INSTRUCTIONS TO OFFERORS – COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES

1 Addendum to RFO 52.212-1, INSTRUCTIONS TO OFFERORS – COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES

2 POINTS OF CONTACT (POC)

2.1 The POCs for this acquisition are listed below. Requests for clarification must be sent to the Contracting Officer (CO) and Contract Specialist (CS). All communication must be coordinated through the CO and CS using the following contact information:

Javier Tamez	Genarie Schafer	Aaron Wilkerson
Contracting Officer	Contract Specialist	Contract Specialist
javier.tamez.2@us.af.mil	genarie.schafer@us.af.mil	aaron.wilkerson.4@us.af.mil
502 CONS/PKA	502 CONS/PKAAA	502 CONS/PKAAA
Phone: 210-395-8645	Phone: 210-274-6624	Phone: 301-851-1391

3 DISCREPENCIES AND AMBIGUITIES

If an Offeror believes the requirements in these instructions contain an error, omission, ambiguity, or are otherwise unsound, the Offeror must immediately notify the Contracting Officer in writing with supporting rationale as well as the remedies the Offeror is asking the CO to consider as related to the omission or error no later than five (5) calendar days after the Request for Proposal (RFP) release.

4 TEAM/TEAM MEMBER(S)/TEAMING PARTNER(S)

The Government will consider the Offeror and all subcontractors a “team” when evidence of a signed Teaming Arrangement (TA) is submitted. This RFP will refer to the Offeror and all identified teaming subcontractors as a “team” or “Offeror.”

4.1 This RFP will refer to all identified teaming subcontractors as “team members” or “teaming partners.” To be valid under this solicitation, a Teaming Arrangement (TA) must commit the parties to performance under this contract.

4.2 Offerors submitting a proposal as a Prime contractor are not allowed to submit a separate proposal as a teaming partner with another Prime contractor; doing so will render any such teaming partner agreements with other Prime contractors’ proposal ineligible. Offerors are responsible for verifying the eligibility of their teaming partners.

4.3 An Offeror who does not submit a proposal as a Prime may serve as a teaming partner for no more than two primes.

4.4 A Joint Venture (JV) will be considered a sole business entity. Offeror’s who propose as a Joint Venture (JV) are not permitted to submit a separate proposal independent of the JV.

4.5 Mentor-Protégé (M-P) is a relationship; M-Ps require formal JV, TA, or Letter of Intent (LOI) to qualify for consideration as a team member.

5 QUESTIONS AND ASSUMPTIONS PERIOD

All questions regarding this solicitation must be submitted in writing via email. All questions and subsequent answers will be posted to the SAM.gov website. It is the responsibility of the Offeror to monitor the site for updates. All questions must be submitted electronically to the individual(s) listed in Section 2 of this addendum no later than 2:00 P.M. Central Time five (5) calendar days after the site visit for this solicitation.

All questions and answers will be in written form and provided to Offeror's on https://sam.gov. Any questions submitted after this period may not be answered.

6 PROPOSAL RECORDS

In accordance with RFO 4.309, *Storage, handling, and contract files*, the Government will retain one copy of all successful and unsuccessful proposals.

7 PROPOSAL PREPARATION

General rules for submission and management of a proposal to this solicitation are contained in RFO 52.215-1, *Instructions to Offerors-Competitive Acquisition*.

8 FORMAT

Offers must be submitted electronically, only. No hard copy submissions will be accepted. Offerors must prepare proposals in the English language. Each file must be clearly indexed and logically assembled. Font size must be 10 or larger. An unusual font style, such as script or condensed print, must not be used for any submission. All page margins must be at least one (1) inch wide, but may include headers and footers of the solicitation, project title, and company. Pages must be formatted to print on 8 ½ by 11-inch paper, unless another paper size is specifically authorized elsewhere in this section for a particular submission. Spreadsheets, drawings, and schedule diagrams must fit 11x17 paper size. Proposals must be in a narrative format, organized and titled so that each section of the proposal follows the order and format of the factors. Information presented should be organized to pertain to only the evaluation factor in the section where the information is presented. Information pertaining to more than one evaluation factor should be repeated in each section for each applicable factor. Electronic files must be compatible with Microsoft Windows. Files must be submitted in their native format (i.e., docx, xlsx, pptx, etc.) or if in pdf format and must be in searchable text. If the electronic files are of a size at which they must be compressed (zipped), they must be compressed into one zipped folder. Page limits apply to all files.

