

I. Proposal Preparation and Submission Instructions:

- a. **Phase I and II Technical Proposal Format:** Technical Proposal shall address all information requested and will then be evaluated against the stated factors. The following format shall be used:

- (1) TAB A: General Information
- (2) TAB B: Technical Approach
- (3) TAB C: Technical Qualifications
- (4) TAB D: Past Performance
- (5) TAB E: Construction Safety/Infection Control/Quality Control
- (6) TAB F: EMR

- (7) TAB G: **Phase II** – Technical Approach
- (8) TAB H: **Phase II** – Schedule and Impact to Facility
- (9) TAB I: **Phase II** – Price Proposal

- b. **Phase I Evaluation Factors and Proposal Requirements.** Phase I Proposal shall include:

(1) TAB A: GENERAL INFORMATION:

- (a) Cover Page with Solicitation Number, Project Title
- (b) Table of Contents
- (c) Signed offer/Acknowledgement of Amendments (SF1442)
- (d) Copy of current vetBiz.gov SDVOSB certification
- (e) DUNS Number
- (f) Cage Code
- (g) Tax ID number
- (h) Principle points of contact, address, phone numbers, etc.

(2) TAB B: Factor 1 - TECHNICAL APPROACH:

- (a) In a narrative format, describe in detail how the offeror intends to meet or exceed all performance areas stated in the solicitation/statement of work/attachments that are related to Project “546-18-105”. Provide technical methods and procedures that reflect a design and construction approach unique to the site and facility. NOTE: Vague, general narratives to include the restatement of the Statement of Work will be rated less favorably.

- (b) Schedule and minimizing downtime is crucial. Describe a plan to complete the project in a timely manner without causing disruptions to facility during normal business hours. Also describe actions to be taken by the offeror if completion of

work is anticipated to fall behind schedule. It is critical to the VA mission that services remain intact with minimal disruption.

(c) Narrative - 15 page maximum

(3) TAB C: Factor 2 - TECHNICAL QUALIFICATIONS:

(a) Sub Factor 2b: DESIGN BUILD TEAM/KEY PERSONNEL

i. Submit an organizational chart. Include resumes or a narrative which describes the design build team's qualifications, to include education and/or certification(s), of:

A. Firm's key personnel and qualifications, Resumes/Narrative – 10-page maximum, excluding the organizational chart, to include at least:

- I. DB Project Manager
- II. DB Construction Project Manager/Superintendent
- III. Other Relevant Firm Employees

B. Overall Team, Narrative-15-page maximum:

I. Architect-Engineering (A-E) Firm:
A-E Firm's Key Personnel Resumes

II. Subcontractors:
Key trades to be subcontracted
Proposed subcontractors, if firms already determined

III. Other Consultants:

(b) Sub Factor 2a: SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE:

i. Provide a narrative that reflect experience and background of the design/build team, including prime and subcontractors, for projects that meet or exceed similar sized, scope and magnitude. The narrative will provide the primary basis for the Government's evaluation of experience and technical competence.

ii. Describe ability to obtain the necessary resources to perform this project

- iii. Identify any projects that the prime contractor, (includes JV partners) and key subcontractors have previously been contractually teamed together on to accomplish projects that meet or exceed similar sized, scope and magnitude.
- iv. Provide Offeror's total bonding capacity, current available bonding capacity and expected available capacity in 2018, 2019 and 2020. (May include capacity of partner companies if a Joint Venture, which is certified and verified by Center for Verification and Evaluation (CVE); otherwise, only submit prime's bonding capacity.)
- v. Provide current Florida licenses for the D/B Architect-Engineer Team Member
- vi. Narrative – 10 pages maximum, excluding copy of A-E License

(4) TAB D: Factor 3 - PAST PERFORMANCE:

Offeror's may submit a minimum of two previous CPARS reports on projects that are relevant and recent as defined below. This may include CPARS reports from each managing partner of certified joint ventures

Additionally, the Government may survey PPIRS (Past Performance Information Retrieval System) for two (2) completed contracts for each offeror. In the event multiple rated contracts exist in PPIRS which meet the definitions of "relevant and recent" below, the most recent will be used.

Relevant is defined as similar window/door replacements and/or new construction of similar window/door replacement projects, or projects with similar scope and size, and with an award value greater than \$500,000 and less than \$5 million dollars. Recent is defined as a contract completed in the last seven years. The government's knowledge may be used in past performance evaluations.

