

## PREPARATION OF PROPOSALS

To assure timely and equitable evaluation of proposals, Offerors must follow the instructions contained herein. These instructions prescribe the format of the proposal and describe the approach for development and presentation of proposal data. These instructions are designed to ensure the submission of necessary information and to provide for the understanding and comprehensive evaluation of proposals. Offerors are required to meet all solicitation requirements, including terms and conditions, representations and certifications. The contracting officer has determined there is a high probability of adequate price competition in this acquisition. However, if at any time during this competition the contracting officer determines that adequate price competition no longer exists; Offerors may be required to submit information to the extent necessary for the contracting officer to determine the reasonableness and fairness of the proposed prices. Interested Offerors shall be solely responsible for all costs associated with this solicitation including but not limited to the preparation of proposals and will not be reimbursed for any costs incurred in preparing proposals.

- 1) Proposals must be (1) submitted on the forms furnished by the Government or on copies of those forms; and (2) manually signed. The person signing a proposal must initial each erasure or change appearing on any proposal form.
- 2) Offerors must submit proposed prices for ALL bid items as listed in the bid schedule. Failure to submit proposed prices for ALL bid items will result in the proposal being rejected without further consideration.
- 3) Alternate proposals will NOT be considered unless this solicitation authorizes their submission.
- 4) Relevant Past Experiences
  - a) Offerors must submit references for relevant past contracts on the form provided with this solicitation. Offerors are solely responsible for providing VERIFIABLE contact information on submitted references. Verifiable contact information is defined as follows:
    - Companies/organizations used in the references must currently exist in business.
    - Point of contacts (POC) listed in the references must have substantial knowledge of the projects cited in the references to be able to provide sufficient details on the cited projects when the Government conducts reference check.
    - POC's phone numbers and/or email addresses must currently exist and accurate.
  - b) In the description of past contract form, Offerors must provide sufficient details about projects. The description may include but not limited to the following information about referenced projects: work performed, photos, and other relevant information. Use additional sheets if the description provided in the Experience form runs out of space. It is Offerors' responsibility to demonstrate in their submitted information the relevancy of their relevant Experience contracts to the project requirements in this solicitation.
  - c) A minimum of 3 relevant past contracts within the past 5 years dated back from the solicitation due date must be submitted for relevant past experience evaluation. The Government will not evaluate more than 3 contracts. Thus Offerors should select and submit the most three relevant contracts.

- d) Relevant past experience contracts are defined as contracts involving effort of a similar nature to that required by this solicitation. **Specifically, similar nature, for the technical evaluation purpose in this solicitation, is defined as the experiences in construction of parking lots or roads using crushed concrete and crushed asphalt.**
  - e) Offerors may submit the relevant past contracts of their subcontractors who will perform the work called for in this solicitation if awarded the contract resulted from this solicitation.
- 5) The following documents must be submitted to the Contracting Officer at the address provided in block 7 on the first page of this solicitation—SF 1442 on the proposal due date and time listed in this solicitation. **One (1) original proposal in a 3-ring binder and One (1) PDF electronic copy in a Compact Disc (CD) must be submitted.** Proposals in 3-ring binders must be organized and indexed by tabs as follows:
- a. Proposal cover page must have the following information:
    - o Solicitation No: VA256-12-R-0485
    - o Project Name: Design-Build Parking Lot
    - o Solicitation Due Date:
    - o Offeror’s name and contact information:
  - b. SF1442  
2-page SF1442 completed and signed by the signatory authority. All blocks under section “OFFER” on page 2 of SF1442 must be completed. Offerors shall be solely responsible for monitoring Government’s website [www.fbo.gov](http://www.fbo.gov) for amendments to this solicitation if any and acknowledge them in accordance with the requirements stipulated in this solicitation and amendments.
  - c. Bid Bond  
Duly executed Bid Bond/Guarantee. Offerors must use form SF24 Bid Bond provided with this solicitation. Bid Bond must be duly executed. Bid bonds that are found noncompliant with bid guarantee requirements may result in the rejection of Offerors’ initial proposals. See clause 52.228-1 Bid Guarantee for additional information on the compliance with bid guarantee requirements.
  - d. 52.204-8 Annual Representations and Certifications  
52.204-8 Annual Representations and Certifications: since 52.204-7 is incorporated by reference in this contract, paragraph (d) under clause 52.204-8 applies to this contract. Offeror must check the box in front of paragraph (2)(i) under clause 52.204-8 and indicate any changes under paragraph (d) of clause 52.204-8. If no change has been made to offeror’s Online Representations and Certifications Application (ORCA), please indicate “NONE”. Print out this clause in its entirety to place it under tab “Annual Representations and Certifications”. Please be advised that to be eligible for award, Offerors are required to register their businesses at [http://www.vip.vetbiz.gov/general\\_user/register/default.asp](http://www.vip.vetbiz.gov/general_user/register/default.asp), and [www.ccr.gov](http://www.ccr.gov) and complete the ORCA at [www.orca.bpn.gov](http://www.orca.bpn.gov) . Upon request by the Government, Offerors must submit a printout of their ORCA.

