INSTRUCTIONS TO OFFERORS

L.1. General: This firm fixed-priced (FFP) contract is set-aside 100% for small business concerns under NAICS Code 238210 with a size standard of $19 million. Only offers from small business concerns will be accepted. Proposals must be complete, self-sufficient, and respond directly to the requirements of the Request for Proposal (RFP). Failure to meet a requirement may result in an offer being ineligible for award.

Offerors shall submit only one proposal for HATCH Air Traffic Control Tower Equipment Movement as the Government will review only one proposal per Offeror. Proposals must be received no later than 4:00 p.m., Central Daylight Time (CDT), 30 June 2026.

L.2. Acceptance Period: The Government requires a minimum acceptance period of 90 calendar days from the date specified for receipt of offers; however, Offerors may specify an acceptance period exceeding the Government's minimum requirement.

L.3. Communications: All discourse concerning this solicitation and its requirements shall be directed to the Fort Rucker Contracting Office. Any remarks, explanations or answers provided by any other Government representative shall not change or qualify any of the terms or conditions of the solicitation. The solicitation shall only be changed by a written amendment issued by the Fort Rucker Contracting Office. Solicitation information and amendments will be posted to the SAM website at https://www.sam.gov/. It must be emphasized that telephone inquiries will not be accepted. Offerors may email written questions pertaining to this RFP to the email addresses below. The Government will answer questions received no later than 12 June 2026, 1:00 p.m. Central Daylight Time. All questions regarding this solicitation shall be submitted as "Hatch Stagefield Solicitation Questions" via email. Questions received after this date may not be answered. Please provide your company name, telephone, point of contact, e-mail address, and solicitation number on all questions. The Government will respond to timely submitted questions via the issuance of an amendment which incorporates the timely submitted question and the Government's responses. Questions should be sent to the following:

Melissa K. Mayhall at melissa.k.mayhall2.civ@army.mil cc: Laura J. Blackmon at laura.j.blackmon2.civ@army.mil

L.4. Site Visit: A site visit is scheduled for 9 June 2026 at 9:00 a.m. CDT. This is a one-day event. Base access is required for this site visit and information on obtaining a pass is included in the attachment labeled "SITE VISIT Access to Fort Rucker." The debriefing and starting/meeting point will be at the gate at Hatch Stagefield. We will all travel through the gate together as we must call for permission to cross. Please dress for comfort and hot conditions. Limited 2 representatives per company. Please fill out the "SITE VISIT Sign-In Sheet" and return to Contract Specialist Melissa K. Mayhall at melissa.k.mayhall2.civ@army.mil no later than 5 June 2026, 1:00 p.m. CDT. All questions specific to the site visit must be submitted in writing after the

conclusion of the site visit and are separate from the above-mentioned questions. Any Government response or information provided at the site visit is not binding unless it is incorporated into this solicitation via an amendment. Offerors will be permitted to submit one round of questions after conclusion of the site visit. Questions are due no later than 12 June 2026 at 5:00 p.m. The due date of questions may be modified via an amendment to this solicitation at the sole discretion of the Contracting Officer. Subsequent rounds of questions may be authorized at the sole discretion of the Contracting Officer and, if necessary, will be announced publicly by an amendment to this solicitation. Submit all site visit specific questions labeled as "Site Visit Questions Hatch Stagefield" to the POC's below:

Melissa K. Mayhall at melissa.k.mayhall2.civ@army.mil cc: Laura J. Blackmon at laura.j.blackmon2.civ@army.mil

In accordance with FAR 52.237-1 -- Site Visit, Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

L.5. Specific Instructions: Proposals shall be submitted to the Government in four (4) separate volumes as set forth below:

Volume	Page Limit	# of Copies	Description
I	N/A	1	Contract Documentation & Summary
II	40	1	Technical Proposal
III	N/A	1	Past Performance Proposal
IV	N/A	1	Price Proposal

(a) Offerors shall submit proposals by the date and time specified in the solicitation to the following address:

Emailed, please submit to:
Melissa K. Mayhall at melissa.k.mayhall2.civ@army.mil cc: Laura J. Blackmon at laura.j.blackmon2.civ@army.mil

The only acceptable means of proposal submission is by email.