TITLE	PAGE MAXIMUM
VOLUME I – TECHNICAL	40 Page Limit[1]
VOLUME II – PAST PERFORMANCE	40 Page Limit
VOLUME III – PRICE	No Page Limit

[1]The first 10 pages must address the technical subfactors.

8.1 Proposals must be uploaded and submitted through the PIEE Solicitation Module.

8.1.1 PIEE Solicitation Module. The electronic copy must be submitted using the PIEE Solicitation Module. Offerors must upload files to the PIEE Solicitation Module with plenty of time to ensure upload of files and submission is sent before the due date and time. Failure to submit the proposal timely due to technical delays experienced with the PIEE Solicitation Module will not be considered a justification for failure to submit proposals timely. It is the contractor's responsibility to periodically check PIEE for solicitation updates as the system may not generate automatic emails notifying them of changes. Please note that failure to do so will not result in a solicitation response time extension.

8.2 Each of the three (3) volumes specified by Sections 11, 12, and 13 of this addendum must include a cover sheet (not counted towards the page limit for each volume). Each must be clearly marked as to volume number, title, solicitation identification, and the Offeror's name. To the greatest extent possible, each volume must be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other volumes of the proposal. Cross-referencing within a proposal volume is permitted where its use would conserve space without impairing clarity.

8.3 For each volume, provide a redacted copy of that volume. Information to be redacted must include Prime Contractor and Subcontractor names, logos, and emblems.

9 MISCELLANEOUS

Proposal modifications must be submitted with modified text readily identifiable (e.g., bold face print, or underlining, and modification tag). The source of the change, e.g., Error, Omission or Clarification must be included and be annotated for each modification. Proposal pages must be clearly marked "REVISED", with the date of revision.

Electronic Communication. All forms of electronic communication must use the following Subject format:

[Solicitation No.] / [Project No.] / [Abbreviated Project Title] / [Description]

Electronic File Naming. All electronic files transmitted must be logically organized and provided with abbreviated file names that represent their contents. Any folder and file path hierarchy must be limited to a character length of 40, at its lowest level.

10 PROPOSAL INSTRUCTIONS

Organize the proposal by volume, into separate documents. Each document must include all necessary, relevant, and supplemental information needed to fully review and evaluate each factor and its subfactors. Each document must be labeled according to the volumes below.

11 VOLUME I – TECHNICAL

11.1 Fully developed drawings, details, or specifications are not required to be included in the offer.

11.2 Provide the major assumptions on which your concept and approach is based and discuss the importance of these assumptions to the successful implementation of your concept and approach.

11.3 "Confidential" projects cannot be submitted to demonstrate capability unless all the information required for evaluation as specified herein can be provided to the Government as part of the Offeror's technical proposal. Offerors that include in their proposals information that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, must be clearly marked in accordance with the instructions at RFO 52.215-1, Instructions to Offerors-Competitive Acquisition", paragraph (e), "Restriction on disclosure and use of data".

11.4 The first 10 pages of the Technical Volume must address the technical subfactors.

11.5 **Technical Evaluation Factors.** The information requested in this addendum will be compared against the criteria in Addendum to RFO 52.212-2 to include the following factors:

Factor 1 – Technical

Subfactor A – Subcontractor Relationships

Subfactor B – Key Personnel Qualifications

11.5.1 **Subfactor A – Subcontractor Relationships**

11.5.1.1 The Offeror must provide a narrative that describes the various subcontractor relationships that have been established for current and past contractual efforts with the Offeror. The past contractual efforts must have had the Offeror as the Prime Contractor over the subcontractor. For each established subcontractor relationship, describe the following:

11.5.1.2 *Areas of Work.* Must describe the subcontractor's scope of work performed from past contracts that the Offeror was the Prime Contractor, and the work the subcontractor is targeted for this effort. Correlate areas of work identified in Section 12, Past Performance, of this addendum for areas of work to relate to the identified subcontractors.

