Pre-Proposal Conference

Guam Base Operations Support (BOS) Services
Joint Region Marianas, Guam
N62742-19-R-1199
23 July 2019

Welcome
Hafa Adai

Ms. Bernadette Julian

Supervisory, Contract Specialist

NAVFAC Pacific

Opening Remarks

CAPT Daniel Turner

Commanding Officer

NAVFAC Marianas

Agenda

- Administrative Remarks
- Introduction of Government Representatives
- Solicitation Overview
- Performance Work Statement (PWS)
- Proposal Submittal Requirements – Volume I
- Break
- Proposal Submission Requirements Volumes II & III
- Selection Factors/Best Value Selection
- Current Project Timeline
- Site Visit Guidelines
- Safety Briefings

Administrative Remarks

Administrative Remarks

- Restrooms
- Sign-in: name tags/hand-outs
- Sign-in each day of the site-visit

Introduction of Government Representatives

NAVFAC Pacific
Bernadette Julian, Supervisory, Contract Specialist
Nadia Kouchi, Cost/Price Analyst
Michael Popovich, FSC Project Manager

NAVFAC Marianas
Albert Sampson, Small Business Specialist
Patrick Rivera, Safety Specialist

Conference Ground Rules

- Minutes of this meeting will not be published. A list of attendees and the slides will be posted on the FBO website.
- Remarks and explanations addressed during the conference shall not qualify or alter the terms and conditions of the solicitation.
- The terms and conditions of the solicitation remain unchanged unless the solicitation is formally amended in writing.
- Picture taking, video by cell phone, camera or other recording device are not allowed in the conference.

Conference Ground Rules

- All questions must be submitted in writing – RFP attachment JL-1.
- Please leave questions with one of the Government Representatives or email to NFPACQ2@navy.mil
- A consolidated list of all questions and answers will be posted via notice and/or amendment to the FBO website (https://fbo.gov)

Hand-Outs

- Conference Agenda
- Copy of the Pre-Proposal Conference Slides
- RFP Attachment JL-1 Written Question Form
- Section L & M of the RFP
- Site Visit Itinerary

Solicitation Overview

Purpose

The purpose of the Guam BOS contract is to provide base operations support services for Joint Region Marianas (JRM), Guam.

Functional Annexes

Annex 6 Port Operations
Annex 15 Facilities Support
1501000 Facility Management
1502000 Facility Investment
Annex 16 Utilities
1601000 Utilities Management
1602000 Electrical
1604000 Wastewater
1605000 Steam
1606000 Water
Annex 17 Base Support Vehicles & Equipment

*Annex 0700000 – Ordnance Operations was taken out of the solicitation. The operations will be insourced to civilian civil service positions.

Contract Type and Term

Type:

- Full and open competition
- Cost Plus Award Fee

Contract duration is 8 years:

- Base year (9 months full performance with 3 months mobilization)
- Six Option Periods (12 months)
- Seventh Option Period (9 months full performance and 3 months demobilization)
- FAR 52.218-8, Option to Extend Services (6 months)

Uniform Contract Format

A – Solicitation/Contract Form

B – Supplies or Services and Prices

C – Description and Specifications (PWS)

D – Packaging and Marking

E – Inspection and Acceptance (Destination)

F – Deliveries or Performance

G – Contract Administration Data

H – Special Contract Requirements

I – Contract Clauses

J – List of Documents, Exhibits and Other Attachments

K – Representations, Certifications and Other Statements of Offerors

L – Instructions, Conditions & Notice to Bidders

M – Evaluation Factors for Award

Performance Work Statement (PWS)

Mr. Michael Popovich

FSC Project Manager

NAVFAC Pacific

PWS Approach

- NAVFAC Standard PWS Templates
- Guam BOS Contract PWS Annex Structure
  - Section C
  - Section F
  - Section J

PWS Template

- Supports PBSC (Performance Based Service Contracting)
- Uses Navy-wide templates
- Standard structure
  - Tabular format
  - 18 standard functional annexes
    - Annex 1 contains information relevant to the entire scope of the contract.
    - Annex 2 contains management and administration requirements relevant to the entire scope of the contract (including mobilization/demobilization).
    - Annexes 3 through 18 contain technical requirements expressing expectations of the work to be performed stated as performance objectives, related information and measurable performance standards. Each of these annexes can contain one or more sub-annexes.