- e. 52.209-7 Information Regarding Responsibility Matters  
Check the applicable box and include this certification in the submitted proposal.

- f. Copy of VetBiz Registry printout showing your firm as a verified SDVOSB:

Pursuant to VAAR 819.7003 (b), all SDVOSB interested in submitting an offer in response to this RFP are required, at the time of submission of offer, represent to the Contracting Officer that they are (1) SDVOSB concern, (2) Small business concern under the North American Industry Classification System (NAICS) code assigned to the acquisition; and (3) Verified for eligibility in the VIP database: <https://www.vip.vetbiz.gov/> before their offers can be given further consideration.

- g. Relevant Past Experience

Relevant Past Experience Form (provided in this RFP)

- h. Past Performance Survey Form (Provided in this RFP):

All interested offerors who submit the proposals in response to this solicitation are required to obtain the past performance survey from each of the three references submitted for the evaluation of relevant past experiences. All offerors shall use the survey form provided in this solicitation to obtain the past performance survey. These surveys will be used as part of the Government's determination of responsibility on potential awardee. Having unsatisfactory/unacceptable ratings from these surveys may be the cause for the Government's determination of nonresponsibility.

- i. Acknowledgement of Amendment(s):

All interested offerors who submit the proposals in response to this solicitation are required to monitor the website where this solicitation is posted to acknowledge any amendments that may be issued before the solicitation due date. Submitted proposals must have all issued amendments acknowledged properly as instructed in the amendments.

- 6) Proposals must be submitted in sealed envelope and delivered to the address below by or on the set forth due date:

Michael E. DeBakey VAMC  
Acquisition & Materiel Management Services, 90C  
Attn: Nam-Phuong Nguyen, Contracting Officer  
2002 Holcombe BLVD, Suite 4B-303  
Houston, Texas 77030-4298

(End of provision)

## **REQUEST FOR PLANS**

Because the work called for under this solicitation is the design-build service, the Government does not have any plans to provide. All technical information is provided in this solicitation and available for download from the government website where this solicitation is posted: [www.fbo.gov](http://www.fbo.gov). Should interested offerors would like to see the underground utility plans, offerors are required to submit a

written email request to the Contracting Officer for scheduling an appointment to review the utility plans at the Government's construction office. The Government will NOT provide any copy of the utility plans.

Contracting Officer's email:

Nam-Phuong Nguyen: [Namphuong.nguyen@va.gov](mailto:Namphuong.nguyen@va.gov)

(End of Provision)

## **INQUIRIES ABOUT THIS SOLICITATION**

All inquiries about this solicitation shall be directly submitted in writing via email to the contracting officer: [Namphuong.nguyen@va.gov](mailto:Namphuong.nguyen@va.gov).

Deadline for all inquiries is February 21<sup>st</sup>, 2012, 4:00 PM (CST).

Government's responses to inquiries will be issued in the form of Amendment(s) to be posted on the same website where this solicitation is posted: [www.fbo.gov](http://www.fbo.gov). All interested offerors including those submitting inquiries are required to monitor the above website for any posted amendments and acknowledge them in accordance with the instructions provided in the amendments as well as in this solicitation.

