

**THIS IS A SOURCES SOUGHT NOTICE AND REQUEST FOR STANDARD FORM (SF) 330s ARCHITECT-ENGINEER (A/E) QUALIFICATION PACKAGES ONLY. THIS IS NOT A REQUEST FOR PROPOSALS.**

This request is a 100% Service Disabled Veteran Owned Small Business (SDVOSB) Set Aside.

All information needed to submit SF330 Documents is contained herein. No solicitation package, technical information, or bidder/plan holder list will be issued.

Federal Acquisition Regulations (FAR) 36.6 (Brooks Act) Selection Procedures Apply. The A/E Sources listed herein is being procured in accordance with Brooks Act (Public Law 92-582) as implemented in FAR 36.6 and VAAR 836.6. All submissions will be evaluated in accordance with the evaluation criteria identified in "Selection Criteria" below. Firms deemed to be the most highly qualified, after initial source selection, will be chosen for interviews. Firms will be selected based on demonstrated competence and qualifications for the required work as submitted. Firms that design or prepare specifications in conjunction with this contract are prohibited from participating on any future construction contracts based on those documents.

For a SDVOSB to be considered as a prospective contractor, the firm must be verified and registered in the Department of Veteran Affairs (VA) Office of Small & Disadvantaged Business Utilization (OSDBU) Vendor Information Pages (VIP) VETBIZ ([www.vip.vetbiz.gov](http://www.vip.vetbiz.gov)) and registered in the System for Award Management (SAM) database ([www.sam.gov](http://www.sam.gov)) at time of submission of their SF330s. Failure of a prospective SDVOSB to be verified by the Center for Veterans Enterprise (CVE) at the time the SF330 is submitted shall result in elimination from consideration. All Joint Ventures (JV) must be CVE verified at time of submission and submit an agreement that comply with 13CFR 125.15 prior to contract award.

In order to assure compliance with VAAR Clauses 852.219-10 VA Notice of Service Disabled Veteran Owned Small Business Set-Aside, 852.219-74 Limitations on Subcontracting, all firms submitting a SF330 for this Source Sought Notice are required to indicate what percentage of the cost of contract performance are to be expended on the concerns employees and in which discipline(s) and percentage of cost of contract percentage to be expended (and in what disciplines) by any other consultant/subcontracted or otherwise used small or large business entity(s). Any consultant, subcontractor, or otherwise business entity(s) used must be identified by name, office location and size/type of business (i.e. SDVOSB, VOSB, 8(a), small, large, etc.).

The North American Industrial Classification System (NAICS) for this procurement is 541330 Engineering Services and the annual small business size standard is \$15M. The future project's construction estimate is between \$2,000,000.00 to \$5,000,000.00.

The anticipated award date of the construction phase of the project is unknown. The anticipated award date of the proposed A/E contract for design is on or before March 30, 2019.

**Description: Renovate Station Restrooms**

The selected A/E firm shall provide all necessary professional services, equipment, labor materials, supervision, tools, testing, and specialty services (i.e. Industrial Hygienist, Asbestos Contractor, TAB Contractor, Commissioning, etc.) to provide evaluation, design, construction documents, and construction/post construction period services for Project 516-19-104 "Renovate

Station Restrooms”. C.W. Bill Young VAMC, Buildings: 1, 12, 13, 19, 20, 24, 71, 100, 101, and 102. The selected A/E shall follow professional standard practices and VA standards to provide design and administration services.

Scope of Services to include as required: Design, Construction Documents, Evaluation, Construction Period Services, Site Investigation, Schematic Design, Design Development, Safety and Fire Protection Analysis/Narrative/Plans, Third Party Independent Fire Protection Review, Phasing Plans, Estimating, Scheduling, and Commissioning Services.

#### 1) A/E FIRM SELECTION

Firms responding to this announcement by submitting a qualifying SF 330, before closing date and time will be considered for initial selection evaluation. Following initial evaluation of SF 330s received firms that are considered the mostly highly qualified to provide the type of services required; will be selected for interviews/discussions/negotiations. Selected firms will be notified by telephone or email of selection and provided further instructions.

Selection and evaluation of firms shall be made based on SF 330 submissions and direct responses to the selection criteria identified herein. Failure to address all selection criteria will result in a decreased rating. 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 Contracting Officer (CO) knowledge of current project performance. Failure to provide requested data, accessible points of contact or valid phone numbers could result in a firm being considered less qualified. All projects identified on the SF 330 must be completed by the office/branch/individual team member performing the work under this contract.

