

## PROPOSAL PREPARATION AND EVALUATION INFORMATION

### 1. Two-Phase Design-Build Selection and Evaluation Procedures

A. This part describes the mechanism for evaluating and selecting offers for this two-phase design-build procurement for Project No. 546-132, Design Build Construct 500 Space Expandable Parking Garage, Miami VA Medical Center, Miami FL.

#### B. General Procedures

1. This solicitation addresses both the Phase 1 and Phase 2 proposal requirements
2. The Phase 1 proposals will be evaluated to determine which offerors will be invited to submit Phase 2 technical and cost proposals.
3. **A maximum of the five (5) most highly rate Phase 1 proposals will be invited to submit Phase 2 proposal.**
4. *Do not submit pricing with the Phase 1 proposal.*

#### C. Phase I Proposal Preparation Instructions:

1. **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:
  - (a) TAB A. General Information
    - (1) Cover Page with Solicitation Number, Project Title
    - (2) Table of Contents
    - (3) Signed offer/Acknowledgement of Amendments (SF1442)
    - (4) Copy of current vetBiz.gov SDVOSB certification
    - (5) DUNS Number
    - (6) Cage Code
    - (7) Tax ID number
    - (8) Principle points of contact, address, phone numbers, etc.
    - (9) Reps and Certs
    - (10) EMR

- (b) TAB B: Technical Approach
- (c) TAB C: Technical Qualifications
- (d) TAB D: Relevant and Recent Past Performance
- (e) TAB E: Project Planning /Safety

2. **Phase 1 Evaluation Factors and Proposal Requirements:**

**(a) Factor 1: TECHNICAL APPROACH (Tab B) – (Narrative - 10 pages' max)**

- (1) Describe your overall strategy for successfully completing this project to include disruption mitigation.
- (2) Design concepts - In a narrative format describe the steps the prime contractor will take to successfully complete design/build services for this project in accordance with the Design-Build Scope of Work.

**(b) Factor 2: TECHNICAL QUALIFICATIONS (Tab C)**

**(1) Sub-Factor 2 (a): SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE – (Narrative 10 pages' max)**

- i. Describe specialized experience and technical competence
- ii. Provide experience working in a healthcare environment and with design and constructing parking garages
- iii. Briefly describe ability to obtain the necessary resources to perform to perform this project
- iv. If there is a Teaming Arrangement, identify the individual firms experience, describe the nature of the association, and clearly identify contractual responsibilities of each firm.

**(2) Sub Factor 2 (b): OVERALL CAPABILITY - (Narrative 10 pages' max) excluding organizational chart**

- i. Submit an organizational chart
- ii. Include a narrative which describes the relevant experience of companies key personnel and experience, to include at least

**a. Project Manager**

- Similar projects worked on
- Education and /or Certification (s)

**b. Field Superintendent**

- Similar projects worked on
- Education and/or Certification (s)

**c. Other Relevant Firm Employees**

- Similar projects worked on
- Education and/or Certification (s)

**d. Overall Team-Discuss the planned use of:**

- Subcontractors
- Key trades to be subcontracted
- Proposed subcontractors, if firms already determined
- Similar projects worked on

**e. Architect-Engineering (A-E) Firm (Narrative 10 pages' max)**

- SF 330s of key A-E personnel
- Similar projects worked on

**f. Other Consultants**

- Similar projects worked on

**(c) Factor 3: RELEVANT AND RECENT PAST PERFORMANCE (Tab D)**  
**(Narrative 10 pages' max)**

- 1) Discuss the **relevant and recent past experience** as a complete Design-Build team
- 2) Discuss a minimum of one (1), but no more than three (3) projects
- 3) Preferable to discuss similar type projects in excess of \$3,000,000
- 4) Preferable that the projects occurred within the last five (5) years, to include ongoing project

**(d) Factor 4: PROJECT PLANNING/SAFETY (Tab E) - (Narrative 5 pages' max)**  
**excluding EMR**

- 1) Describe your plan for phasing this project
- 2) Approach to construction safety and infection control.

