

APPLICATION PACKAGE SUBMISSION INSTRUCTIONS

Interested firms that meet the requirements in this announcement are invited to submit an electronic PDF application package consisting of a fully completed Architect-Engineer Qualifications (SF330) Part I and Part II for their firm as well as for each proposed sub-consultant on the team.

1. SF330s can be downloaded from <https://www.gsa.gov/portal/forms/download/116486>.
2. Application packages shall be submitted via email attachment to NCO20ConstructionMinors.Resource@va.gov.
3. Application packages shall consist of a fully completed SF330 package for the entire proposed team of the prime A/E firm and all subconsultants. Price proposals will not be accepted with this submission package.
4. File names shall read "*ContractorName – VA260-17-R-0021 – SF330 Part _ – 1 of x*" (i.e. "XYZEng – VA260-17-R-0021 – SF330 Part 1 – 1 of 5" or "XYZEng – VA260-17-R-0021 – SF330 Part 2").
5. The subject line of the submitting email(s) shall read "*ContractorName – VA260-17-R-0021 – eMail x of y*." (i.e. XYZEng – VA260-17-R-0021 - eMail 1 of 2).
6. Due to size limitations, a single email cannot exceed 5mg.
7. The time and date for receipt of application packages by the DVA is 4:00 p.m. Pacific Time on September 25, 2017.

Correct spelling of the email address is the responsibility of the Offeror. Misspelling of the email address and the subsequent failure of the DVA to receive the email submission in a by the due date and time in this solicitation will not excuse or forgive a late submission.

Determination of a timely application package will be the date of receipt as shown by the email system. Application packages received after the due date may not be considered except as set forth at FAR 52.215-1(c)(3).

It is the responsibility of the Offeror to verify receipt its response by the DVA prior to the due date and time in this announcement. Offerors are urged to submit their application package in sufficient time to allow for the hazards of technology. To verify receipt of your application package, please contact Charlene Duncan at charlene.duncan@va.gov.

Price Proposals. Pricing is not required with this submission. Reference the solicitation section "Source Selection Process."

Preproposal Conference. A preproposal conference will be held via teleconference on August 31, 2017 at 1:00 p.m. Pacific Time. Instructions to access the teleconference:

- Call of one these numbers: 844-364-7554; 844-364-7556; 844-364-7555
- Access or Conference ID Code: 158809018#

Inquiries. All inquiries shall be submitted in writing to the contracting officer at charlene.duncan@va.gov. Inquiries will not be provide a response over the telephone.