

**Replace text under Section 00110 Submission Requirements and Instructions; Proposal Format – Volume 2, Past Performance Information**

with the following:

“Past Performance may include current on-going (present) performance. Do not include price or pricing information in this section.

Offerors shall discuss, using the Performance Relevancy Questionnaire format, Exhibit A, their performance for at least five (5) general construction projects.

Offerors are to provide information to demonstrate a history of performance that demonstrates construction experience in performing multidiscipline work that is similar in scope, size, and complexity to the Sample Project. Offerors should consider the currency and relevancy of the Past performance information. Current performance may have greater impact than older performance. In determining relevancy to the solicitation requirement, offerors should provide references for projects which employed similar construction methods, had similar project complexity and scope, and were performed in a similar location to those anticipated for the proposed effort.

This information shall address relevant contracts held within the **last five years**.

Offerors are strongly cautioned to complete Exhibit A in its entirety, in the format provided. Failure to do so may eliminate your proposal from consideration for award.

Offerors shall answer each question on the Exhibit A Performance Relevancy Questionnaire in detail. Use as much space as necessary.

Offerors should include with their proposal information on problems encountered on the identified contracts and the offeror's correction actions. Include construction awards, customer letters of commendation, etc., with points of contact and telephone numbers.

If proposing as a joint venture, a copy of the executed joint venture agreement must also be included with the proposal.

Past Performance References – **REQUIRED** – Offerors shall prepare and submit to prior client(s) of all the projects listed on your Exhibit A – Part 1 submission a Reference Package (Exhibit B) (Detailed instructions are included in Exhibit B Package). This includes correspondence explaining the requirement to obtain an independent evaluation of prior contract performance, and the Past Performance Questionnaire for use in evaluating Past Performance.

Completed Performance Questionnaire shall be mailed to: Department of Veterans Affairs, Network Contracting Office 22, 4811 Airport Plaza Drive, Suite 600, Long Beach, CA 90815, Attention: Susan Pentz, so as to arrive **not later than the closing date and time for receipt of proposal shown on the SF 1442.** Reference packages may also be faxed to (562) 961-1380 or emailed to susan.pentz@va.gov. **NOTE: Offeror must**

**not review the Past Performance Questionnaire prior to submission. They must be submitted by the client/evaluator directly to the Contracting Officer.**

Offerors should follow-up and encourage references to get the questionnaires to the Contracting Officer in a timely manner. **Do not** include copies of the letters or questionnaires in the proposal.

Offerors lacking relevant Past Performance experience may submit information regarding predecessor companies or key personnel who have relevant experience if such information is relevant to this acquisition so as to allow Government evaluators to conduct a Past Performance evaluation on the predecessor companies and/or key personnel.

Such information shall, as a minimum, include: Name(s) of Predecessor Company and/or Key Personnel and include: Complete Address and Point of Contact; Telephone, Fax Number and email address; and a brief synopsis of the experience (a resume may be submitted for "Key Personnel") and relevancy to this project.

Offerors are advised that the Government may use all data provided by the offeror in this volume and data obtained from other sources, including, but not limited to, Government-wide databases, rely upon personal business experience with the offeror, in the development of performance confidence assessments. Past Performance information on contracts not listed by the offeror may also be evaluated. The Government may contact references provided by the offeror, as well as any other source it identifies, and information received may be used in the evaluation of the offeror's Past Performance. While the Government may elect to consider data obtained from other sources, the burden of providing current, accurate and complete Past Performance information rests with the offeror."

**Replace all of Section 00120 – Proposal Evaluation and Basis for Award with the following:**

**“SECTION 00120 - PROPOSAL EVALUATION AND BASIS FOR AWARD**

**1. EVALUATION FACTORS AND BASIS FOR AWARD:**

Evaluation factors of Past Performance and Technical considerations, which are of equal weight, but when combined are significantly more important than Price. The evaluation process is as follows:

The Government will evaluate and rate an offeror's Past Performance by defining the offeror's performance risk considering each sub-factor identified in this section. Rating will be at the Factor level for Factor 2.

