

**THIS IS NOT A REQUEST FOR PROPOSAL (RFP). THIS IS A REQUEST FOR SF-330'S ARCHITECT/ENGINEER QUALIFICATION PACKAGES ONLY. ALL INFORMATION NEEDED TO SUBMIT SF-330 DOCUMENTS IS CONTAINED HEREIN. THERE WILL BE NO SITE VISITS ARRANGED DURING THIS PHASE OF THE REQUIREMENT.**

Project is Subject to Availability of Funds. The Government will not pay, nor reimburse, any costs associated with responding to this request. The Government is under no obligation to award a contract as a result of this announcement.

**Point of Contact:** Rey F. Clemente, NCO 8 Contracting Officer Email: [rey.clemente@va.gov](mailto:rey.clemente@va.gov)

Federal Acquisitions Regulations (FAR) 36.6 (Brooks Act) selection procedures apply. Firms that design or prepare specifications in conjunction with this contract are prohibited from participating on any future contracts based on those documents.

The Department of Veterans Affairs, VA Caribbean Healthcare System, San Juan Puerto Rico is soliciting and intends to award a firm fixed-price contract for Architect/Engineering (AE) Services to a registered AE firm for the development and complete construction documents for Project No.: Project # 672-16-902, "Renovate Hematology and Oncology Areas". The AE shall participate in project planning meetings, pre-bid or pre-proposal meetings, and pre-construction meetings as required; AE shall communicate with VA personnel via telephone or letter; and is AE expected to coordinate the final documents, including all requirements, in accordance with industry standard practices, VA standards, VA design manuals, and review comments. The VA Caribbean Healthcare Facility (San Juan VAMC) is a working facility and phasing plans, minimizing downtime, and provisions for continuation of service during outages is critical to this project. Federal Acquisitions Regulations (FAR) 36.6 (Brooks Act) selection procedures apply. The NAICS Code is **541310** and the annual Small Business Size Standard is **\$7.5M**. The projected award date for the anticipated AE contract will be by or before **June 30, 2017**. AE works shall be completed within **160 calendar days**, after receipt of the Notice to Proceed (NTP) letter from the Contracting Officer.

The AE firm designing and preparing the specifications for this proposed procurement is prohibited from participating on any future contracts based on those documents. This limitation also applies to subsidiaries/affiliates of the firm. To be eligible for consideration, the selected AE firm must be in compliance with Act 173 which requires that all Professional Engineers (PE) must be licensed in the Commonwealth of Puerto Rico.

The profession of engineering and land surveying in Puerto Rico is regulated by the **Puerto Rico State Department** (Departamento de Estado) through the **PR Examining Board of Engineers and Land Surveyors** (Junta Examinadora): <http://www.estado.gobierno.pr/>

At this time, Puerto Rico has given **Professional Credential Services (PCS)** the task to conduct the licensing process of individuals (either by examination or reciprocity with other states):

<https://pr.pcshq.com/?page=ingenierosyagrimensores.PReng-licenselist>

Additional Puerto Rico contact information:

PCS Phone Number: 888-773-9266

PCS fax: 615-846-0153

Email Address: [pringenieros@pcshq.com](mailto:pringenieros@pcshq.com)

Other Web Sites References for Puerto Rico Architectural and Engineering Licenses:

[https://estado.pr.gov/en/architects-and-landscape-architects/ Florida Professional Engineering Certificate of Authorization:](https://estado.pr.gov/en/architects-and-landscape-architects/Florida%20Professional%20Engineering%20Certificate%20of%20Authorization)

Puerto Rico Professional Engineering Endorsement Process:

<http://estado.pr.gov/en/engineers-and-surveyors/>

NCARB rules for all States and PR/VI on architectural Licensing:

[http://www.ncarb.org/en/~/link.aspx?\\_id=23ECD0D1498C44FDA1D6FCBF2F06E42D&\\_z=z](http://www.ncarb.org/en/~/link.aspx?id=23ECD0D1498C44FDA1D6FCBF2F06E42D&z=z)