11.5.1.3 *Length of Relationship.* Must describe the number of contracts that the Offer has utilized the subcontractor. Correlate this information with subcontractors identified by Section 12, Past Performance, of this addendum.

11.5.1.4 *Relevant Work History.* Must describe the relevant projects that the subcontractor has performed work. Relevant being defined as a project whose initial cost at contract award was equal to or greater than $25,000,000 that had performance similar in magnitude, scope, and complexity to the requirements in the Summary of Work (SoW) and specifications. Correlate this information with the subcontractors identified by Section 12, Past Performance, of this addendum.

11.5.1.5 *Future Relationships.* Must describe how future relationships will be established and maintained for the life of the project.

11.5.2 This information is intended to demonstrate the Offeror's expert understanding of the Summary of Work, and the Offeror's concept and strategy to accomplish the Summary of Work and achieve these expectations. This material will be evaluated in accordance with Addendum to RFO 52.212-2, Evaluation – Commercial Products and Commercial Services.

11.5.3 **Subfactor B – Key Personnel Qualifications**

11.5.3.1 The Offeror will introduce its proposed management team in the context of its proposed management framework and will describe the roles and responsibilities of each team member. The Contractor must identify key personnel positions who, at a minimum, meet the listed qualifications below.

11.5.3.2 *Project Manager (PM).* Must serve as the Contractor's primary point of contact. The PM must have a minimum of eight (8) years of experience in the delivery of projects similar in magnitude, scope, and complexity as the work described Summary of Work and specifications; whose initial cost magnitude at contract award was equal to or greater than $25,000,000.

11.5.3.3 *Superintendent.* An individual who meets the applicable requirements of the Summary of Work Section 01 30 00 ADMINISTRATIVE REQUIREMENTS, paragraph SUPERINTENDENT QUALIFICATIONS. Similar magnitude requirement from this specification must be interpreted to be projects whose initial cost at contract award was equal to or greater than $25,000,000.

11.5.3.4 *Quality Control Manager.* An individual who meets the applicable requirements of the Summary of Work Section 01 45 00 QUALITY CONTROL, paragraph QUALIFICATIONS. Similar magnitude requirement from this specification must be interpreted to be projects whose initial cost at contract award was equal to or greater than $25,000,000.

11.5.3.5 *Historic Preservation Architect.* An individual who is a registered architect (R.A.) in the State of Texas who has passed the Architect Registration Examination (ARE) administered by the National Council of Architectural Registration Boards (NCARB), has relevant architectural experience that included detailed investigation of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for historic preservation projects; and at least one of the following:

11.5.3.5.1 At least 2 years of graduate study in architectural preservation, American Architectural History, preservation planning or closely related field; or

11.5.3.5.2 At least 10 years of full-time professional experience on historic preservation projects.

11.5.3.6 *Qualified Fire Protection Engineer.* An individual who is a licensed professional engineer (P.E.) in the State of Texas who has passed the fire protection engineering written examination administered by the National Council of Examiners for Engineering and Surveying (NCEES) and has fire protection engineering experience of at least two (2) years on projects similar in magnitude, scope, and complexity as the work described in Summary of Work and specifications.

11.5.4 The Offeror will provide a statement on their company letterhead acknowledging the requirements of key personnel for this contract and the personnel selected for this project will meet the minimum qualifications listed above.

12 <u>VOLUME II – PAST PERFORMANCE</u>

12.1 The Offeror must provide past performance information for the separate legal entity(ies) and other signatories to the Performance Agreement. If the Offeror proposes to have portions of the Summary of Work performed by an entity(ies) other than itself (e.g., subcontractors), it must provide relevant information concerning the past performance of the entity(ies). The Offeror bears the burden of demonstrating its past performance; therefore, the Offeror is required to provide sufficient data for the Government to properly evaluate past performance. The Offeror must submit a completed Past Performance Information Form (PPIF) (Attachment 09) for at least three (3) separate contracts.

