

VA244-15-R-0607

460-321

Construct Parking Garage

1. A second site visit has been scheduled for November 30, 2015 at 11:00 am local time. The meeting location for the site visit will be the Wilmington VA Medical Center, Building 10, conference room.
2. The proposal submission date is changed from noon December 28, 2015 to noon January 11, 2016. All other submission requirements remain unchanged.
3. Exhibits A, B, C, D, and E found in the solicitation are offered here for convenience.
4. Also, Reference Exhibit C SAMPLE TRANSMITTAL AND PAST PERFORMANCE EVALUATION QUESTIONNAIRE. - The following has been deleted, Please send your completed questionnaire to the following to arrive NLT November 30, 2015 and replaced with, Please send your completed questionnaire to the following to arrive NLT noon on January 11, 2016. Do not return them to our company.
5. Exhibit C is offered here in word to allow firms to place their individual letter heads on the transmittal.

EXHIBIT A PERFORMANCE RELEVANCY QUESTIONNAIRE

PART 1: Prepare no more than three (3) Part 1 forms:

Provide the following information requested **in this format** for each of the projects/contracts being described. Projects may be on going and cannot have been completed any later than 5 years prior to the solicitation issue date. Provide frank, concise comments regarding YOUR PERFORMANCE on the contracts you identify. Use additional space as required.

A. Offeror (Your) Name (Company/Division):

B. Project/Contract Title:

C. Contract Specifics:

1. Description of Effort as _____ Prime or _____ Subcontractor

2. Contract Number _____

3. Original Contract \$ Value _____ Current/Final Contract \$ Value _____

4. If amounts in 3 above are different, provide a brief description of the reason:

5. Completion Date:

1. Original Date: _____

2. Current Schedule _____

3. Estimate/Final Completion Date: _____

4. Primary cause for Contract Modifications _____

D. Provide detailed description of the work performed under the contract and describe why you believe the work is very relevant, relevant or semi-relevant to this solicited project. (Use as much space as necessary)

In addition, address the following

1. Describe the specific elements of the work performed by your firm.

2. Indicate what elements of work were performed by your major subcontractors and indicate if those same subcontractors will be used on projects awarded under this MATOC. Should you intend to use these same subcontractors, please list their company names and described their principal areas of work that they will perform.

3. Address any technical areas about this project you consider uniquely relevant to this solicitation.

E. Point of Contact for Owner/Government agency Contracting Officer and or inspector (COR / COTR); include a current phone number, email address and facsimile number for each.

End of Part 1- Questionnaire Requirements – Prepare and send Exhibit C Package to the reference(s) for each of the no more than three Construction Projects, or Specialty Trade if applicable provided in Exhibit A, Part 1.

PART 2: Provide the following information one time.

Additional offeror information required.

A. Name subcontractors and/or Teaming Partners to be utilized on this contract. Multiple subcontractors may be named for the same discipline, but are limited to a maximum of three (3) subcontractors per discipline. As a minimum, provide the name(s) of subcontractors to be utilized in the following areas:

(Specialty Trades will address their specific trade for any major subcontractor or Teaming partner)

Precast Concrete

Cast-In-Place Concrete

Civil Site Work

Metal and Railings

Roofing

Doors, Storefronts and Curtain walls

Finishes

Signage and Parking Equipment

Aluminum Enclosure

Elevators

Fire Suppression

Plumbing

Mechanical

Electrical

Safety and Security Equipment

Underground Utilities

Each major subcontractor and/or Teaming Partner must also complete an Exhibit B, "Subcontractor Information and Consent Form" to be considered. Offerors shall have major subcontractors identify on the Exhibit B two 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. However, subcontractors do not need to send out Attachment #6 questionnaires. Multiple Subcontractors may be named for the same discipline, but is limited to a maximum of three (3) subcontractors per discipline.

B. Provide information regarding the assessment of liquidated damages on any contracts within the last five years. (Frequency, circumstances, severity of problem, etc.)

C: Offerors are strongly encouraged to include with their proposals information on problems encountered on relevant projects and the specific corrective actions taken to remedy the problems.

