INSTRUCTIONS FOR THE SUBMISSION OF OFFERS AND OTHER INFORMATION – COMPETITIVE SOURCE SELECTION

A. GENERAL

1. Submit, at a minimum, an offer that conforms to the solicitation documents. By submission of an offer, the offeror unconditionally assents to the terms and conditions in this solicitation and in any solicitation attachments. Proposals offering alternative stipulations to the requirements of this solicitation will NOT be considered or accepted.

B. QUESTIONS

A. All questions, requests for information, clarification requests, etc., must be submitted and received no later than 10 days prior to proposal due date, with the subject line: *"GRBA Lehman Cave Lighting, Electrical, and Telecommunications System Replacement."* Email all questions to Juan Roman. Contract Specialist, at juan_roman@ios.doi.gov . Only written questions will be considered and responded to by the Contracting Office.

B. Failure of a prospective offeror to submit any written questions will be construed to mean that the offeror fully understands all requirements of the solicitation. Answers to questions will be provided to prospective offerors via an amendment to the solicitation. All prospective offerors are advised that this solicitation will remain unchanged unless it is specifically amended in writing. If an amendment is issued, normal procedures relating to the acknowledgement and receipt of any such amendment as described in contract clause 52.215-1, Instruction to Offerors—Competitive Acquisition of this RFP shall apply.

C. OFFER DUE DATE AND LOCATION

1. To be considered for award, proposals must be received no later than the date and time noted in Block 13.a of the SF1442 contained in this solicitation. Offerors are responsible for confirming their proposals are received by the due date and time.

2. LOCATION: Proposals must be electronically received at the following email address: juan_roman@ios.doi.gov

D. SUBMISSION REQUIREMENTS

1. Proposals shall be submitted via email. Proposals submitted via any means other than email shall not be accepted.
2. Proposals shall be sent to the following:
    a. Contract Specialist, Juan Roman, juan_roman@ios.doi.gov
3. Title subject line for all proposal submissions shall contain the solicitation number, and number of total emails, per the following example:

    Subj: 140P8526R0002, MORA Rehabilitate Climbing Facilities at Camp Muir, email 1 of 3
4. Submit proposals in separate VOLUMES (I and II) in the FORMATS specified, containing CONTENTS required. Each volume shall be submitted in separate email attachments.
5. Size limits:
    a. Each email shall be no larger than 30 MB
6. Offerors shall verify receipt of proposals.

E. VOLUME I, TECHNICAL PROPOSAL – FORMAT, ORGANIZATION, CONTENTS

1. FORMAT: Submit (1) one electronic copy. No hard copies shall be submitted.
2. ORGANIZATION: Include folders and files for electronic formats named as follows:

    FACTOR 1 – EXPERIENCE & KEY PERSONNEL

    FACTOR 2 – TECHNICAL APPROACH & SCHEDULE

    FACTOR 3 – PAST PERFROMANCE
3. CONTENTS:

<u>FACTOR 1 – EXPERIENCE & KEY PERSONNEL</u>
Offeror should provide up to three (3) projects that are relevant to this requirement. Prior experience information must be relevant and recent regarding an offeror's actions under previously awarded contracts. Relevant experience is defined as contracts similar in size, scope, complexity, and contract type. Recent experience is defined as currently on-going, or completed within the past five (5) years of the solicitation close date.

• As Prime Contractor: Describe experience as a prime or general contractor working with the proposed project team (key trades, key personnel and other subcontractors) to successfully complete relevant construction projects on time and within budget. Address project management activities, including team relationships and communication, schedule maintenance and oversight, subcontractor coordination and compliance, logistics, and quality control. Prime contractor experience is experience as a general contractor managing multiple subcontractors on projects you performed at least 50% of the cost of the contract, excluding materials.

Submit resumes for key personnel as identified in Section H of this solicitation and listed below. All personnel proposed are subject to substitution requirements contained in this solicitation. There is no preprinted form for this submittal.

• Project Manager
• Superintendent
• On-site Quality Control Specialist
• On-site Safety Specialist

FACTOR 2 – TECHNICAL APPROACH & SCHEDULE

Technical approach is your means and methods to complete a technical aspect of required work in this solicitation. Submit a written narrative limited to 10 pages describing your technical approach to the attached specifications. Additional pages will not be evaluated. Pictures can be included and will count towards the page limitation. There is no preprinted form for this submittal. The following items should be addressed:

• Logistics, Coordination, and Process: Address the execution of the project from demolition to completion without damage to irreplaceable features, natural resources or other property. Consider any unique considerations relating to project scope, and creative and innovative ideas, or equipment, to execute the project in an expeditious manner. Demonstrate a clear understanding of the project scope and offer realistic strategies and methods for addressing the overall project scope. Additionally, contractors are required to identify the model and type of helicopter proposed for use throughout the period of contract performance.