**Description:** This project will provide all engineering and architectural services necessary for design of a project described here called “Renovate Hema-Onco” to be performed at VA Caribbean Healthcare System, San Juan, Puerto Rico. The Hematology - Oncology area of the VA Caribbean Healthcare System (VACHS) serves a daily average of 14 patients and the duration of each of those patient treatment ranges from less than one hour to six hours. Such areas have some issues which include: poor space distribution, lack of an esthetically pleasing and relaxing treatment area, lack of privacy, treatment carried out near a noisy area, and not enough area for personal stuff or patient companion, among others. The intent of the project is to address all those issues through a complete and competent design. Such design shall be in compliance with the Veteran Affairs (VA) regulations, manuals and codes as well as national codes, federal requirements and regulations.

The AE shall take into consideration all necessary life safety measures and infection control as well as hospital flow when designing the construction phases. Provide a new construction estimate as part of the SOW to complete the Renovation of Hematology & Oncology Areas. The AE shall design for a total construction project budget of approximately Eight Hundred Thousands, Five Hundred Fifty Seven Dollars with Zero Cents (\$822,557.00). The detailed project design should begin with the above-mentioned intense on-site physical survey and collection of previous project data.

All designs shall incorporate all architectural and engineering disciplines necessary to provide a complete and functional design. Designs shall be in accordance with all applicable requirements of NFPA, EPA, ANSI, OSHA, National Plumbing Code, National Electric Code, ASHRAE, National Safety Code, VA Specifications, VA Construction Standards, VA Design Handbooks, etc. and all applicable local, State, and Federal regulations and standards. Existing drawings, if available, will be handed to the A&E for their use; however, their accuracy shall be field verified by the A&E and all consulting firms as part of investigative services.

The AE firm shall be required to perform all necessary site investigations such as verifying record drawings.

The following investigative work shall be included within the scope of this project:

1. Provide all Engineer investigative work for application to this project including but not limited to site surveys, study analysis and any other tests required to insure the provided design is feasible and absent of major obstacles for successful project completion. Perform field verification for existing conditions to insure the accuracy of your design. AE will be responsible to perform all necessary civil, structural, electrical, mechanical loads calculations to perform an optimum design.

2. It is the AE's responsibility to determine existing conditions and to base the design on this information.
3. Materials to be furnished to the AE by the VA:
  - a. The VA will be providing to AE firm the as built drawings (if available) after the AE firm completes, submits the site survey and as built drawings of the project site for Government review. However, actual conditions must be field verified by the AE and all consulting firms.
  - b. All VA standards, specifications, Space Planning Criteria, Equipment Design Guides List and design submission guidelines can be obtained by accessing the sites listed below

<http://www.cfm.va.gov/TIL/>

<http://www.cfm.va.gov/index.asp>

<http://www.cfm.va.gov/contract/>

<http://www.cfm.va.gov/contract/ae.asp>

<http://www.cfm.va.gov/contract/aeDesSubReq.asp>

<http://www.cfm.va.gov/til/dManual.asp>

**SELECTION CRITERIA:** Selection will be based on the following criteria which are numbered in descending order of importance:

- 1) AE shall provide their Professional Qualifications necessary for the satisfactory performance of required services (in-house and/or consultants(s)). The firm and or AE representing the project must be licensed to practice in Puerto Rico.
- 2) AE shall provide their specialized experience and technical competence of at least ten (10) years in design of projects of similar or major complexity to the type of work required; including where appropriate, experience in energy conservation, pollution prevention, waste reduction, and the use of recovered materials (Include Government and private Experience).
- 3) AE shall provide their capacity to accomplish work in the required time.
- 4) AE shall provide their location in general geographical area of the project and knowledge of the locality of the project. It is expected that your SF-330, Architect-Engineer Qualifications, submittal will show your knowledge of the locality of the project and that your proximity to the general geographical area enables you to respond to emergency calls in person within 24 hours if awarded the contract. SDVSOSB firms can download SF-330 from General Services Administration (GSA) Forms website.
- 5) AE shall provide their past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.