The Government will evaluate and rate an offeror's Technical proposal using an adjectival rating for each sub-factor identified in this section. Ratings will be at the Sub-Factor level for Factor 1.

The Government will evaluate the reasonableness of the total proposed price for the Sample Project.

**PROCESS:** The following process will be used to determine the best value for selection of the IDIQ basic contract award.

The risk assessment of Past Performance and rating of Technical will be evaluated in conjunction with the price proposed for the Sample Project Task Order. To arrive at a Best Value decision, the Source Selection Authority will integrate the evaluation of Past Performance, Technical and Price; Past Performance and Technical, when combined, are significantly more important than Price. The firms that represent the best value to the Government will be selected for award of an IDIQ basic contract.

**The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)).**

Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical approach. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals received exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals receiving a complete evaluation to the greatest number that will permit an efficient competition among the most highly rated proposals.

The Government reserves the right to waive informalities and minor irregularities in offers received. If a minor clerical error has occurred, then the offeror may be given an opportunity to correct the minor error within the constraints of the "clarifications" process.

## **2. PAST PERFORMANCE EVALUATION:**

The Past Performance proposal evaluation will consider such things as an offeror's business practices, customer relationship, and ability to successfully perform as proposed and other considerations considering currency, relevancy, sources, context, and trends. Past Performance may include current on-going (present) performance.

The Government will conduct a performance risk assessment based upon the Past Performance of the offeror as it relates to the probability of successful accomplishment of the work required by the solicitation.

The Government will rate an offeror's Past Performance at the factor level by defining the offeror's performance risk considering all potential evaluation criteria identified in this section. Relevance will be considered in the overall Past Performance rating. Ratings

will consider the offeror's Past Performance considering currency, relevancy, sources, context, and trends. The Past Performance evaluation may include, but is not limited to, the following:

- Quality- Management and Workmanship
- Timeliness and adherence to schedule
- Specification compliance
- Offeror's business practices
- Customer relationship
- Ability to successfully perform
- Safety
- Adequacy of safety programs
- Infection Control Program
- Overall customer satisfaction

To conduct the performance risk assessment, the Government may use data provided by the offeror, and data obtained from other sources. The Government may, but is not limited to: evaluate present and past performance information through the use of questionnaires completed by the offeror's references; use data independently obtained from other Government or commercial sources, including, but not limited to Government databases; rely upon personal business experience with the offeror; and use the information provided in the Offeror's Past Performance Relevancy Questionnaires (Exhibit A).

The evaluation will also consider information provided relative to corrective actions taken to resolve problems on past or existing contracts and trends in performance.

The evaluation may take into account Past Performance information regarding predecessor companies or key personnel who have relevant experience, when such information is relevant to this acquisition.

Past Performance information on contracts not listed by the offeror may also be evaluated. The Government may contact references and contact parties other than those identified by the offeror, and information received may be used in the evaluation of the offeror's Past Performance. While the Government may elect to consider data obtained from other sources, the burden of providing current accurate and complete Past Performance information rests with the offeror. The Government reserves the rights to obtain and evaluate Past Performance information from any source it deems appropriate.

An offeror with no Past Performance may receive a rating based on the evaluation of its predecessor companies and/or key personnel provided they are currently employed by the contractor. These ratings may have the same weight as the ratings of the proposing company. If such information is not applicable (i.e., the offeror does not have a predecessor company or key personnel with relevant experience), the offeror shall be evaluated as "Neutral". However, the proposal of an offeror with no relevant Past Performance history, while rated "Neutral" in Past Performance, may not represent the

most advantageous proposal to the Government and thus, may be an unsuccessful proposal when compared to the proposal of other offerors.

Currency, Relevancy, Trends: The Government will consider the currency, relevancy and trends of the performance information while conducting its performance evaluation. Exhibit A's may be used for this purpose.

For the purpose of this solicitation, currency is performance occurring within the last five years through the solicitation release date. Within this period, performance occurring later in the period may have greater significance than work occurring earlier in the period. For example, performance information for work occurring during 2011-2012 may have greater importance than performance information for work occurring during 2008.

