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**SECTION 00 11 21
REQUEST FOR PROPOSAL (RFP)**

A. PART I - GENERAL

A1. Scope of Contract

A. Project Number: 660-332

B. Project Title: Urgent Care & Support Expansion

C. Project Location: George E. Wahlen Department of Veterans Affairs
Medical Center, 500 Foothill Drive, Salt Lake City, UT 84148

D. Scope of Work:

See Solicitation VA701-16-R-0040 Specifications and Drawings.

A2. Definitions

A.

1. Contracting Officer (CO): A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the contracting officer acting within the limits of their authority as delegated by the contracting officer. "Administrative Contracting Officer (ACO)" refers to a contracting officer who is administering contracts. "Termination Contracting Officer (TCO)" refers to a contracting officer who is settling terminated contracts. A single contracting officer may be responsible for duties in any or all of these areas.
2. Contracting Officer's Representative (COR): The Contracting Officer's written designation of a representative responsible for administering contracts under the immediate direction of the Contracting Officer. For the purposes of this contract the term "COR" will be used herein.
3. Technical Monitor (TM): This term, as used herein, refers to the person(s) assisting the COR in administering contracts under the immediate direction of the Contracting Officer.
4. Contractor: This term, as used herein, refers to the contractor under this contract. The contractor is solely responsible for the management (planning, supervision, and contract coordination) and construction (including all labor, equipment, materials, tools, and inspections) to meet the requirements of this contract.
8. Project Management: The contractor shall provide an individual in the capacity of a contractor project manager. The contractor

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project manager shall have legal (on-site signature) authority to represent the Contractor. The Project Manager shall be the initial point of contact for coordinating with the VA.

B. Tentative Schedule: Insert Procurement Milestones.

Milestone	Date
Pre-Solicitation	05-18-2016
Solicitation Issued	06-17-2016
Pre-Proposal Site Visit	*See FAR 52.236-27 of Solicitation
Technical Questions Submission Suspense Date	07-01-2016
Proposals Received	*See Page 1 of the SF 1442.
Contract Award	09-30-2016
Notice to Proceed	11-04-2016
Estimated Project Completion	600 days after NTP

C. Period of Performance - The anticipated completion of this project is 600 calendar days after "Notice to Proceed" (NTP).

A3. Cost Range

The anticipated cost range for this project is between \$5,000,000 and \$10,000,000.

A4. Pre-Proposal Site Visit

The VA has scheduled the following Pre-Proposal Site Visit. See Federal Acquisition Regulation (FAR) Clause 52.236-27 of this solicitation for further information.

All potential offerors, subcontractors and suppliers are strongly encouraged to attend this site visit.

The following agenda is furnished for this meeting:

1. Open meeting & Introductions;
2. Review General requirements, Solicitation Documents and Offer Submission Procedures;
3. Questions;
4. Close; and
5. Site walk through.

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A5. Selection Criteria

- A. In accordance with FAR part 15 The Government intends to award a contract or contracts resulting from this solicitation to the responsible Offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors in the solicitation. Responsibility determination will be made in accordance with **FAR 9.1, Responsible Prospective Contractors.**
- B. **Evaluations** - All evaluation factors other than cost or price, when combined are approximately equal to cost or price. The evaluation factors are listed in descending order of importance. Evaluations will be based on the following evaluation factors.
 - Factor 1** - Construction Experience
 - Factor 2** - Construction Schedule
 - Factor 3** - Key Personnel
 - Factor 4** - Past Performance
 - Factor 5** - Cost / Price

B. PART II - RESPONSIBILITIES

B1. VA Team

- A. The VA team is comprised of the VA-PCAC, the COR who will be located at the construction site and VA medical center staff. The coordinator/manager of the VA team will be the COR, who will have Contracting Officer authority for this role.

B2. Use of Advisors

- A. Contractors are advised that VA contractor personnel may assist the Government during the Government's evaluation of Proposals. The persons shall be authorized access to only those portions of the proposal and discussions that are necessary to enable them to provide specific technical advice on specialized matters or on particular problems. These individuals will be required to protect the confidentiality of any specifically identified trade secrets and/or privileged or confidential commercial or financial information obtained as a result of their participation in this evaluation. They shall be expressly prohibited from scoring, ranking or recommending the selection of a Vendor.