Proposals submitted by email may be sent as separate attachments in order to meet email size requirements. The proposal shall be submitted in a format readable by Microsoft Office which includes software programs such as Word, Excel, and PowerPoint. For those pages of the proposal that cannot be submitted using Microsoft Office, such as the Standard Form 1449,

Offerors shall include those pages electronically using Adobe Acrobat portable document files (.pdf) format.

Each proposal submitted shall be labeled with the following:

Copy number
Title
Request for proposal/solicitation number
Offeror's name
Proposals shall be marked "SOURCE SELECTION SENSITIVE"

L.6. FORMAT AND SPECIFIC CONTENT:

L.6.1. VOLUME I – SUMMARY AND MISCELLANEOUS DATA.

Volume I shall be organized according to the following general outline:

1. Table of Contents

2. SF 1449 Solicitation. SF 1449 shall be submitted fully completed. Ensure the following are completed:

(a) Block 17a – Name and Address of Offeror (include DUNS number, CAGE Code, Tax-ID number, and Address); Telephone No. (Include area code).

(b) Block 30a – Signature of Offeror/Contractor (must contain an original signature)

(c) Block 30b – Printed name and title of signer

(d) Block 30c – Offer Date

(e) Clause fill-ins in Sections I through K

3. Standard Form 30 (SF 30). The contractor shall acknowledge any amendments to the RFP. Ensure Blocks 15a-15c are completed for any/all amendments.

4. Authorization Letter. The Offeror shall provide a letter signed by an officer of the company, on company Letterhead, which identifies the name, title and telephone number of the company/division point of contact regarding decisions made with respect to your proposal and who can obligate your company contractually. Also, identify those individuals authorized to negotiate with the Government.

5. Representation, Certifications, and Other Statements of Offerors. The Offeror shall ensure that Representations and Certifications are submitted thoroughly and completed with all blocks in each certification/representation completed truthfully and completely.

6. Joint Venture Agreement, if applicable. When proposing as a joint venture, all members of the joint venture shall sign the SF 1449 and Corporate Certificate unless a written agreement by the

joint venture is furnished with the proposal designating one firm with the authority to bind the other member(s) of the joint venture. In addition, the Offeror shall submit a copy of the joint venture agreement with the proposal. Failure to comply with the foregoing requirements may eliminate the proposal from further consideration. Note: JOINT VENTURE AGREEMENTS - Joint Ventures are allowable, however, the SBA must receive the joint venture agreement prior to proposal due date and approved before award of any resulting contract.

L.6.2. VOLUME II – FACTOR 1 - TECHNICAL PROPOSAL.

(a) General. The written Technical Volume shall be clear, concise, and include all the information required by this provision in sufficient detail for effective evaluation. The proposal should not simply rephrase or restate the Government's requirements but rather provide convincing rationale to address how the Offeror intends to meet these requirements. Offerors shall assume the Government has no prior knowledge of their capabilities, work processes, facilities, and experience and will base its evaluation on the information presented in the Offeror's technical proposal.

(b) The technical volume shall not exceed 40 pages. The Table of Contents, Glossary, Summary page(s), and Acronym Listing, do not count towards the 40-page limit. A page is defined as one face of a sheet of paper containing information. Pages shall be numbered consecutively. Offerors are cautioned that any pages that exceed the page limitations shall not be read and shall be removed and retained in the contract file without being considered in the evaluation. Font shall be in Arial typeface and not be less than 12 pitch, with the exception for charts, tables, and diagrams, which shall be no smaller than 10 pitch.

(c) Volume Organization.

1. Table of Contents
2. Glossary
3. Summary Page(s). To aid the Government's understanding, provide a summary of the Offeror's proposed technical approach and how the approach will efficiently and effectively meet the requirement. The summary page(s) shall not exceed two (2) pages.