D. Other Past Performance Considerations. Information provided, shall be limited to the period starting 5 years prior to the solicitation release date.

1. -Effectiveness of value engineering (VEC) proposals you submitted on prior contracts. (Provide a brief description; impact on cost, schedule, efficiency or quality; contract number; name and phone number of customer benefiting from the VEC).
2. -Professional/Industry awards (Identify award type, date of award and copy of certificate if applicable), Letters of appreciation, recognition or commendations.
3. -Discuss unique skills and accomplishments (Explain unique skills and/or accomplishments and provide supporting information for verification).

EXHIBIT B – SUBCONTRACTOR INFORMATION AND CONSENT FORM

Subcontractor and/or Teaming Partner Consent for the Release of Past Performance Information to the Prime Contractor and Reference Information:

Past performance information concerning subcontractors and teaming partners cannot be disclosed to a private party without the subcontractor’s or teaming partner’s consent. Because a prime contractor is a private party, the Government will need that consent before disclosing subcontractor/teaming partner past and present performance information to the prime during exchanges. In an effort to assist the Government in assessing your past performance relevancy we request that the following consent form be completed by the major subcontractors/teaming partners identified in your proposal. The completed consent forms shall be submitted to the offering contractor for submission with the past performance volume.

_____ (Name of Firm) is currently planning on participating as a (subcontractor and or a teaming partner) with _____ (prime contractor or name of entity providing proposal) in responding to the Request for Proposal Number VA244-15-R-0607, PARKING GARGAE issued by the Department of Veterans Affairs, Wilmington VA Medical Center, Wilmington, Delaware.

We understand that the Government is placing increased emphasis on past performance in order to obtain best value in source selections. In order to facilitate the performance confidence assessment process we are signing this consent form to allow you to discuss our past and present performance information with the prime contractor during the source selection process.

(Signature)

(Title of Individual with authority to sign for and legally bind the company)

Company Name: _____ Telephone # _____

Address: _____

City/State/Zip Code: _____ Date: _____

Reference List (required):

1. Contract No. And Title _____
Describe your role (Prime/Sub) and work Performed _____
Reference POC Name _____ Phone _____ Fax _____
Email address: _____

2. Contract No. And Title _____
Describe your role (Prime/Sub) and work Performed _____
Reference POC Name _____ Phone _____ Fax _____
Email address: _____

3. Contract No. And Title _____
Describe your role (Prime/Sub) and work Performed _____
Reference POC Name _____ Phone _____ Fax _____
Email address: _____

EXHIBIT C

Past and Present Performance Questionnaire

When completed, the information contained herein is "Source Selection Sensitive" and is not to be released outside Government Channels.

Return this page with Questionnaire

Part 1 - Completed by Contractor submitting proposal.

Reference is provided for: _____

Contract No./Project Title: _____

Contract #: _____

Award Date: _____ Completion Date: _____

Location: _____

Cost: _____

Brief description of work and your role in the referenced contract:

Part 2 - Completed by person providing reference.

Reference provided by: _____

Company/Agency: _____

Business Address: _____

Telephone Number: _____

Email Address: _____

Relationship to Contract: _____

If information in Part 1 is not accurate, please indicate:

To obtain an electronic version of the form, please contact michael.white9@va.gov

The Questionnaire should be submitted by the following means: Return via email to the email address shown above or fax commercial (302) 225-9287.

Mark cover sheet: (Attention: RFP VA-244-15-R-0607) "Source Selection Sensitive Information"

Part 3 - Rating Descriptions - Use the following descriptions as guidance in providing ratings.

| Rating | Definition |
|--------------------------------|--|
| Exceptional (E) | Indicates the contractor's performance record within the area of evaluation <u>Exceeded</u> that required by the contract. |
| Very Good (VG) | Indicates the contractor's performance record within the area of evaluation <u>Met All</u> that required by the contract. |
| Satisfactory (S) | Indicates the contractor's performance record within the area of evaluation <u>Met Essentially All</u> that required by the contract. |
| Marginal (M) | Indicates the contractor's performance record within the area of evaluation <u>Met Some</u> that required by the contract. |
| Unsatisfactory (U) | Indicates the contractor's performance record within the area of evaluation <u>Failed to Meet</u> that required by the contract. |
| Unknown / Not Applicable (N/A) | The question does not apply. No performance record identifiable within the area of evaluation. |