• Risk Mitigation: Submit a risk analysis identifying critical issues, potential problems, and/or areas of concern with recommended solutions. Include strategies to manage project risks such as elevation concerns, material lead times, mobilization of personnel/materials, and work force availability.

Schedule: Submit your proposed construction schedule for THIS SPECIFIC PROJECT showing completion within the required period of performance contained in this solicitation with accompanying schedule narrative. Submit your schedule in MS Project Gantt Chart format; for evaluation purposes only assume a Notice to Proceed date of September 1, 2026; and include specific activities required for this project and a clear critical path with major milestones and applicable predecessor activities. In your accompanying narrative, explain schedule logic, critical path activities, and key considerations and constraints. There is no preprinted form for this submittal.

FACTOR 3 - PAST PERFORMANCE

Past Performance is the factual documentation or narrative of a firm's experience, qualifications, and capability, along with providing three (3) examples of their firm's most recent projects within the past five (5) years of similar size and scope. Information may be regarding the offeror's firm and/or its proposed subcontractors performing key trades and other construction activities. If an offeror has no past performance on similar work relevant to this solicitation, they will be evaluated neither favorably nor unfavorably.

Submit Past Performance information for the same projects submitted under Project Experience (Subfactor 1) using the attached Past Performance Questionnaire. Information may be regarding the offeror's firm and/or its proposed subcontractors performing key trades and other construction activities.

Subcontractor past performance will only be considered if it correlates to the work the subcontractor will be performing on this requirement.

If available, offerors may submit a CPARS evaluation report in lieu of the Past Performance Questionnaire.

Submittal process for the Past Performance Questionnaire is as follows:

1) Complete Sections I and II only of the attached Past Performance Questionnaire and forward to your client reference. The reference shall be someone who was substantially involved with the project and can provide a complete, objective assessment of your performance. Direct them to complete and submit the survey to juan_roman@ios.doi.gov by the proposal due date/time.

2) Submit copies of the questionnaire that you forwarded to your references with their point of contact information in this proposal Volume I.

3) Submit a narrative disclosing any instances of past performance that may be considered less than fully satisfactory. Describe pertinent facts, circumstances and any remedial action taken or to be taken to correct the deficiency. Failure to disclose such instances could result in an unfavorable assessment of the offeror's past performance record.

(End of Volume I – Technical Proposal-Past Performance)

F. VOLUME II, BUSINESS, RESPONSIBILITY, AND PRICE PROPOSAL – FORMAT, ORGANIZATION, CONTENTS

1. FORMAT: Submit (1) one electronic copy. No hard copies shall be submitted.
2. ORGANIZATION: Include a Table of Contents with tabs for hard copy formats and folders and files for electronic formats named as follows:

PROPOSAL COVER LETTER

SF1442

AMENDMENTS

SECTION B PRICE SCHEDULE

BID BOND

SECTION K REPRESENTATIONS AND CERTIFICATIONS

SUBCONTRACTING PERCENTAGE WORKSHEET

3. CONTENTS:

PROPOSAL COVER LETTER: All proposals must also be accompanied by a cover letter prepared on the Offerors company letterhead or stationery. At a minimum, the cover letter must identify the following:

a. Company name, physical mailing address, e-mail address, telephone number
b. Points of contact (Primary and an alternate)
c. Provide telephone numbers and e-mail addresses for all points of contact
d. Offeror / Company UEI number

SF1442: Standard Form 1442, Solicitation, Offer, and Award, (Construction, Alteration, or Repair): Complete blocks 14 through 20C only. An official having the authority to contractually bind the offeror's company must sign the SF 1442 in accordance with the procedures prescribed in FAR 4.102.

AMENDMENTS: Acknowledge all solicitation amendments using one of the methods set forth in Block 11 of Standard Form 30.

SECTION B CONTRACT PRICE SCHEDULE: Enter the proposed dollar amount for each line item in the Price Schedule, including any optional items, if applicable. Also provide a separate Schedule of Values (SOV) for each line item in the Section B Contract Price Schedule. Each SOV shall show the line item price broken down by major work components.

SF 24 BID BOND: Submit Standard Form 24, Bid Bond duly executed between the offeror and the bonding company. Refer to clause 52.228-1. The amount of the bid bond shall be 20% percent of the total proposal price. or $3,000,000 whichever is less

SECTION K REPRESENTATIONS AND CERTIFICATIONS: Submit a completed copy of provision 52.204-8 shown in section “K” of this solicitation. Complete all required representations and certifications if they are not available at www.SAM.gov. Your firm must maintain current, active registration at www.SAM.gov to be eligible for award. In accordance with FAR 4.1102 Offerors are required to be registered in www.SAM.gov at the time an offer is submitted.