PWS Template *(continued)*

- Each annex/sub-annex contains the following sections:
  - Section C, Technical Requirements
    - Spec Item 1: Non-cost information unique to the understanding of the technical requirements of this specification.
    - Spec Item 2: Management and administrative requirements unique to the planning, execution, management and administration of the performance requirements of this specification. This cost is spread to Spec Item 3 for Recurring Work.
    - Spec Item 3: Includes technical performance requirements of that specific annex
  - Section F contains required data deliverables and reports.
  - Section J contains documents, exhibits and other attachments that provide information to help determine the scope of work to be performed.

PWS Structure

11 Annexes/Sub-annexes

Annex 1	(0100000)	General Information
Annex 2	(0200000)	Management and Administration
Annex 6	(0600000)	Port Operations
Annex 15	(1501000)	Facility Management
Annex 15	(1502000)	Facility Investment
Annex 16	(1601000)	Utility Management
Annex 16	(1602000)	Electrical
Annex 16	(1604000)	Wastewater
Annex 16	(1605000)	Steam
Annex 16	(1606000)	Water
Annex 17	(1700000)	Base Support Vehicles & Equipment

Annex Information

- Annex 0100 – General Information
  - Contains information that is applicable to ALL annexes such as project location and partnering philosophy.

- Annex 0200 – Management & Administration
  - Contains typical management and administrative requirements applicable to ALL annexes; includes such things as definitions and acronyms, insurance requirements, and Government furnished property, materials and services.

NOTE: Discuss hierarchy of Annexes 1 & 2 and Spec Item 2's of the Technical Annexes. Example could be working hours, Spec Item 2.2.2 in Annex 2.

Annex Information

(continued)

- Annex 0600 – Port Operations
  - Provides full range of Port Operation logistic support and service functions for Joint Region Marianas, Supported Components and Tenant Commands, and all user activities afloat and ashore (inclusive of U.S. and foreign home-ported and visiting Surface and Subsurface vessels).

- Annex 1501 – Facility Management
  - Provides facilities management, planning, and engineering services for the facilities owned by Joint Region Marianas and all tenants.

Annex Information

(continued)

- Annex 1502 – Facility Investment
  - Provides maintenance, repair, alteration, and simple project work for all buildings and structures, ground structures and related systems and equipment for all Navy facilities, Supported Components and Tenant Commands.

    **Excludes: Family housing units, bachelor housing units and facilities and equipment located in the Ship Repair Facility.*

- Annex 1601 – Utility Management
  - Provides utility management services that are responsible for the production and distribution of electricity, wastewater, steam and water for all Joint Region Marianas Supported Components and Tenant Commands.

Annex Information

(continued)

- Annex 1602 – Electrical
  - Provides services to continuously operate, maintain and repair the Electrical Power Generation Plant and Transmission and Distribution Systems to maximize system availability, reliability, and sustainability

- Annex 1604 – Wastewater
  - Provide services to operate, maintain, repair, monitor and analyze the wastewater treatment and collection systems to maximize system availability, reliability, sustainability and meet customer demands and the requirements of the National Pollutant Discharge Elimination System (NPDES) discharge permit.

Annex Information

(continued)

- Annex 1605 – Steam
  - Provides services to operate, maintain, repair, monitor and analyze the steam, hot water and demineralized water production and distribution systems to maximize system availability, reliability, sustainability and meet customer demands and the requirements of the NPDES discharge permit

- Annex 1606 – Water
  - Provide services to operate, maintain, repair, monitor, and analyze the potable water production and distribution systems to maximize system availability, reliability, sustainability and meet customer demands and the requirements of the NPDES discharge permit

Annex Information

(continued)

- Annex 1700 – Base Support Vehicles and Equipment
  - Provides services for the operation, maintenance and repair, administration, and customer coordination for vehicles and equipment; includes timely and safe delivery of all types of incoming, stationary, and outgoing material, equipment, etc; timely and safe movements of individual(s) and groups of people; comprehensive and fully compliant Weight Handling Equipment and Ordnance Handling Equipment programs; a licensing and testing program; an engineering Equipment Operations program; a Fueling Services program; dispatching services; a maintenance/repair/ alternation/modification program; field and towing services; and maintenance of shop equipment

PWS Section C – Areas of Interest

- Spec Item 1
  - Concept of Operations, Annex interdependencies, lines of demarcations, scope of work exclusions.