(d) **6.3. VOLUME II – FACTOR 2 – PAST PERFORMANCE PROPOSAL.**

(a) Volume Organization. The Past Performance Volume shall be organized according to the following general outline:

1. Table of Contents
2. Summary Page
3. Past Performance Information (PPI)
4. Teaming Agreement, if applicable
5. Subcontractor Letters of Consent

(b) Summary Page. Past Performance information described herein is required on the Offeror and all subcontractors, teaming partners, and/or joint venture partners proposed to perform 25% of the proposed effort based on the total proposed price. If applicable, describe the role of the Offeror and each subcontractor, teaming partner, and/or joint venture partner for whom the Offeror is required to provide Past Performance Information Sheets.

(c) Quality and Satisfaction Rating of Contracts completed in the Past Five (5) Years: Offeror may provide any information currently available (letters, metrics, customer surveys, independent surveys, etc.) that demonstrates customer satisfaction with overall job performance and/or quality of completed and/or ongoing contracts. In addition, explain corrective actions taken in the past, if any, for substandard performance and any current performance problems, such as cost overruns, extended performance periods, numerous warranty calls, etc.

(d) The minimum standard shall clearly reflect that the Offeror has at least five (5) years' experience in the type of service with the same or similar scope, size and complexity as required by the PWS, attachments and technical exhibits.

(e) Past Performance Questionnaire: Past Performance Questionnaires (PPQs) shall be used by the Offeror in obtaining and providing past performance information, see RFP Attachment 2, Past Performance Questionnaire. For the contracts identified on each Specific Relevant Contract Reference, the Offeror shall forward a copy of the Past Performance Questionnaire to the points of contact responsible for monitoring performance under such contracts. The points of contact shall return the questionnaires directly to Melissa K. Mayhall, Contract Specialist, via email at melissa.k.mayhall2.civ@army.mil no later than the solicitation closing date/time. Any questionnaires not returned directly to the Contract Specialist will not be reviewed and evaluated. The information contained in the questionnaires will be used to evaluate the Offeror's past performance. New entities that have no past customers shall annotate on the Summary Page that they have had no previous clients and that the minimum number of questionnaires cannot be provided. The Government will accept CPARS that are for similar natured contracts completed within the past five years as additional information to the Past Performance Questionnaire.

THE RESPONSIBILITY TO SEND OUT THE PAST PERFORMANCE QUESTIONNAIRE RESTS SOLELY WITH THE OFFEROR.

(f) If an Offeror has no past performance history of relevance, the Offeror must affirmatively state it possesses no past performance history of relevance. Offerors with no past performance history will receive a neutral confidence rating. The Offeror may not be evaluated favorably or unfavorably on the factor of past performance.

(g) Teaming Arrangement. If a teaming arrangement is contemplated, provide complete information as to the arrangement, including any relevant and recent past performance information on previous teaming arrangements with same partner. If this is a first-time joint effort, each party to the arrangement must provide a list of past contracts of relevance.

(a) Consent Letters. The offeror shall provide a consent letter executed by each subcontractor, teaming partner, and/or joint venture partner, authorizing the release of past performance information so the Offeror can respond to such information.

L.6.4. VOLUME IV – FACTOR 3 - PRICE PROPOSAL.

(a) The Price Volume shall include proposed unit and extended prices for each Contract Line-Item Number (CLIN) in the SF 1449 Continuation Sheet. Provide pricing on Attachment 4-Pricing Schedule.

(b) Price Reasonableness. The source selection will be conducted with the expectation of adequate price competition for this acquisition per RFO FAR 15.403-1(a)(1); therefore, certified cost or pricing data are not required per RFO FAR 15.403-2(b)(1). If at any time during this competition the Contracting Officer determines that adequate price competition no longer exists or that price reasonableness cannot be determined, Offerors may be required to submit additional data other than certified cost or pricing data for the Contracting Officer to determine price reasonableness. A contract will not be awarded to a contractor whose price is not determined to be fair and reasonable.

L.7. Contract Award: The Government intends to evaluate offers and award a contract without discussion with Offerors. Therefore, the Offeror's initial offer should contain the Offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary.

L.8. Discrepancies: If an Offeror believes these instructions contain errors, omissions or are unsound, the Offeror shall immediately notify the Contracting Officer in writing with supporting rationale as well as remedies the Offeror is asking the Contracting Officer to consider as related to the omission or error.