Part 4 - Questionnaire

| 1. Quality Management and Workmanship | E | VG | S | M | U | N/A |
|---|---|----|---|---|---|-----|
| a. How well did the Offeror utilize quality control process that ensured conformance to scope and quality requirements? | | | | | | |
| b. Adequacy of Submittals. Were submittals well researched and clearly identified the proposed item?. | | | | | | |
| c. Did reports / records submitted completely and accurately satisfy requirements? | | | | | | |
| d. Comments | | | | | | |
| 2. Timeliness and Adherence to Schedule | E | VG | S | M | U | N/A |
| a. Timeliness in completing the project | | | | | | |
| b. Did the contractor provide timely notices of delays/schedule revisions? | | | | | | |
| c. Timeliness in submitting submittals and reports and responding to agency inquiries, RFP's, etc. | | | | | | |
| d. Comments | | | | | | |
| 3. Spec Compliance, Business Practices/Customer Relationship and Ability to Perform | E | VG | S | M | U | N/A |
| a. Did the contractor provide adequate, competent and qualified management, key personnel and technical personnel capable of meeting contract requirements throughout the performance period of the contract and did contractor comply with specifications? | | | | | | |
| b. How well did the contractor work independent of Government guidance, oversight and assistance? | | | | | | |

| | | | | | | |
|---|----------|-----------|----------|----------|----------|------------|
| c. Did contractor maintain a good relationship with agency contracting and technical/project mgt. personnel? | | | | | | |
| d. How effective was the contractor in meeting Cost/Price performance targets and controlling costs (i.e. changes, etc.)? Did they demonstrate reasonableness in modifications scope and costs? | | | | | | |
| e. Were Subcontractors / tradesmen adequately managed and coordinated? Explain any subcontracting issues (positive or negative) that impacted the performance of your contract(s). | | | | | | |
| f. How flexible, cooperative, and reasonable was the contractor in meeting mission requirements, particularly when faced with short-notice mission changes? (12) How flexible, cooperative, and reasonable was the contractor in meeting mission requirements, particularly when faced with short-notice mission changes? | | | | | | |
| g. How timely and effective were the contractor's responses to and resolution of Technical problems? Did the Site Manager have sufficient authority to make decisions or take actions during project performance? () yes () no | | | | | | |
| h. How effective was the offeror's environmental program, oversight, project management and QC staff? | | | | | | |
| i. Was the Site Manager consistently present on site when work was performed? | | | | | | |
| j. Did the contractor demonstrate the ability to execute multiple projects at the same time? | | | | | | |
| k. Comments | | | | | | |
| 4. Safety and Adequacy of Safety Programs | E | VG | S | M | U | N/A |
| a. How effective was the contractor's safety program to ensure compliance with federal, state and local regulations? Did the contractor implement and follow their safety plan? Did they run a "safe jobsite"? | | | | | | |
| b. Comments | | | | | | |
| 5. Applicable to Federal Contracts | E | VG | S | M | U | N/A |
| a. How well did the contractor comply with applicable Federal Laws and Regulations such as Davis Bacon Act – timely payrolls and compliance; Drug-Free Workplace; Environmental Regulations and Use of Recovered Materials; Executive Order 13101? | | | | | | |
| b. Comments | | | | | | |
| 6. Infection Control | E | VG | S | M | U | N/A |
| a. Did the contractor have an Infection Control Process in place and how well did the contractor comply with agency Infection Control Requirements? | | | | | | |
| b. Comments | | | | | | |

| 7. Overall Customer Satisfaction | E | VG | S | M | U | N/A |
|--|---|----|---|---|---|-----|
| a. How would you rate the Contractor's overall performance? Given the opportunity, would you select this offeror again? () yes () no | | | | | | |
| b. What were the contractor's top documented strengths, if any, in performing the contract requirements? | | | | | | |
| c. What were the contractor's top documented weaknesses, if any, in performing the contract requirements? | | | | | | |
| | | | | | | |
| d. Other Comments - Please provide any additional information you feel is important not covered elsewhere. | | | | | | |