- Spec Item 2
  - Definitions and Acronyms
  - Personnel
    - Certification, Training, Licensing, Experience, Key Personnel (if applicable)
  - Equipment, Permits
  - Special Requirements (i.e., unique annex specific requirements)
  - References and Technical Documents

Section C Annex Structure

- All Class 2 maintenance is specified in Annex 1502000 (Facility Investment).
- Operational/minor equipment maintenance is specified in individual Annexes.
- All utility maintenance is included within each utility annex.
- Annex 1700000 covers all transportation operations and the maintenance of the Government-owned vehicle fleet.
- Vehicle requirements for all other annexes are embedded within each Annex.

PWS Section F - Deliverables

- Section F File (Formerly CDRL – Contract Data Requirements List)
  - PWS Contract reference
  - Title
  - Frequency
  - As of date
  - Date of Submission
  - Distribution recipients
  - Government approval requirement
  - Media type
  - Instructions
    - Description/purpose of report
    - Preparation instructions
    - Sample report (if applicable)

PWS Section J - Attachments

- Numbering Format:
  - J – Annex Number – Attachment #
- Historical Data
- Projected Workload Quantities
- Informational Attachments (examples)
  - Definitions
  - Acronyms
  - Maps
  - Forms
  - References & Technical Documents

Workload and Conditions

- PWS workload data in Section J Attachments
  - Maps, floor plans and tables represent the type, quantity and location of services to be provided.

- In order to assess the nature of work and conditions under which work is to be performed, Offerors are encouraged to visit the project sites during the site visit.

Volume I
Cost Proposal
Submittal Requirements

Ms. Nadia Kouchi

Cost/Price Analyst

NAVFAC Pacific

Volume I - Cost

Refer to Section L Proposal Requirements of the RFP

Paper:

- Original and 1 copy
- No page limit
- 8 parts with tabs

Electronic:

- 2 CDs/DVDs
- Editable documents (i.e. Excel files)

Components of Volume I
Cost Proposal

(1) Standard Form (SF) 33

(2) Section B/CLIN & ELIN

(3) Authorized Personnel

(4) Representations & Certifications

(5) Accounting/Financial Management Systems

(6) Financial Capability

(7) Teaming/Joint Venture/Mentor-Protégé Agreements

(8) Supporting Cost Data

Section B/CLIN (Part 2)

COST PLUS AWARD FEE SUMMARY					
CLIN	Contract Period	Period of Performance	Estimated Cost	Award Fee	Amount
0001	PHASE-IN/MOBILIZATION - 3 (mos.)	Apr. 15, 2020 - Jul. 14, 2020			$ -
0002	BASE - FULL PERFORMANCE - 9 (mos.)	Jul. 15, 2020 - Apr. 14, 2021			-
0003	OPTION 1 - 12 (mos.)	Apr. 15, 2021 - Apr. 14, 2022			-
0004	OPTION 2 - 12 (mos.)	Apr. 15, 2022 - Apr. 14, 2023			-
0005	OPTION 3 - 12 (mos.)	Apr. 15, 2023 - Apr. 14, 2024			-
0006	OPTION 4 - 12 (mos.)	Apr. 15, 2024 - Apr. 14, 2025			-
0007	OPTION 5 - 12 (mos.)	Apr. 15, 2025 - Apr. 14, 2026			-
0008	OPTION 6 - 12 (mos.)	Apr. 15, 2026 - Apr. 14, 2027			-
0009	OPTION 7 - 12 (mos.)	Apr. 15, 2027 - Apr. 14, 2028			-
0010	DEMOBILIZATION - 4 (mos.)	Dec. 15, 2027 - Apr. 14, 2028			-
0011	EXTENSION OF SERVICES - 6 (mos.)	Apr. 15, 2028 - Oct. 14, 2028			-
	TOTAL		$ -	$ -	$ -