12.2 Offerors must provide no more than five relevant contracts, as a higher confidence rating will be given to the submissions that demonstrate the greatest relevance within this limit.

12.3 If an Offeror has no past performance history of relevance, the Offeror must state affirmatively it possesses no performance history of relevance.

12.4 The Government will consider the recency and relevancy of the information, the source of the information, context of the data and general trends in the Offeror's performance. An assessment of the Offeror's past performance will be used as a means of evaluating the Offeror's probability to successfully meet the requirements of the RFP. Lack of any past performance will not automatically disqualify an Offeror, but it is a factor that is considered in the Best Value Subjective Tradeoff Source Selection.

12.5 Offerors are required to explain in the past performance report what aspects of the contracts are deemed relevant to requirements of this solicitation. This may include a discussion of project complexity, technical diversity, contract/subcontract management, schedule, magnitude, description of work elements and what other relevant projects were managed simultaneously.

12.6 **Past Performance Evaluation Factors.** The information requested in this addendum will be compared against the criteria in Addendum to RFO 52.212-2 to include the following factors:

Factor 2 – Recent and Relevant Past Performance

12.6.1 *Recent Past Performance.* To be considered recent, an Offeror must have completed performance or completed at a minimum 80% of a contract within the five (5) years preceding the RFP release date. The Offeror must have had performance of a relevant contract that was equal to or greater than $25,000,000 at initial award. The Offeror must state their tier, i.e., Prime or Sub, of performance on the Recent contract(s).

12.6.2 *Relevant Past Performance.* Relevant past performance is a project whose initial cost at contract award was equal to or greater than $25,000,000 that had performance similar in magnitude, scope, and complexity to the requirements in the Summary of Work (SoW) and specifications. Where an Offeror has proposed a partner to perform only specific sections of the SoW, the relevance of that partner's past performance contracts will be determined based on consideration of the specific sections of the SoW the partner is proposed to perform, as opposed to the entire SoW. However, the Offeror and each of the partners that make up the Offeror (not Subcontractor Team Members) are responsible for performance of the entire SoW. The Government may consider, as appropriate, past performance that may not correlate with a partner's proposed role under this solicitation if the past performance is relevant to the SoW.

12.6.3 *Quality of Performance.* This factor is assessed as the third aspect of the past performance evaluation to establish the overall quality of the offeror's past performance. The past performance evaluation conducted in support of a current source selection does not establish, create, or change the existing record and history of the offeror's past performance on past contracts; rather, the past performance evaluation process gathers information from customers on how well the offeror performed those past contracts. Information collected determines the quality of the offeror's performance, general trends, and usefulness of the information and incorporates these into the performance confidence assessment.

13 <u>VOLUME III – PRICE</u>

13.1 *Bid Guarantee.* Provide a fully executed Bid Bond as required by RFO Provision 52.228-1, Bid Guarantee. Submit an electronic copy of the completed bid bond, SF 24, with the proposal. The amount of the bid guarantee must be 20% of the bid price or $3M, whichever is less.

13.2 The surety must be from an approved surety listed with the Department of Treasury at https://www.fiscal.treasury.gov/surety-bonds/list-certified-companies.html.

13.3 The Offeror must provide a full cost breakout by CLIN and divisions by using the Construction Cost Estimate Worksheet (Attachment 08).

13.4 Per RFO 15.404-1, Price Analysis, competition establishes price reasonableness. Therefore, when contracting on a firm-fixed-price, comparison of the proposed prices will usually satisfy the requirement to perform a price analysis.

13.5 Per RFO 15.404-6, Unbalanced Pricing, an offer may be rejected if the Contracting Officer determines unbalanced pricing poses an unacceptable risk to the Government.

13.6 Period for acceptance of offers. The Offeror agrees to hold the prices in its offer firm for 120 calendar days from the date specified for receipt of offers.

13.7 Price is evaluated to ensure fair and reasonable pricing but is not assigned a rating.