

## INSTRUCTIONS, CONDITIONS AND OTHER STATEMENTS TO BIDDERS/OFFERORS

### PROPOSAL SUBMISSION INSTRUCTIONS:

To assure acceptability of submitted proposals, offerors shall follow the instructions contained herein. These instructions prescribe the proposal format and describe the approach for development and presentation of the proposal. These instructions are designed to ensure the submission of necessary information. 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 competition in this acquisition. Interested offerors shall be solely responsible for all costs associated with this solicitation including but not limited to the preparation of proposals.

The Government plans to make an award without discussions. Therefore, each initial offer shall contain the offeror's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions if it is determined to be necessary.

Co-efficient rates rice proposals and Technical proposals of each offeror will be evaluated independently. Offerors shall submit as separate attachments titled, "Price Proposal" and "Technical Proposal". Each attachment must contain a cover sheet with the offerors name, business address, and VA Solicitation Number.

Pricing associated with "Seed Project" is ancillary to the IDIQ and will not be used as an evaluation element for award of IDIQ but does require pricing. Failure to provide pricing shall exclude your proposal from further consideration.

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Proposal shall be (1) submitted on the forms furnished by the Government or on copies of those forms; and (2) manually signed. The person signing the proposal shall initial each erasure or change appearing on any proposal form.

Offerors shall submit proposed prices for ALL priced line items as listed in the schedule. Failure to submit proposed prices for ALL bid items will result in the proposal being rejected as unacceptable without further consideration.

Alternate proposals will NOT be considered. The following documents shall be submitted to the Contract Specialist on the due date and time listed on the SF 1442. Electronic proposals transmitted through an electronic commerce method including but not limited to telegraph, fax, or email are NOT authorized under this solicitation and will NOT be accepted. The offeror shall submit two (2) separate proposals, i.e.; Price, Technical/Past Performance and identified accordingly. All volumes shall be submitted in one (1) original and one (1) paper copy and be loose leaf. The Offeror is shall provide one Computer Disk with the proposal documents in PDF; no password protected, zipped files or self-extracting files.

The electronic copy shall be stored in PDF file format. The original hard document of the bid shall be arranged in the following order:

1. 2-page SF1442 completed and signed by the signatory authority. All blocks under section "OFFER" on page 2 of SF1442 (Item 14 thru 20C) shall 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.
2. Duly executed Bid Bond/Guarantee: Offerors shall use form SF24 Bid Bond. Bid bonds that are found noncompliant with bid guarantee requirements may result in the rejection of the bid. See clause 52.228-1 Bid Guarantee for additional information on the compliance with bid guarantee requirements. Task Orders requiring payment and performance bonding shall be address in accordance with SOW and award of individual task orders.
3. To be eligible for award, Offerors are required to be CVE SDVOSB certified. Offerors must register their businesses at <http://www.vetbiz.gov/> and <https://www.sam.gov/portal/public/SAM/> (Previously known as [www.ccr.gov](http://www.ccr.gov)).
4. Acknowledgement of ALL Amendments
5. Proof VETS 100 has been filed for 2016.

Proposals shall be submitted in a sealed envelope and delivered to the address below by or on the due date set forth in this solicitation, page 1, form SF1442, block 13:

Central Arkansas Veterans Healthcare System (CAVHS)  
NCO 16 Contracting, (90C) Rm 208  
Attn: Renardo Hollowell  
2200 Fort Roots Road  
North Little Rock, AR 72114

It is solely the responsibility of the offerors to ensure the Government receives the proposal before or on the exact due date and time set forth in this solicitation.

Offerors shall provide the Contract Specialist confirmation of delivery via email to [renardo.hollowell@va.gov](mailto:renardo.hollowell@va.gov) **prior** to the closing date if the offeror uses FedEx as the mail carrier. Tracking number and the name of the person who signed for the package is required.

All inquiries about this solicitation shall be directly submitted in writing via email to the Contract Specialist: [renardo.hollowell@va.gov](mailto:renardo.hollowell@va.gov). No phone or faxed inquiry will be accepted.

Deadline for all inquiries is 03/16/2018, at 10:00 AM (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.

## **EVALUATION FACTORS**

All proposals submitted on time and in accordance with provision 52.215-1 will be evaluated for the conformance to all requirements of this solicitation. Any proposal that fails to conform to the requirements of this solicitation will be rejected as unacceptable.

### **BASIS FOR CONTRACT AWARD:**

**SOURCE SELECTION MAY USE TRADE-OFF PROCESS IF DEEMED BEST INTEREST OF THE GOVERNMENT:** This is a competitive Request for Proposal (RFP) that represents the best value to the Government conducted under FAR Part 15. The Selection for Constructions procedures will be used per FAR 15.101-1, 36 and VAAR 836. This solicitation shall consider evaluation factors other than cost or price, when combined approximately equal to cost or price.

The Government intends to evaluate proposals and award a contract without discussions. Therefore, the offeror's initial proposal shall contain the offeror's best terms from a price and technical standpoint. Offerors are cautioned to submit sufficient information and in the format specified in the instructions to offerors section of this solicitation. Communication conducted to resolve minor or clerical errors will be considered as exchanges and would not constitute discussions and the Contracting Officer reserves the right to award a contract without the opportunity for proposal revisions.