Offerors without relevant PPIRS/CPARS records can provide references for their past performance by providing a minimum of two past performance relevant and recent projects. Offerors shall use included questionnaires titled "Past Performance Questionnaire" for this purpose.

In the case of an Offeror without a record of relevant past performance or for whom information on past performance is not available, the Offeror may not be evaluated favorably or unfavorably on past performance.

Narrative-10 pages maximum, excluding any separate Questionnaires

(5) TAB E: Factor 4 – Construction Safety/Infection Control/ Quality Control

- (a) Describe approach to Construction Safety and Infection Control
- (b) Submit Quality Control (QC) monitoring procedures that will ensure a high level of construction quality that is applicable to the specific and general requirements of the scope of work.
- (c) Narrative – 5 pages maximum

(6) TAB F: Past Safety and Environmental Record

(a) Safety or Environmental Violations and Experience Modification Rate (EMR)

(1) All Offerors shall submit the following information pertaining to their past Safety and Environmental record. The information shall contain, at a minimum, a certification that the offeror has no more than three (3) serious, or one (1) repeat or one (1) willful OSHA or any EPA violations(s) in the past three years.

(2) All Offerors shall submit information regarding their current Experience Modification Rate (EMR) equal to or less than 1.0. This information shall be obtained from the offeror's insurance company and be furnished on the insurance carrier's letterhead.

(3) 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.

(4) A Determination of Responsibility will be accomplished for the apparent awardee prior to processing the award. If the apparent awardee fails to provide required documentation, then the matter will be referred to the Small Business Administration (SBA) for a certificate of competency or a determination of responsibility by the SBA.

(5) This requirement is applicable to all subcontracting tiers, and prospective prime contractors are responsible for determining the responsibility of their prospective subcontractors.

Past Safety and Environmental Record
**(SAMPLE FORM FOR BIDDER/OFFEROR TO COMPLETE & SUBMIT WITH
 PHASE I PROPOSAL)**
Pre-Award Contractor Evaluation Form

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Contact: _____

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

Category	2015	2016	2017
Number of man hours (jobsite and office).			
Number of cases involving days away from work, restricted activity, or both (Column H and 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. (Four serious, one repeat, or one willful disqualifies the contractor.)			

Please attach copies of the following documents: OSHA 300 and 300a Forms. These forms can be accessed through the OSHA publications search page:

<http://www.osha.gov/pls/publications/publication.html>.

Provide your six-digit North American Industrial Classification System (NAICS) Code for this Acquisition: ____

Who administers your company's Safety and Health Program? _____

Company's Insurance Experience Modification Rate (EMR) for the past 3 years: _____

 Signature / Date

(7) Phase 1 Evaluation and Selection Criteria:

- (a) Phase 1 proposals will be evaluated as follows: Factors 1 thru 4, as described above, will be rated using an adjectival rating system. Each factor response will be reviewed and assigned an adjectival rating.
- (b) For evaluation purposes, each technical factor and sub-factor is equal in importance.

OFFERORS ARE NOT TO SUBMIT A PHASE 2 PROPOSAL UNLESS INVITED.

The maximum number of offeror's that will be selected to submit phase-two proposals shall not exceed five, unless the Contracting Office determines that a number greater than five is in the Government's best interest.

c. PHASE II Evaluation Factors and Proposal Requirements. Phase II Proposal shall include

(1) TAB G: Factor 1 – TECHNICAL APPROACH

- (a) Offeror shall submit a narrative description, diagrams and/or drawing of how they intend to approach the scope of work to successfully complete design-build services for this project in accordance with solicitation requirements and VA guidelines.
- (b) Clearly describe the prime responsible firm (or firms, if a J/V) and individuals, as well as the roles and responsibilities of individuals proposed as consultants and subcontractors. Provide a list of all consultants and all proposed major subcontractors, including telephone number, address and name of contact.
- (c) Clarify procedures and proposed solutions for contingencies, differing site conditions, power outages, scheduling conflicts and temporary work stoppage requests (interference with Medical Center operations).
- (d) Demonstrate techniques for management of work coordination with subcontractors and measures/corrective action that will be taken for substandard performance.
- (e) Provide an approach to ensure cost-savings and minimizing issuance of change orders.