Offeror Name: _____

Respondent Signature: _____

Date Completed: _____

SAMPLE TRANSMITTAL LETTER AND PAST PERFORMANCE EVALUATION
QUESTIONNAIRE

Your Company Letterhead

Date: _____

To: _____

We have listed your firm as a reference for the work we have performed for you as listed below. Our firm has submitted a proposal under a project advertised by the Department of Veterans Affairs, Wilmington Veterans Affairs Medical Center, 1601 Kirkwood Highway, Wilmington, DE 19805. In accordance with Federal Acquisition Regulations (FAR), they will evaluate our firm's past performance. Your candid response to the attached questionnaire will assist the evaluation team in this process. We understand that you have a busy schedule and your participation in this evaluation is greatly appreciated. Please complete the enclosed questionnaire as thoroughly as possible. Space is provided for comments. Understand that while the responses to this questionnaire may be released to the offeror, FAR 15.306 (e)(4) prohibits the release of the names of the persons providing the responses. Complete confidentiality will be maintained. Only one response from each office is required.

Please send your completed questionnaire to the following to arrive **NLT noon on January 11, 2016**. Do not return them to our company.

email to: michael.white9@va.gov

or

Fax: (302)-225-9287

If you have questions regarding the attached questionnaire, or require assistance, please contact Mr. Mike White at (302) 994-2511 Ext.7528.

Thank you for your assistance.

Please be advised that **"E-Mail"** is the preferred method of receiving the requested information.

Signature and Title

EXHIBIT D – TECHNICAL PROPOSAL DATA

Offerors are strongly encouraged to review the evaluation information located in the solicitation as they complete their Exhibit D.

Each question should be covered in sufficient detail to clearly address all required information. Answer questions in order presented. You are NOT limited to the space provided (However, there is an overall technical proposal page limit); use as much space as necessary to provide answers. It is advisable to state the question then give the answer. This will aid in the evaluation.

In the event you reference another document or part of the proposal you must be clear as to where the information can be found to answer the particular question(s). Such statements as see Company profile or see Safety Plan are not acceptable. You must indicate on what page of the proposal the answer can be found in the referenced document. Failure to do so may make your proposal non-compliant.

The Project Management data is obtained for the purpose of evaluating technical capability. The offeror is required to provide required information to show experience and capability to manage construction projects of the same magnitude as this project.

1. CAPABILITY AND EXPERIENCE:

1A. Describe your experience and capability in managing construction projects for the dollar level, and disciplines needed to accomplish this project. (Why are you a good candidate for receiving an award?)

1B. Explain in detail how you will perform the minimum percentage required (15% GC) with your own forces. (See E-1 for what can/cannot be included.) Note: An offeror who has the capability to perform both as a General contractor and self-perform a major element of construction, for example, pre-fabricated concrete, may be afforded additional consideration in the evaluation. You should address your general self-performance capability here as well as demonstrate it in the calculations on the Exhibit(s) E-1.

2. ORGANIZATION AND SPECIFIC PERSONNEL:

2A. Provide as an attachment an Organizational Chart listing company personnel and their roles. (Titles)

2B. Provide names, duties and levels of responsibility of key personnel to include the Project Manager, Site Superintendent(s), Quality Control Manager, Safety Manager and Infection Control Manager. Indicate to whom the Quality Control, Safety and Infection Control Managers report. (Lines of authority)

2C. Provide a list of the in-house trades that you employ. Provide the number (not names) of these employees and if they are full-time, part-time etc.

2D. If applicable, describe the support and interface with your home office or corporate headquarters for such aspects as financial, management and technical support.

2E - Discuss the education, training and experience in managing construction projects of the key personnel listed in 2B. (A resume may be submitted if it provides this information).