B3. Roles and Responsibilities

- A. The Contractor must identify all roles and responsibilities needed to support this effort. Potential tasks, descriptions, Contractor and VA roles at a minimum are provided below:

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Task	Description	Contractor Role	VA Role
1. Project Planning	Kick-off meeting and determine project scope and objectives; complete project plan	Contractor	COR, TM
2. Validate Site Conditions	Validate site condition	Contractor	COR, TM
4. Shop Drawing Submittal	Shop drawings submittal for major components	Provide Shop Drawings	COR, TM
5. Coordination	Coordinate utility outages with facilities	Contractor	COR, TM
6. Construction	Construction of Project	Contractor	COR, TM
7 Commissioning	Commissioning of Project	Contractor	COR, TM
8. Training	Train VA engineers	Contractor	System Engineer, TM
9. Warranty	Warranty Certificate	Provide after Construction acceptance	COR, TM

C. PART III - PROPOSAL REQUIREMENTS

C1. General

- A. Proposals shall be based on solicitation documents issued for RFP Solicitation Number VA701-16-R-0040. Proposals will be in the format stipulated elsewhere in Section C2. Proposal Format.
- B. Proposals shall be received on or before the date and time specified in Block 13 of the SF 1442. There will be no public opening of the proposals.
- C. Submit proposals via email to:
 - 1. Donald.marsh2@va.gov
 - 2. Emails are limited to five (5) MB.
- D. Submit the original of the Bid Guarantee by mail to:
 - 1. US Postal Service Deliveries:
 - Donald A. Marsh III
 - Department of Veterans Affairs
 - Program Contracting Activity Central (VA-PCAC)

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6150 Oaktree Blvd., Suite 300
Independence, OH 44131

2. Commercial Delivery Services / Hand Carry (Monday- Friday, 8:00 AM to 4:30 PM (EDT))

Donald A. Marsh III
Department of Veterans Affairs
Program Contracting Activity Central (VA-PCAC)
6150 Oaktree Blvd., Suite 300
Independence, OH 44131

3. Failure to furnish the required bid guarantee in the proper form and amount, by the time specified in Block 13 of SF 1442, will require rejection of the proposal in all cases except those listed in FAR 28.101-4, and may be cause for rejection even then. SEE FAR Provision 52.228-1, Bid Guarantee, of this Solicitation.

C2. Proposal Format

- A. Technical and Price sections of the Offerors proposals will be evaluated independently; therefore, the offeror shall submit the proposal in two (2) Volumes (Volume I: Technical and Volume II: Price). In order that the Volume I Technical may be evaluated strictly on the merit of the material submitted, the contractor shall include **NO** price information in Volume I. Offeror shall separate Volumes I and II. Both Technical and Price Volumes, therefore, must be labeled with the Offeror's organization, business address, and VA Solicitation Number.
- B. The Offeror shall submit Volumes I and II in electronic format as a single application-generated (not scanned), searchable PDF document. The proposal, in its entirety, shall not exceed two emails (one email for price proposal, and one email for technical proposal) of 5MB each. Include page numbers and the company name in the header or footer of each page.
- C. The offer, including title page, detailed table of contents, preface, for Volume I Technical shall not exceed a total of **THIRTY (30)** pages in Microsoft Arial size 12 font. Volume II Price Proposal shall not exceed a total of **TEN (10)** pages in Arial size 12 font. The SF 1442, Representations and Certifications and acknowledged amendments shall all be part of Volume II and will not count against the page limitations. Use graphic presentations where such use will contribute to the compactness and clarity of the proposal.