(End of Provision)

## **BASIS FOR CONTRACT AWARD/EVALUATION FACTORS**

### General Information:

1. **Proposals that take exception to any of the requirements in this contract will be deemed non-responsive and thus will be rejected without giving any further consideration.**
2. Contract will be awarded to the responsible offeror whose proposal conforms to the solicitation and is the most advantageous to the Government, price and other factors considered.
3. Source Selection Procedure used to select the awardee is Lowest Price Technically Acceptable basis.
4. Proposals will be evaluated by the VA Source Selection Team on the basis of price and Relevant Past Experiences. Relevant Past Experience factor is required and evaluated on the "Pass/Fail" basis.
5. Offerors are advised that it is the Government's intent to award without discussions and therefore they should submit their **complete, accurate and best price proposal** by the date and time set forth for receipt of proposals. The Government, however, reserves the right to conduct discussion if deemed necessary.

6. Where the source selection officials reasonably regard proposals as being technically acceptable with respect to the Relevant Past Experience Factor, lowest price will become the determining factor in making the award decision.
7. Determination of Responsibility:
  - a. Offeror whose proposal is considered for award of the contract resulted from this solicitation will be subject to the Government's responsibility determination. Pursuant to FAR 9.103 prescribing that purchases shall be made from, and contracts shall be awarded to, responsible prospective contractors only, the Government will conduct a responsibility check and make a determination of responsibility on the potential awardee before making a contract award. The responsibility check will include but not limited to the review of all federal excluded or debarred lists from different U.S. departments, and from the Federal Awardee Performance and Integrity Information System (FAPIIS), available at [www.ppirs.gov](http://www.ppirs.gov).
  - b. All interested offerors who submit the proposals in response to this solicitation are required to obtain the past performance survey from each of the three references submitted for the evaluation of relevant past experiences. All offerors shall use the survey form provided in this solicitation to obtain the past performance survey. These surveys will be used as part of the Government's determination of responsibility on potential awardee. Having unsatisfactory/unacceptable ratings from these surveys may be the cause for the Government's determination of nonresponsibility.
  - c. Since this solicitation is set aside 100% for Service-Disabled Veteran-Owned Small Business (SDVOSB), the Government will refer the matter to the Small Business Administration which will decide whether to issue a Certificate of Competency if the Government deems a potential SDVOSB awardee nonresponsible.

Evaluation Factors:

1. Relevant Past Experience Factor:

A minimum of 3 verifiable relevant past contracts/projects **is required** for the proposal to be considered technically acceptable. This factor will be rated on the "PASS/FAIL" basis. Proposals without verifiable RELEVANT past experiences will be considered **TECHNICALLY UNACCEPTABLE** and will be rejected for any further consideration. For the definition of relevancy of the past experiences, please read section "Preparation of Proposals" in this solicitation.

Notes: the Government will conduct reference check. As stated under section "Preparation of Proposals", Offerors are solely responsible for providing VERIFIABLE contact information on submitted references. The Government will make reasonable attempts to contact the references and notify Offerors of unsuccessful attempts. However multiple attempts will not be made to contact the reference after the Government has reasonably attempted to contact the references and received no response. In this case, the

past experience reference which the Government has unsuccessfully attempted to contact will be taken off the Offeror's Relevant Past Experience list and will be no longer evaluated.

2. Prices.

a. Evaluation Techniques:

The price proposal as contained in Bid Schedule hereof will be evaluated to determine the completeness, reasonableness, and fairness of the Offeror's proposed prices. At the Government's discretion, one or more of the following techniques will be used in price evaluation, and other techniques not listed herein may also be utilized if deemed necessary:

- Comparison of proposed prices received in response to the solicitation.
- Comparison of proposed prices with available market research information.
- Comparison of proposed prices with the independent government estimate.

b. Price Evaluation

- i. For the purpose of determining the low price, the Government will evaluate the first or base bid item and make the award on the base bid item if the base bid item does not exceed the Government's available funds.
- ii. All offers will be evaluated on the basis of the same bid items.
- iii. If the evaluation of Offerors' Past Performance Experience reveals that price is the determining factor, award in the best interests of the Government may be made on the base bid item for which funds are available at the time of award.

Notes: Offerors must propose prices on all bid items. Only one award will be made as a result of this solicitation. Failure to include prices for all bid items in the bid schedule at the time proposals are due shall render offeror's proposal non-responsive, and the government will not give further consideration to such proposals.

(End of Provision)