Award will be made to the responsible, acceptable offeror that meets or exceeds the acceptability standards for all factors.

The Government by comparison method of all offers received will determine awardee. A single award will be made as described in the Price Offer Schedule that is most advantageous to the Government.

### **EVALUATION OVERVIEW:**

Proposals will be evaluated and ranked according to coefficient rate, technical capability, past performance and price, from lowest to highest. The Government reserves the right to evaluate only the proposal deemed acceptable based upon meeting established criteria. Other proposals deemed unacceptable may be excluded from further consideration in the evaluation process. In the event the Government determines the lowest proposal unacceptable, the next proposal offering best value to the government will be evaluated for award. This process will continue until a proposal is determined to be acceptable. The proposal offering overall value to the government shall be the apparent awardee. Should coefficient rates exceed the government acceptable range, the government reserves the right to cancel this solicitation in its' entirety.

### **PRICE EVALUATION:**

Coefficient rates will be evaluated in conjunction with Experience, Quality Control and Past Performance. Price is evaluated to ensure price reasonableness. The Government may use various price analysis techniques and procedures to assess price reasonableness determination. Note: Offers deemed unacceptable cannot be selected regardless of price.

Offerors submitting proposals in response to this solicitation do so with the complete and full understanding that the Government reserves the right to publically announce the total contract award amount.

## **TECHNICAL EVALUATION:**

The evaluation factors consist of three separate elements: Coefficient rate, Experience/Technical and Quality Control. Experience/Technical proposals will be rated either *acceptable* or *unacceptable*. Each element must be rated *acceptable* to receive an overall *acceptable* Experience/Technical rating. Proposals must separately address each sub factor of each element to be considered acceptable.

- I. COEFFICIENT RATE** – Offers shall provide best coefficient rate expanding the entire performance period.

Experience in general construction practices:

Include examples of the company's management approach addressing time, labor, materials and supervision. Provide a list of key personnel names and their personal construction experience. Include all certifications, licenses, and specialized training such as OSHA's 30 hour construction safety courses. Differentiate between the company's experience and the people's experience.

Examples on key personnel may include the proposed project manager, proposed superintendent, specialty trade personnel, etc.

- II. EXPERIENCE/TECHNICAL** – Offers shall address the following five (5) sub-factors in narrative form. Offers that do not describe each topic in enough detail or provide the requested documentation will be rated unacceptable.

1. Provide documentation of specific projects (minimum of three) relating to the construction in a hospital environment; successfully completed or in progress, that was coordinated and performed by the general contractor in the last five (5) years of a similar size (\$1,000,000 to \$5,000,000), scope and complexity.
2. Contractor shall provide the following information for each contract/project submitted for evaluation:
  - a. Company Name/Address Phone number/Email Address
  - b. Project Title
  - c. Contracting Office/Government Agency
  - d. Contract Number
  - e. Total Contract Amount

- f. Period of Performance
  - g. Contracting Officer (CO) name, Phone Number and Email
  - h. Contracting Officer's Representative (COR) Name, Phone number, and email address
  - i. Brief Description of the Project /Requirements and number of personnel assigned to the project.
3. Show experience with the installation of Switchgear and Main Panel Distribution Panels.
4. Provide the names of the general contractor's proposed project management personnel (i.e. Site Superintendent, Project Manager,) along with a description of the individual's experience and a list of successfully completed projects of similar size, scope, and complexity (in a Hospital facility or similar working conditions) within the last five (5) years.
5. Provide a list of sub-contractors that you intend to use for this proposed (if applicable) project and include all relevant, recent experience of the sub-contractors.

**III. QUALITY CONTROL** – Offers shall address in narrative the following four (4) sub-factors. Offers that do not describe each topic in enough detail will be rated unacceptable.

1. Contractor shall explain how the project will be accomplished with little to no interruptions of services in adjacent patient care areas.
2. Contractor shall demonstrate a clear understanding of the project requirements including critical milestones and critical path. Demonstrate techniques for maintaining on-time schedule performance.
3. Contractor shall provide a detailed explanation as to how the project will be implemented and managed through to ensure compliance with all OSHA Construction Standards, and Fire and Life Safety issues, and security measures.
4. Contractor shall provide a site specific Quality Control Plan describing techniques for maintaining quality control for workmanship, material and timely work progress.

**PAST PERFORMANCE EVALUATION:**

Past Performance is one indicator of an offeror's ability to perform the contract successfully. The apparent successful offeror's past performance will be evaluated for relevance and performance confidence. The Government intends to use the projects listed in the offeror's proposal under the technical evaluation sub factor number one (1). Past performance information will be obtained from any sources available to the Government to include, but not limited to, PPIRS or other databases; interviews with Program Managers, Contracting Officers, and the Defense Contract Management Agency. Offerors with no relevant past performance history will not be evaluated favorably or unfavorably on past performance and will be given a neutral rating.