In assessing relevancy, the Government may evaluate an offeror's references for similarity of the construction methods to the scope of this solicitation, (multi-discipline or specialized area), scope/type of contracts/projects, cost magnitude of projects as it relates to price, client type and location of work performed as it relates to the location(s) of work to be performed under this contract. Performance on managing multiple projects at one time may also be considered.

The Government may consider an offeror's previous contracts in the aggregate in determining relevancy, should the offeror's present and past performance lend itself to this approach. For example, an offeror's work experience on three contracts may, by definition, represent only a *semi-relevant* effort when each contract is considered as a stand-alone effort. However, when these contracts are performed concurrently (in part or in whole) and are assessed in the aggregate, the work may more accurately reflect a *relevant* effort.

In accordance with FAR 15.306(a)(2), if award will be made without conducting discussions, offerors may be given the opportunity to clarify certain aspects of their proposals, e.g., the relevance of an offeror's Past Performance information and adverse Past Performance information to which the offeror has not previously had an opportunity to respond, or to resolve minor clerical errors.

### **3. TECHNICAL PROPOSAL EVALUATION**

The evaluation of each Technical Proposal will evaluate and measure the ability of the offeror to effectively manage multi-discipline construction projects provided in response to the submission requirements specified in Section 00110. The Government will determine, based on the information provided, if the offeror has demonstrated the ability to perform complete project management of construction projects.

The evaluation will be divided into five (5) Subfactors. Factor 1, Capability and Experience is somewhat more important than factors 2 through 5, which are of equal importance. The non-price factors when combined are significantly more important than

price. Ratings will be assigned to each Factor below. The Factors will not be “rolled up” to an overall single technical rating.

- Factor 1 – Capability and Experience
- Factor 2 – Organization
- Factor 3 – Key Personnel
- Factor 4 – Quality Control
- Factor 5 – Safety and Infection Control

#### **4. PRICE EVALUATION**

The purpose of the Price evaluation is to provide an assessment of the reasonableness of the proposed price.

Any inconsistency, whether real or apparent, between proposed performance and price must be clearly explained in the Price proposal. For example, if unique and innovative approaches or conditions are the basis for an unbalanced and or inconsistently priced proposal, the nature of these approaches and their impact on price must be completely documented. The burden of proof of Price reasonableness rests solely with the offeror.

End of Section 00120”

**Replace all of Exhibit A – Performance Relevancy Questionnaire with the following:**

#### **EXHIBIT A – PERFORMANCE RELEVANCY QUESTIONNAIRE**

##### **Prepare five (5) ELECTRONIC forms for general construction**

Provide the following information requested **in this format** for each of the projects/contracts being described. Projects may be on going and cannot have been completed any earlier than 5 years prior to the solicitation issue date. Provide frank, concise comments regarding YOUR PERFORMANCE on the contracts you identify. Use as much space as required.

A. Offeror (Your) Name (Company/Division):

B. Project/Contract Title:

C. Contract Specifics:

1. Description of Effort as \_\_\_\_\_ Prime or \_\_\_\_\_ Subcontractor
2. Contract Number \_\_\_\_\_
3. Original Contract \$ Value \_\_\_\_\_ Current/Final Contract \$ Value \_\_\_\_\_

4. If amounts in #3 above are different, provide a brief description of the reason:

5. Completion Date:

1. Original Date: \_\_\_\_\_
2. Current Schedule \_\_\_\_\_

3. Estimate/Final Completion Date: \_\_\_\_\_
4. Primary cause for Contract Modifications \_\_\_\_\_

D. Provide detailed description of the work performed under the contract and describe why you believe the work is very relevant, relevant or semi-relevant to this solicited project. (Use as much space as necessary)

In addition, address the following

1. Describe the specific elements of the work performed by your firm.
2. Indicate what elements of work were performed by your major subcontractors and indicate if those same subcontractors will be used on IDIQ projects.
3. Address any technical areas about this project you consider uniquely relevant to this solicitation.

E. MANDATORY – Offeror must provide a point of Contact for Owner/Government agency Contracting Officer and or inspector; include a current phone number and facsimile number. Email address is also desired.