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- D. A page is defined as each face of an 8.5 X 11 inch sheet of paper containing information. Note, submission of the project schedule only, can be submitted by utilizing larger paper. All information (except for document numbers, page numbers, etc.) shall be provided in an image area of 7 X 9 inches. Note, this does not apply for the submission of the draft project schedule. The background color of each page of the submission shall be white or ivory stock only. Excess pages will not be evaluated. Text lines will be single-spaced. A smaller font size for any graphics presented in a proposal is permitted as long as the information is legible to the human eye. Fonts other than Arial are permissible in the presentation of graphic material only.
- E. The offeror's technical response shall clearly address each evaluation factor listed in this solicitation. Failure to submit in the format required and clearly address those factors may result in this offer being rated unacceptable.
- F. Offeror shall include all required Representations and Certifications; and acknowledge receiving amendments by filling out section 19 of the SF 1442 and returning a signed copy of the amendment(s) with the offer. The Representations and Certifications and acknowledged Amendments shall be included in Volume II of the proposal and will not count as part of the page limitations.

C3. Final Proposal Revisions (FAR 52.215-1)

- A. If determined to be necessary, proposal revisions will be requested from the proposals received. The CO will identify those offerors, whose proposals are within the competitive range, considering the selection criteria identified in this section. Discussions may be conducted with those Offerors falling within the competitive range, after which proposal revisions will be requested. Those selected as within the competitive range will be given seven (7) calendar days to prepare their proposal revisions. Sealed proposal revisions will be submitted as per Part III.C1.C, above, except as noted below and will be due at a time and place to be determined.
- B. Offerors submitting proposal revisions will not be requested to re-submit any documents which are unchanged from their initial proposals. They should provide necessary changes to individual paragraphs, as briefly as possible, together with a table of contents, which clarifies where within the initial proposal the additional information or changed documents would be placed. Proposal revisions shall include a completed

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SF 1442 that acknowledges receiving all amendments, by number. A new bid bond shall be submitted only if the final proposal revisions Offeror's price proposal is greater than its initial price proposal.

*Note this section C.3 only applies if discussions are conducted.

C4. Technical Proposal Requirements (Volume I)

A. The proposal shall address the following evaluation factors.

Evaluations will be conducted in accordance with criteria in provided in Part I, A5:

1. Volume I: Factor 1 - Construction Experience:

Submit a maximum of three (3) construction projects for the offeror that best demonstrates your experience on relevant projects that are similar in size, scope, and complexity to the RFP. The offeror shall have relevant construction experience as a prime construction contractor directly responsible to the owner and managing multiple subcontractors. For purposes of this evaluation, a relevant project is further defined as "a construction, alteration, or repair of completed clinical, hospital or other medical related use space similar in size and scope to this project." Project(s) shall have a minimum value of \$1,000,000 and completed. Projects submitted for the offeror shall be completed within the past five (5) years of the date of issuance of this RFP.

A project is defined as a construction project performed under a single task order or contract. For multiple award and indefinite delivery/indefinite quantity type contracts, the contract as a whole shall not be submitted as a project; rather offerors shall submit the work performed under a task order as a project.

Offeror's submission should include at a minimum:

- Provide the Project Title and Description, Project Location (Physical Address); Contract Type (Example: Design Build, Design Bid Build).
- Provide the project owner name and telephone number of the owner's contact person.
- Provide a description of the scope of work. The description of the project shall clearly describe the scope of work performed and the relevancy to the project requirements of this RFP (i.e.: unique features, area, construction methods).
- Provide project statistics including start and completion dates (original vs actual) and project cost (original vs actual. If

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original vs actual completion dates and project cost differ, please explanation as to why they differ.

If the offeror is a Joint Venture (JV), relevant project experience should be submitted for projects completed by the Joint Venture entity. If the Joint Venture does not have shared experience, projects shall be submitted for each Joint Venture partner. Offerors who fail to submit experience for all Joint Venture partners may be rated lower.

2. Volume I: Factor 2- Construction Schedule:

Prepare and submit a practicable construction schedule showing all necessary work elements to complete the project identified under this solicitation. The schedule must be in the form of a progress chart of suitable scale to indicate appropriately the percentage of work scheduled for completion by any given date during the performance period. The submitted schedule must be developed using project scheduling software such as MS Project, Primavera, or any other comparable form.

Each offeror's construction schedule must address the following:

- Order of work elements to include project phasing
- Number of days for each work element
- Identification of long lead time materials
- Identification of separate work elements

The proposed schedule must include the activities which are consistent with those described within the project specifications and drawings and must not exceed the Government's maximum allowable performance period, as noted in Block 11 of the SF 1442. For scheduling purposes, assume an award date of September 30, 2016.

