va.gov and David.Bullerwell@va.gov. The subject line shall state VA246-14-R-0285 Past Performance for (Name of Company.) **NOTE: Offeror or subcontractor must not review the Past Performance Questionnaire prior to submission. They must be submitted by the client/evaluator directly to the Contracting Officer.**

1.6.2.3.2. Offerors should follow-up and encourage references to get the questionnaires to the Contracting Officer in a timely manner. **Do not** include copies of the letters or questionnaires in the proposal.

1.6.2.4. Offerors lacking relevant Past Performance experience may submit information regarding predecessor companies, key personnel who have relevant experience or Teaming Partners that will perform major or critical aspects of the requirement if such information is relevant to this acquisition so as to allow Government evaluators to conduct a Past Performance evaluation on the predecessor companies, key personnel and/or Teaming Partners. Such information shall, as a minimum, include: Name(s) of Predecessor Company/Subcontractor and/or Key Personnel and include: Complete Address and Point of Contact; Telephone, Fax Number and email address; and a brief synopsis of the experience and relevancy to this project. Each Teaming Partner must also complete an Exhibit B, "Subcontractor Information and Consent Form" to be considered. Offerors shall have Teaming Partners identify on the Exhibit B three references, owners (if they were the Prime) or other Prime contractors they have worked for. References for subcontractors from the proposing offeror are not acceptable. See Exhibit "B" format for information to be provided.

1.6.2.5. Other Optional Past Performance Considerations: Offerors are encouraged to include in Volume 2 other relevant information that the Government may take into consideration in the evaluation process. The type of information that should be provided is detailed on Exhibit A Part 2. The information, if provided, shall be limited to the period starting five (5) years prior to the solicitation release date.

1.6.2.6. Offerors are advised that the Government may use all data provided by the offeror in this volume and data obtained from other sources, including, but not limited to, Government-wide databases, rely upon personal business experience with the offeror, in the development of performance confidence assessments. Past Performance information on contracts not listed by the offeror, or that of planned subcontractors, may also be evaluated. The Government may contact references provided by the offeror, as well as any other source it identifies, and information received may be used in the evaluation of the offeror's Past Performance. While the Government may elect to consider data obtained from other sources, the burden of providing current, accurate and complete Past Performance information rests with the offeror.

1.6.3. **BINDER 2-VOLUME 3, TECHNICAL INFORMATION. Additional requirements for the technical proposal are found in Exhibit E.** The Technical proposal shall be prepared in accordance with the instructions and format given in this section and on Exhibit E. Failure to provide a Technical proposal in accordance with Exhibit E and the solicitation may render an offeror's proposal incomplete and ineligible for award. Offerors are strongly cautioned to follow the format of Exhibit E in preparing their proposals. Include the question before each narrative. This will allow for ease of evaluation. Technical Proposals shall not include price or pricing information.

1.6.3.1. General Instructions: The Technical proposal shall be submitted in accordance with the instruction contained herein and on Exhibit E. In no case shall statements such as "we comply with the requirements of the contract" or its equivalent be acceptable to meet the requirements of this request for proposal. A proposal that merely reiterates or promises to accomplish the requirements of the RFP will be considered

unacceptable. A proposal that is orderly and sufficiently documented will enable the Government to easily understand and perform a thorough and fair evaluation. This should preclude the rejection of a proposal due to items not being addressed.

- 1.6.3.1.1. The Government acknowledges that this will involve discussion of some of the same projects/contracts discussed in the Past Performance volume. While Past Performance examines how an offeror performed in the past, so as to determine the probability of success on future projects, this sub-factor examines the offeror's experience with multidiscipline project management and execution and how the offeror demonstrates an understanding of the contract's requirements taking this experience into consideration. The Government intends to use Exhibit A Part 1 information in the evaluation of experience.
- 1.6.3.2. In order for the Government to evaluate the offeror's understanding of the contract requirements, offerors are required to discuss their technical and administrative capabilities in a manner that demonstrates these are adequate to meet contract requirements. The information in Exhibit E will address your capability and experience to perform multi-discipline/multi-project requirements; your organization; key personnel; subcontractors; your ability to schedule; quality control; safety; and infection control.
- 1.6.3.3. The Exhibit E question narratives and required attachments should include necessary information regarding the offeror's ability to perform complete project management of multi-disciplined construction and medical health construction projects. Project management includes the full spectrum of activities such as: estimating, proposal preparation, subcontract purchasing and management, work scoping and planning, construction superintendent duties, quality controls, safety and infection controls. Additional clarification of these requirements is to be inferred from information contained in the each question of the Technical proposal, as well as the evaluation factors for award identified in Section 00120.
- 1.6.3.4. OFFERORS ARE CAUTIONED TO READ SECTIONS 00120 AND 00800 THROUGH 01700 OF THE CONTRACT DOCUMENTS BEFORE COMPLETING EXHIBIT E, AS YOUR ANSWERS MUST MEET THE MINIMUM REQUIREMENTS FOUND IN THESE SECTIONS.
- 1.6.3.5. Offerors are cautioned to read Section 00800, SC-20, Performance of Work by the Contractor. Resulting task orders will require a minimum of 15% of the work to be self-performed (General Construction). Firms must be capable of self-performing at least the minimum. The contracts resulting from this solicitation are not intended for management firms.

End of Section 00110