#### 2) SELECTION CRITERIA:

Selection will be based on the following criteria which are provided in descending order of importance:

a) Professional qualifications necessary for satisfactory performance of the required services. The firm, and A/E on staff, representing the project and signing/stamping drawings in each discipline must be licensed to practice in the State of Florida under Florida State Law requirements. Provide Professional License numbers and or proof of License. Provide a balanced licensed workforce to include, but not limited to, the following disciplines.

1. Architectural/Structural
2. Mechanical
3. Electrical

4. Safety and Fire Protection Engineer (SFPE) as Certified Independent Third Party (CITP).
  5. Project Management
  6. Civil
  7. Environmental
- b) Location in general geographical area of the project and knowledge of the locality of the project; (It is expected that your SF 330 submittal will show your knowledge of the project locality). SDVOSB firms desiring consideration must have a working office (corporate HQ/branch office) located within 250 miles from the C.W. Bill Young VA Medical Center, Bay Pines, FL. (Determination of mileage eligibility will be based on [www.mapquest.com](http://www.mapquest.com)).
- c) Specific experience and qualifications of personnel proposal for assignment to the project and their record of working together as a team.
- d) Specialized experience and technical competence in the type of work required, including, where appropriate, experience in utility design, pollution prevention, waste reduction, environmental impact reduction and geologic work inclusive of private and government experience and the ability to produce quality designs as evidenced by a Quality Assurance/Quality Control program, production of Life Safety/Fire Protection plans, Logistics and/or VA Hospital environment, phasing, cost estimating effectiveness, i.e., on-time/within budget, and compliance with established VA Construction Program Requirements located at <http://www.cfm.va.gov/til/spec.asp>.
- e) Past Performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. Past Performance will be based on CPARS/ACASS ratings and other data presented by the offeror or as determined by the Government. The evaluation of this factor will be based on past performance from the previous five (5) years.
- f) The selected A/E should have previous experience in investigation/design of ADA compliant restrooms of a least two (2) design projects of this nature with references, names and phone numbers with their SF330.
- g) Capacity to accomplish work in the required time. Firms must address and demonstrate capacity to execute this project, to include the capacity of key personnel available and dedicated to complete the project, within mandated schedules.
- h) Reputation and standing of the firm and its principal officials with respect to professional performance, general management, and cooperativeness (Awards, Outstanding Merits, Recommendations).

- i) Record of significant claims against the firm because of improper or incomplete architectural and engineering services.

### 3) SUBMISSION CRITERIA/REQUIREMENTS

Interested firms having the capability to perform this work must submit:

**ONE (1) ELECTRONIC SF 330**, including Parts I and II, and attachments (if any) electronically to [thomas.lucas@va.gov](mailto:thomas.lucas@va.gov) no later than **1:00 PM, Eastern on November 13, 2018**.

All SF 330 submissions shall be clearly indicated in subject line, displaying the RFP number and project title (abbreviated and shortened is okay), Size limits of emails are limited to 5MB. If more than one email is sent, please number emails in Subject line as “1 of 2, 2 of 2” etc.

**Example: SF 330 Submission, 36C24819R0008 – Renovate Station Restrooms at the C.W. Bill Young VA Medical Center, Bay Pines, FL.**

All SF 330 submissions must include the following information either on the SF 330 or by accompanying document:

- i) Cage Code
- ii) Dun & Bradstreet Number
- iii) Tax ID Number
- iv) The Email address and Phone number of the Primary Point of Contact.

#### **REQUESTS FOR INFORMATION (RFI) ON THIS SOURCES SOUGHT NOTICE:**

All RFIs shall be submitted to [thomas.lucas@va.gov](mailto:thomas.lucas@va.gov). RFI's must be received no later than, 1:00 PM Eastern on October 30, 2018.

The firm and/or principals representing the project **must be licensed in the State of Florida** IAW State law and must meet all licensing requirements to sign and seal drawings.

Examples of information resources are:

- [http://www.myfloridalicense.com/dppr/pro/division/servicesthatrequirelicense\\_architect.html](http://www.myfloridalicense.com/dppr/pro/division/servicesthatrequirelicense_architect.html)
- Florida Professional Engineering Certificate of Authorization
- <http://www.fbpe.org/licensure/application-process/certificate-of-authorization-ca>

- NCARB rules for all States and PR/VI on architectural licensing

**By responding to the Notice, you are acknowledging that your company meets the status requirements as a SDVOSB concern.**