**3. Phase 1 Evaluation and Selection Criteria:** 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. For evaluation purposes, each technical factor is equal in importance.

**D. Phase 2 Proposal Preparation and Submission:**

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

**1. PRICE PROPOSAL**

**(a) TAB A: General Information:**

- (1) Cover Page with Solicitation Number, Project Title
- (2) Table of Contents
- (3) Signed offer/Acknowledgement of Amendments (SF1442)

**(b) TAB B: Price Breakdown:** The following cost elements shall be addressed:

- 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

\*\*\*Price breakdown to include a detailed line item breakdown of all G&A expenses inclusive of all Project Staff and General Requirements OF THE PRIME CONTRACTOR and shall clearly show the 15% of contract performance that will be incurred for SDVOSB personnel in accordance with VAAR 852.219-10. \*\*\*

**(c) TAB C: TECHNICAL FACTORS 1 THROUGH 4**

## **2. TECHNICAL FACTORS PHASE 2 – TAB C**

**(a) Factor 1 – Type of Construction Proposed Precast/Steel/ Other – (5 Page Max)**

(1) Describe your approach for the garage construction beginning with testing of the subsurface area to the completion of construction.

**(b) Factor 2 - Describe your approach as a design build contractor to garage design - (5 Page Max)**

**(c) Factor 3 – Describe Decks and Fire Suppression System to be installed in Garage - (5 Page Max)**

(1) Describe your approach for installation of a fire suppression system on each deck

**(d) Factor 4 – Describe Security, Camera, Lighting and Tie in to Police Dispatch - (5 Page Max)**

(1) Describe your approach for security and lighting and tie into police dispatch

**(e) Factor 5 - Price**

**3. Phase 2 Proposal Submission:** The Phase 2 proposal should be submitted to the same address as the Phase I proposal and can be submitted through use of the same format and means.

(a) Phase 2 Evaluation and Selection Criteria:

- (1) The technical factors consist of the Factors 1 through 4, as described above, and will be rated using the same adjectival system used for Phase 1 proposal evaluation.
- (2) For evaluation purposes, each technical factor are equal in importance.

**4. Phase 2 Evaluation and Award Determination**

(a) This is a competitive Phase 2, Request for Proposal (RFP) that represents the best value to the Government conducted under FAR Part 15.101-1, Tradeoff Process.

(b) In accordance with FAR 15.101-1, all evaluation factors, other than cost or price, when combined, are Significantly more important than cost or price.

(c) **Thus, award will be made to the firm whose Phase 1 proposal was initially ranked in the top 5 and who now offers a Phase 2 proposal, which based on both its technical and pricing proposals, offers the overall best value to the Government.**

(1) Each pricing element indicated in TAB B will be evaluated to determine its reasonableness. The Government may use various price analysis techniques and procedures to make a price reasonableness determination. Offerors should assure that their ability to meet or exceed the minimum needs of the Government is adequately described in the offer. The Government reserves the right to evaluate proposals and award a contract without discussions (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The Government considers it to be in its best interest to allow consideration of award to other than the lowest priced offeror or other than the highest technically rated offeror.

(2) The Government will evaluate price based on the total price. Total price may consist of and may include alternate bid items such as, deductive, or options. 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 IGE.
- iii. Comparison of proposed prices with available historical information.
- iv. Comparison of market survey results.

(d) **Evaluation Overview:** The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The proposals must conform to the RFP's requirements and be judged to represent the Best Value to the

Government. The Best Value is the most advantageous offer, price and other factors considered, and consistent with the Government's stated importance of evaluation criteria. This may result in award being made to a high-rated, higher-priced offeror where the Contracting Officer determines that the Technical capability of the higher-priced offeror outweighs the price.

- (e) **SDVOSB Verification:** The Government will review VetBiz (<https://www.vip.vetbiz.gov/>) to confirm Service Disabled Veteran-owned Small Business (SDVOSB) status verification for the submitted proposals. Evaluations will be performed on proposals submitted by verified SDVOSBs only. Subsequent confirmation of SDVOSB verification status will be performed for the apparent awardee.
- (f) **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.