**Prepare and send Exhibit B Package to the reference(s) for each of the Five General Construction Projects.**

**Replace all of Exhibit C – Technical Proposal Data with the following:**

### **EXHIBIT C – TECHNICAL PROPOSAL DATA**

**Offerors are cautioned to read sections 00800 through 01700 of the solicitation documents before completing Exhibit C as your answers must meet the minimum requirements found in these sections.**

Each Factor must be covered in sufficient detail to clearly address all required information. Use as much space as necessary to provide answers. This will aid in the evaluation.

In the event you reference another document or part of the proposal you must be clear as to where the information can be found to answer the particular question(s). Such statements as “see Company profile” or “see Safety and Infection Control Plan” are not acceptable. You must indicate on what page of the proposal the answer can be found in the referenced document. Failure to do so may make your proposal non-responsive.

Factor1. CAPABILITY AND EXPERIENCE:

1A. The Offeror will be evaluated to the extent to which it provides evidence that it has the requisite experience and capability in managing construction projects for the dollar levels, disciplines, and locations indicated in this solicitation.

1B. In addition, the offeror must describe the means and methodology it will employ to undertake short notice site visits/proposal meetings within VISN 22, normally within 2 calendar days, but can be as short as 2 hours (120 minutes) **0800 SC 4**.

1C. Explain in detail how you will perform the minimum percentage required (15% performance by the Prime Contractor) with your own forces.

Factor 2. ORGANIZATION:

The offeror will be evaluated to the extent to which it provides an Organizational Chart listing company personnel and their roles. (Titles)

Provide names, duties and levels of responsibility of key personnel to include the Project Manager, Site Superintendent(s), Quality Control Manager, Safety Manager and Infection Control Manager. Indicate to whom the Quality Control, Safety and Infection Control Managers report. (Lines of authority)

Provide a list of the in-house trades that you employ. Provide the number (not names) of these employees and if they are full-time, part-time etc.

Factor 3. KEY PERSONNEL: The Offeror will be evaluated to the extent to which it demonstrates relevant experience of key proposed project personnel. The key proposed project personnel must have a minimum of three (3) years experience in their respective fields. These individuals include but are not limited to Senior Project Manager, Construction Project Superintendent, Construction Project Engineers, Construction Safety Manager, and Construction Quality Control Manager and their relationship to the Prime Contractor on projects such as the Sample Project under this solicitation. Offeror shall provide resumes of key personnel and provide pertinent information relative to their education, training, duties, responsibilities, and past experience with projects similar to those sought under this IDIQ. Offeror shall also provide letters of commitment from any key subcontractors that will be filling any of the Key Personnel roles.

Factor 4. QUALITY CONTROL -

The offeror will be evaluated to the extent to which it describes how quality issues will be dealt with on various types of construction projects. Include in the discussion as a minimum, meetings, inspections, submittal reviews, correction of non-compliant work and how you intend to ensure non-reoccurrence and reporting of quality problems to Government officials. (Note: A full Quality Control Plan will be required if you are awarded a contract and is NOT required with the proposal. If you do provide a plan, indicate if it is a draft for this contract or a sample from another project. Also, provide the page numbers from the plan where the required information (list of minimum information above) can be found. If you fail to follow these instructions, your proposal may not be adequately evaluated or downgraded.)

Factor 5. SAFETY and INFECTION CONTROL

5A: An offeror will be evaluated to the extent to which it describes its Safety and Infection Control Program in general, and provide as a minimum, details on training, documentation, and your plan to ensure adherence to OSHA and EPA Standards. (Note: A full Safety and

Infection Control Plan will be required if you are awarded a contract and is NOT required with the proposal. If you do provide a plan, indicate if it is a draft for this contract, a sample from another project or a corporate plan. Also, provide the page numbers in the plan where the required information (listed above) can be found. If you fail to follow these instructions, your proposal may not be adequately evaluated or downgraded.)

5B: Discuss the steps you took to promote safety and infection control during construction over the past three (3) years.

5C: Provide official documentation that specifies the offeror's OSHA and EPA violation record along with the Experience Modification Rate (EMR).

To be used as part of a responsibility determination: provide a letter from your surety that indicates your bonding capacity. This will include the capacity per project and aggregate (multiple concurrent) projects amounts.