SUBCONTRACTING PERCENTAGE WORKSHEET: Complete and submit the attached "Report on Limitation on Subcontracting" form. The form itself requests input of amounts paid; however, for solicitation purposes, input projected amounts based on your proposed pricing and that of your anticipated subcontractors. Refer to Clause 52.219-14 *(Small Business)* for associated information. Offerors must submit a proposal that is compliant with FAR clause 52.219-14, and if unable, they will be determined ineligible for award.

(End of Volume II – Business, Responsibility and Price Proposal)

G. SUPPLEMENTAL INSTRUCTIONS – PREPARATION OF PROPOSAL

The following proposal preparation instructions are in addition to the above, 52.236-28, Preparation of Proposals – Construction and Section M, Evaluation Factors for Award.

General:

A. The National Park Service (NPS) intends to conduct this acquisition by use of Competitive Source Selection Procedures in accordance with the provisions set forth in the Request for Proposal (RFP) and FAR Part 15. The Government intends to award to the Offeror(s) submitting a proposal under the Best Value process defined in FAR Part 15. The Government intends to award one (1) Firm Fixed Price contract.

B. The Government shall not award any contract if the resulting contract would not represent a "best value" to the Government using the Best Value Continuum Tradeoff Process defined at FAR 15.1.

C. To assure timely and equitable evaluation of proposals, Offerors are cautioned to strictly comply with all instructions within this solicitation to ensure submission of a complete proposal. Offerors are required to meet all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors and sub- factors. Failure to furnish a complete proposal, at the time of submission, may result in the proposal being unacceptable to the Government and eliminated from consideration for award.

D. Offerors are cautioned to submit adequate information to enable the evaluation committee to fully ascertain each offeror's capability to perform the requirements of this solicitation in accordance with section M. Commitments made in the proposal may become a part of the resultant contract.

E. The Contracting Officer has determined there is a probability of adequate price competition in this acquisition. Upon examination of the initial offers, the Contracting Officer will review this determination and if, in the Contracting Officer's opinion, adequate price competition exists, no additional cost information will be requested and certification under FAR 15.406-2 will not be required. However, if at any time during this competition, the Contracting Officer determines that adequate price competition no longer exists, Offerors may be required to submit information to the extent necessary for the Contracting Officer to determine the reasonableness and affordability of the price.

F. If an Offeror believes that requirements in these instructions contain an error, omission, or are otherwise unsound, the Offeror shall immediately notify the Contracting Division in writing (email is the preferred method) with supporting rationale. All concerns and questions shall be submitted to the Contract Specialist, Juan Roman at juan_roman@ios.doi.gov .

G. This RFP does not commit the Government to any costs incurred in the preparation and submission of a proposal or for any other costs incurred by any firm submitting a proposal in response to this solicitation. Note specifically that the Offeror will not be participating in a sealed bid procurement process under this

acquisition method. Issuance of this RFP does not constitute an award commitment on the part of the Government.

H. A proposal that merely reiterates or promises to accomplish the requirements of the RFP will be considered unacceptable. A proposal that is orderly and sufficiently documented will enable the Government to perform a thorough and fair evaluation. Proposals that fail to address any of the evaluation criteria shall be deemed incomplete, and the proposal may be removed from further consideration.

I. Offerors are advised that the Government intends to award without discussions but reserves the right to hold discussions if determined necessary. Therefore, proposals should be submitted initially on the most favorable terms from a price and technical standpoint. Offerors should not assume they will be contacted or afforded an opportunity to clarify, discuss or revise their proposals.

J. Proposals must set forth full, accurate, and complete information as required by this RFP, (including attachments), if applicable. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

K. Offerors are required to provide data addressing all stated factors in the order and format provided. If an Offeror does not have data relating to a specific factor, it shall be clearly stated in the proposal. Proposals that do not clearly address all factors may be considered unacceptable and may not receive further consideration.

L. Proposal shall be valid for a minimum of 90 calendar days after RFP due date. Offers providing less than 90 calendar days for Government acceptance may not be considered and may be rejected.

M. To submit a proposal, Offerors must be registered in the System for Award Management (SAM) at https://www.sam.gov. The Government shall obtain offerors' representations and certifications through this system. Any offeror who is not registered in SAM with current Reps and Certs in accordance with 52.204-8(d) at the time it submits its offer will have its offer removed without consideration.

N. Electronic volumes must be submitted as separate files.

(End Supplemental Instructions)

and policies. If multiple contract line items are included in the price schedule, prices will be evaluated to determine whether any line items are unbalanced in accordance with FAR 15.404-1(g). Offerors are cautioned to distribute costs appropriately.

e. BID BOND: The Government will review the ability of the offeror to obtain the appropriate bonding.

f. SECTION K REPRESENTATIONS AND CERTIFICATIONS: Information will be reviewed for completeness and award eligibility.

g. SUBCONTRACTING PERCENTAGE WORKSHEET: Information will be reviewed for completeness and award eligibility.