2F - Provide list of major subcontractors and their trades that you intend to use on these projects. (These also should have been listed on Exhibit A Part 2 and there must be an Exhibit B in the proposal for the named subcontractors or they will not be considered.)

2G - Tell us if you have worked together in the past. If yes, on what kind of jobs?

3. SCHEDULING METHODOLOGY & CONSTRUCTION APPROACH:

Adequate scheduling processes are necessary to ensure completion and control of the project from beginning to the end of the project.

3A. Discuss your scheduling capabilities. Include such things as programs and staff to do scheduling. Submit a schedule for this project.

4. QUALITY CONTROL:

(In addition to the information required in this question, information on personnel, duties, responsibilities and lines of authority provided in response to questions 2 and 3 will be used in the evaluation of Quality Control.)

4A. Discuss how quality issues will be dealt with on this construction project. Include in the discussion as a minimum, meetings, inspections, submittal reviews, correction of non-compliant work and how you intend to ensure non-reoccurrence and reporting of quality problems to Government officials. (Note: A full Quality Control Plan is required with the proposal. Also, provide on this form the page numbers where the required information (list of minimum information above) can be found. If you fail to follow these instructions, your proposal may not be adequately evaluated.)

4B. Provide the names of testing laboratories to be used and the procedures for test data reporting

4C. Discuss your procedures for contract closeout (Punch list, as built drawings, etc.).

5. SAFETY

5A: Discuss your Safety Program in general, and provide as a minimum, details on training, documentation, and your plan to ensure adherence to OSHA Standards. (Note: A full Safety Plan will be required if you are awarded a contract and is NOT required with the proposal. If you do provide a plan, indicate if it is a draft for this contract, a sample from another project or a corporate plan. Also, provide on this form the page numbers where the required information (listed above) can be found. If you fail to follow these instructions, your proposal may not be adequately evaluated.)

5B: Discuss the steps you took to promote safety during construction during the past five (5) years.

5C: Provide a certification that the offeror has no more than three (3) serious, or one (1) repeat or one (1) willful OSHA or any EPA violation(s) in the past three years. If the number exceeds the criteria listed, explain why?

5D: Offerors shall submit their current EMR rating. EMR rating should be less than or equal to 1.0. If the number exceeds the criteria listed, explain why?

Attachments to your exhibit D:

1. Organization Chart (required);
2. Resumes (optional);
3. Schedule (required)
4. Quality Control Plan (required - be sure to follow special instructions if you are submitting a plan)
5. Safety Plan (optional - be sure to follow special instructions if you are submitting a plan)

EXHIBIT E - CALCULATION OF SELF-PERFORMED WORK

SUBMITTED IN RESPONSE TO RFP VA244-15-R-0607

Use a format similar to the following to identify and calculate cost of the work to be self-performed. Refer to the definitions pertaining to "Self-performance of work", "On the Site" and "Total amount of work to be performed under the contract".

(Includes mobilization and utilization of owned or rented plant and equipment to be operated by the prime contractor's own employees; only those materials which will be both purchased and installed by the prime's own forces; labor associated with those aforementioned materials or equipment; only those supplies to directly support work performed by the contractor's own employees; and the contractor's own job overhead costs.)

Clearly describe the work to be self-performed:

Show Calculation of Self-Performed work: _____

B.1 Total Offer Price: \$ _____

B.2 If applying for consideration as a General Contractor subtract Specialty Trades (Unless being self performed) \$ _____

B.3 Subtract G&A, home office overhead, prime contractor's markups for profit, bond, state use tax, etc. (\$) _____

B.4 Remainder is "Total amount of work to be performed under the Contract" = \$ _____

B.5 "Work to be self-performed": = \$ _____ Amount shown on this line should match the amount shown for "Show Calculation of Self-Performed work"?

(Includes mobilization and utilization of owned or rented plant and equipment to be operated by the prime contractor's own employees; only those materials which will be both purchased and installed by the prime's own forces; labor associated with those aforementioned materials or equipment; only those supplies to directly support work performed by the contractor's own employees; and the contractor's own job overhead costs.)

B.6 15 % Self-performed Work = Line B.5 / B.4 X 100% = _____ %