3. Volume I: Factor 3 - Key Personnel:

The Offeror shall provide a resume for each key personnel including each designated Competent Person (as defined by OSHA), Project Manager, on site Superintendent, Safety Point of Contact, and Major Subcontractors. For each resume, include name of company, name of individual, relevant listing of experience, qualifications for each person such as specialized training, education, experience. Please delineate approximate % of work the prime contractor will perform on this job and the approximate % of work the subcontractors (collectively) will perform on this job. Also note that the

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Competent Person/Superintendent must be from the prime firm and meet the requirements of FAR 52.236-6.

4. Volume I: Factor 4 - Past Performance:

Each proposal shall provide current and relevant information regarding an offeror's actions under previously awarded contracts referenced under factor 1, construction experience. If a completed past performance evaluation is available in PPIRS, it shall be submitted with the proposal for each project referenced in Factor 1, construction experience. If there is not a completed past performance evaluation available in PPIRS, then the offeror shall submit Past Performance Questionnaires (PPQ(reference attachment 14) for each project referenced in factor 1. If the offeror is unable to obtain a completed PPQ from a client for a project(s) before proposal closing date, the offeror shall complete and submit with the proposal the first page of the PPQ, which will provide contract and client information for the respective project(s). The Government may make reasonable attempts to contact the client noted for that project(s) to obtain the PPQ information. However, offerors should follow-up with clients/references to help ensure timely submittal of questionnaires. If the client requests, questionnaires be submitted directly to the Government's point of contact, PPQs can be emailed directly to donald.marsh2@va.gov.

The Government reserves the right to contact references for verification or additional information. The Government reserves the right to contact references for verification or additional information. The Government's inability to contact any of the offeror's references or the references unwillingness to provide the information requested may affect the Government's evaluation of this factor.

C5. PRICE PROPOSAL REQUIREMENTS (VOLUME II)

Volume II: Factor 5 - Cost / Price:

- A. Carefully follow "Instructions, Conditions, and Notices to Offerors". **Standard form (SF) 1442 Solicitation, Offer and Award (Construction, Alteration, or Repair)** and the pricing schedule located on Insert Page 6 when submitting price offers. Submit a bid guarantee as stipulated in the Section "Instructions, Conditions, and Notices to Offerors":
- B. The prices shall be Firm Fixed Price. The Offeror shall take care not to include remarks that take exception to the Government's Specifications/Drawings or pricing requirements or otherwise preclude

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the Government from evaluating the offer or render the offer as unacceptable.

- C. If the Offeror communicates in its proposal any qualifications, exceptions, exclusions, or conditions to the proposed prices not provided for in the offerors proposal documents, the Contracting Officer may reject the proposal and exclude the Offeror from further discussions.
- D. Any Assumptions used in the proposal preparation must be fully explained under a separate tab labeled Assumptions. Offerors must clearly identify any exceptions to the solicitation terms and conditions and provide complete accompanying rationale. Provide rationale in support of the assumption and fully explain its impact, if any, on the performance, schedule, cost and specific requirements of the solicitation. Note, any assumptions not included on a separate tab labeled Assumptions in the proposal shall NOT be considered.
- E. As part of the Offeror's price proposal, the Offeror shall submit **Safety or Environmental Violations and Experience Modification Rating Information**
- **Provide offeror's information pertaining to their past Safety and Environmental record.** The information must contain 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 such certification cannot be made, a Offeror shall explain why and submit as much information as possible regarding the circumstances of its past safety and environmental record, including the number of EPA violations and/or the number of serious, repeat, and/or willful OSHA violations, along with a detailed description of those violations.
 - **Provide offeror's information regarding their current Experience Modification Rate (EMR).** This information shall be obtained from the Offeror's insurance carrier and be furnished on the insurance carrier's letterhead. If a Offeror's EMR is above 1.0, Offeror must submit a written explanation of the EMR from its insurance carrier furnished on the insurance carrier's letterhead, describing the reasons for the elevated EMR and the anticipated date the EMR may be reduced to 1.0 or below.