(f) Narrative – Ten (10) pages, excluding diagrams or drawings.

(2) TAB H: Factor 2 –SCHEDULE AND IMPACT TO FACILITY – No page limit

(a) Submit a preliminary (CPM) Critical Path Method schedule for the design and construction satisfying the requirements of this project. A practicable schedule showing the order in which the Contractor proposes to perform the work, and the dates on which the Contractor contemplates starting and completing the several salient features of the work (including design, acquiring materials, plant, and equipment, mobilization, demolition, installation, finalization, etc.). The schedule shall be in the form of a progress chart of suitable scale to indicate appropriately the percentage of work scheduled for completion by any given point during the period. Most importantly, the schedule should show length of downtime required. The proposed schedule should include:

1. Design Period – The design sub periods (i.e., review submissions, other meetings, internal quality control plan reviews, etc.)

2. Construction Period – Mobilization, demolition method and sequencing; Procurement and installation of equipment; Provisions for overtime or shift work; etc.

ASSUME A START DATE OF Nov 1, 2018 FOR PROPOSED SCHEDULE

(4) TAB I: Factor 3 – PRICE PROPOSAL: - No page limit

(a) Include copy of the Pricing Schedule from the solicitation. Along with a lump sum price, please provide a detailed cost breakdown that includes, but is not limited to:

- (1) Labor (Direct & Indirect),
- (2) Materials, Material Markups, Materials overhead,
- (3) Equipment
- (4) Subcontractor Cost
- (5) Other Direct Costs
- (6) Overhead expenses
- (7) Indirect Cost
- (8) General & Administrative (G&A) expenses,

(9) Profit

- (b) ***Estimate to include a detailed line item breakdown of all G&A expenses inclusive of all Project Staff and General Requirements OF THE PRIME CONTRACTOR or OTHER SIMILARLY SITUATED SDVOSB and shall be indicative of the 25% of contract performance that will be incurred for SDVOSB personnel in accordance with FAR 52.219-27 – Limitations on Subcontracting. ***

(5) Phase 2 proposals will be evaluated as follows:

(a) The technical factors consist of the Factors one (1) and two (2), described above, are of equal importance, and when combined, are approximately equal to price or costs.

(b) Price Proposal - Basis of Evaluation: The Government will evaluate price based on the total price. Analysis will be performed by one or more of the following techniques to ensure a fair and reasonable price:

- (i) Comparison of proposed prices received in response to the RFP.
- (ii) Comparison of proposed prices with the IGCE.
- (iii) Comparison of proposed prices with available historical information.
- (iv) Comparison of market survey results.

II. Proposal Submission: Each proposal, Phase I, and Phase II if invited, shall be submitted to the address identified at para 5a in General Proposal Information and must be submitted utilizing the format and means identified in this solicitation.

- a. Offerors are cautioned to follow instructions fully and carefully, as the Government reserves the right to make an award based on initial proposals received, without discussions. Therefore, each initial proposal should contain the offeror's best terms from a price and technical standpoint.
- b. Understanding the factors/sub-factors and the associated criteria indicated, the excellence of the work offered, and the ability of the contractor to accomplish what is offered in the proposal is the objective. Contractor shall submit in detail, adequate information for evaluation purposes on the evaluation criteria.
- c. To provide a basis for sound evaluation by the government, offerors shall submit a complete proposal. The information provided shall be concise, factual, and complete. Proposals will be considered only from offerors that are regularly established in the business and in the judgment of

the government, are deemed financially responsible, able to show evidence of experience and have submitted the complete documentation requested.

- d. Offerors are hereby advised that any imposed terms and conditions which deviate from the Government's material terms and conditions established in the solicitation may render their proposal unacceptable and ineligible for award.

III. Evaluation and Award Determination: This is a competitive Request for Proposal (RFP) that represents the best value to the Government conducted under FAR Part 15.101-1, Tradeoff Process. In accordance with FAR 15.101-1, all evaluation factors, other than cost or price, when combined, are approximately equal to cost or price. Thus, award will be made to the firm whose Phase I proposal was initially ranked in the competitive range and who now offers a Phase II proposal, which based on both its technical and pricing proposals, offers the overall best value to the Government. This may result in award being made to a higher-rated, higher priced offeror where the Contracting Officer determines that the technical capability and past performance of the higher-priced offer outweighs the cost difference.