- 6) AE shall provide reputation and standing of the firm and its principal officials with respect to professional performance, general management, and cooperativeness.
- 7) AE shall provide record of significant claims against the firm because of improper or incomplete architectural and engineering services.
- 8) Specific experience and qualifications of personnel proposed for assignment to the project and their record of working together as a team.
- 9) AE shall demonstrate the relevant experience of key project personnel. Submit the biographical data of all the key personnel that will be working on each stage of the project (all personnel included in the proposed organizational chart of the project). The biographical data shall include the following: name of individual, company position, years with the company, work experience (describe the projects experiences and its role on them), job related educational background, and position of each AE staff.
- 10) AE shall provide the offeror's current workload and availability of adequate staff listed under the proposed organizational chart to manage the project. Include project schedules for current and pending projects, as well as the anticipated impact of this project on those schedules and staffing plans. AE shall submit the proposed organizational chart of the project including all the key project personnel along with its position and role within the project.
- 11) AE shall describe how will be addressed the Quality Assurance and the Quality Control of the design.
- 12) AE shall describe the monitoring and inspection system that will be implemented in the project.
- 13) AE shall explain how project will be accomplished to ensure minimal interruptions with daily hospital operations and patient care
- 14) AE shall provide an approach to ensure cost-savings and minimizing issuance of change orders.
- 15) AE shall explain how it plans to use the project time (duration) to comply with the scope

**SUBMISSION CRITERIA/REQUIREMENTS:** SF-330s will be evaluated to determine the most highly qualified firm based on the criteria responses. Evaluating past performance and experience may include information provided by the firm, customer inquiries, Government databases, and publicly available sources. Failure to provide requested data, accessible points of contact or valid phone numbers could result in a firm being considered less qualified. All projects provided in the SF-330 must be completed by the office/branch/individual team member actually performing the work under this contract. Projects not performed by the office/branch/individual team member will be excluded from evaluation consideration.

The SF-330 is limited to 100 single-sided pages. Minimum font size is 11 point. Additionally, the submission must include an insert detailing the following information:

1. Company Name, Address and Cage Code.
2. Dun & Bradstreet Number for primary AE firm and all proposed Consultants.
3. Tax ID Numbers.

4. The E-mail address, office phone and mobile phone numbers for the Primary Point of Contact
5. A copy of the firms VetBiz Registry

Interested firms having the capabilities to perform this work must submit (1) electronic SF-330 and attachments (if any) no later than **09:00 AM, Atlantic Standard Time (AST) on February 8, 2017**.

All SF-330 submittals and questions must be sent electronically to the attention of Rey F. Clemente at [rey.clemente@va.gov](mailto:rey.clemente@va.gov). When submitting SF-330s, if more than one email is sent, please number emails in Subjects as "1 of n". Submittals received after this date and time will not be considered. **All information must be included in the SF-330. Cover letter and excess number of pages will be excluded** from the evaluation process.

**ADDITIONAL INFORMATION: This is a 100% Service-Disabled Veteran Owned Small Business Set-Aside.** Only SDVOSB SF-330s will be accepted. Potential contractors must be visible and certified in Vet Biz ([www.vetbiz.gov](http://www.vetbiz.gov)) and shall be registered in the System for Award Management (SAM) database ([www.sam.gov](http://www.sam.gov)) **at time of submission of their qualifications.** As a prospective AE for this Service Disabled Veteran Owned Small Business (SDVOSB) set aside, the AE shall be verified by CVE as established by 38 CFR Part 74. All joint ventures must be CVE verified at time of submission and submit agreements that comply with 13 CFR 125.15 prior to contract award. AE shall be able to demonstrate the ability to comply with FAR Clause 52.219-14, Limitations on Subcontracting.

AE firms submitting a SF-330 for this Sources Sought Notice shall indicate what percentage of the cost of contract performance will be expended by the concerns employees and in which discipline(s) and percentage of cost of contract performance to be expended (and in what disciplines) by any other subcontracted or otherwise used small or large business entity(s). Any subcontracted or otherwise business entity(s) used must be identified by name, office location and size/type of business (i.e. SDVOSB, VOSB, 8(a), large, etc.).

**It is the AE's responsibility to check the Federal Business Opportunities website at: [www.fbo.gov](http://www.fbo.gov) for any revisions to this announcement before submission of your SF-330s.**