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- **Self-insured contractors or other contractors that cannot provide their EMR rating on insurance letterhead must obtain a rating from the National Council on Compensation Insurance, Inc. (NCCI)** by completing/submitting form ERM-6 and providing the rating on letterhead from NCCI. Note: Self-insured contractors or other contractors that cannot provide EMR rating on insurance letterhead from the states or territories of CA, DE, MI, NJ, ND, OH, PA, WA, WY, and PR shall obtain their EMR rating from their state run worker’s compensation insurance rating bureau.
- If the NCCI cannot issue an EMR because the Bidder/Offeror lacks insurance history, Bidder/Offeror shall submit a letter indicating so from its insurance carrier furnished on the insurance carrier’s letterhead, and include a letter from the NCCI indicating that it has assigned Bidder/Offeror a Unity Rating of 1.0.
- The above information, along with other information obtained from Government systems, such as the OSHA and EPA online inspection history databases, will be used to make an initial *Determination of Responsibility*.
- This requirement is applicable to all subcontracting tiers, and prospective prime contractors are responsible for determining the responsibility of their prospective subcontractors.

Here is the recommended format for the attachment—please update dates:

Contractor Safety and Environmental Record Evaluation Form

Information provide below is current and applicable to Solicitation_____

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Contact: _____

Utilizing your OSHA 300 Forms, please complete the following information:

Category	2013	2014	2015	2016
Number of man hours (jobsite and office).				
Number of cases involving days away from work, restricted activity, or both (Column H and				

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I of OSHA 300).				
Days away, restricted, or transferred rate (# of days away, restricted, or transferred cases x 200,000/# of man hours) (DART Rate).				
Number of serious, willful, or repeat violations from OSHA within the last 3 years. Please attach explanation for any violations.				

C6 Evaluation of Offers

All proposals shall be subject to evaluation by a team of Government personnel. The Government reserves the right to award without discussions based upon the initial evaluation of the proposals. The proposals will be evaluated in accordance with the content provided in the solicitation.

Factor 1: Construction Experience:

Will be evaluated on relevant and recent experience of construction contracts and/ or contracts of comparable size, complexity and scope submitted under factor 1.

Factor 2: Construction Schedule:

Will be evaluated relative to overall coordination of the construction phase, to include ability to identify all necessary work elements of the specific project, and the offerors ability to schedule the activities in a logical sequence and within the time required in this solicitation. The proposed schedule must include the activities which are consistent with those described within project specifications, and drawings and must not exceed the Government's maximum allowable performance period, as noted in Block 11 of the SF 1442.

Factor 3: Key Personnel:

Will be evaluated on relevant management, technical personnel and subcontractor capabilities and qualifications of the team to provide the required planning, implementation and completion of the project.

Factor 4: Past Performance:

Will be evaluated on the quality of the Offeror's past performance within the last three years with respect to design-bid-build and/or construction contracts of similar size, complexity and scope. This includes, but is not limited to, timeliness of contract completion, including adherence to contract schedules and timely submission of data

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deliverables; the contractor's ability to comply with the terms and conditions of the contract; the overall quality of the work performed on the contract; the Offeror's managerial performance' and whether or not the reference would enter into a contract with the contractor again. Contractors without relevant past performance or for whom past performance information is not available, will receive a neutral rating. In the event that the prime contractor does not have relevant past performance, surveys submitted for key personnel will be evaluated. In accordance with VA Information Letter (IL) 049-03-9, past performance evaluations may also be conducted using information obtained from CPS or Past Performance Information Retrieval System (PPIRS) and **any** other sources deemed appropriate by the CO. Other sources may include, but are not limited to, inquiries of owner representative(s), Federal Awardee Performance and Integrity Information System (FAPIIS), Electronic Subcontract Reporting System (eSRS), and any other known sources not provided by the Offeror.

Factor 5: Cost / Price:

Will be not be scored but evaluated against the other non-price factors to determine the offer that is the overall best value to the Government. Price will be analyzed for reasonableness, the Offeror's understanding of the work and the ability to perform the contract.

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