ELINs (Part 2)

			EXHIBIT LINE ITEM NUMBERS	
Item No.			PHASE-IN / MOBILIZATION Apr. 15, 2020 - Jul. 14, 2020	
	0001		3 MONTHS	
	ELIN	Annex Sub-Annex	Annex Description	Estimated Cost
A	001	0200000	Management and Administration	
A	002	0600000	Port Operations	
A	003	0700000	Ordnance	
A	004	1501000	Facility Management & Engineering Services	
A	005	1502000	Sustainment, Restoration & Modernization (SRM)	
			Annex 15	$ -
A	006	1601000	Utilities Management	
A	007	1602000	Electrical	
A	008	1604000	Wastewater	
A	009	1605000	Steam, Hot Water and Demineralized Water	
A	010	1606000	Potable Water	
			Annex 16	$ -
A	011	1700000	Base Support Vehicles & Equipment - NBG	
			TOTAL ESTIMATED COST	$ -
			AWARD FEE	
			TOTAL COST PLUS AWARD FEE	$ -

Accounting/Financial Management Systems (Part 5)

- Submit information on Government Reviews of Financial & Management Systems:

  Accounting
  Billing
  Estimating
  Purchasing
  Government Property

- Submitting as a Joint Venture – Managing Member
- Cost Accounting Standards
- Points of Contacts

Financial Capability (Part 6)

For Prime Contractor and all Joint Venture Partners:

- Submit Dun & Bradstreet number
- 3 years of Financial Statements
- Evidence of availability of Working/Operating Capital for contract performance
- For Joint Ventures, discuss financial responsibilities

Teaming/JV/Mentor-Protégé Agreements (Part 7)

For all Teaming, Joint Ventures (JV), Limited Liability Corporation (LLC) and Mentor-Protégé (MP) arrangements, submit:

- Formation Documents
- Operating Agreement
- Detailed statement outlining the terms requested under part 7
- List of subcontractors/partners/parties

Supporting Cost Data (Part 8)

- Detailed cost breakdown for mobilization, demobilization, each contract period, and extension of services by cost element, by Annex, and by Exhibit Line Item Number (ELIN).
- Provide basis and rationale for the proposed amounts
- Provide same level of detail for subcontract effort in excess of $2M per year
- Provide the basis of each proposed escalation factor

Cost Summary Worksheet (Attach JB-1)

COST SUMMARY WORKSHEET - ALL ANNEXES

SUMMARY

ATTACHMENT JB-1 - COST SUMMARY WORKSHEET (Note 1)

	ELIN	Annex Description	Tech Spec	Staffing Level (FTEs) (Note 2)	Labor	Fringe Benefits	Materials (RFP JB-3) (Note 3)	Equipment	Subcontracts	ODC	Total Direct Costs	Indirect Cost	Subtotal	G&A	Total Estimated Cost	Total Award Fee	CPAF Sub-Total	Gross Receipt Tax 5.000%	CPAF Including Tax
A	001	Management and Administration	0200000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
A	002	Port Operations	0600000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
A	003	Ordnance	0700000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
A	004	Facility Management & Engineering Services	1501000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
A	005	Sustainment, Restoration & Modernization (SRM)	1502000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Subtotal		-	-	-	-	-	-	-	-		-		-		-		-
A	006	Utilities Management	1601000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
A	007	Electrical	1602000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
A	008	Wastewater	1604000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
A	009	Steam, Hot Water and Demineralized Water	1605000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
A	010	Potable Water	1606000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Subtotal		-	-	-	-	-	-	-	-		-		-		-		-
A	011	Base Support Vehicles & Equipment - non AAFB	1700000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		TOTAL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Note 1- The cost categories shown are examples only. Offeror shall provide direct and indirect costs in accordance with its established accounting practices.
Note 2 - Staffing Level (FTEs): Staffing levels shall represent the FTEs required to perform all of the effort (include prime and subcontractors FTEs)
Note 3 - Use material costs provided in Attachment JB-3 Estimated Materials Cost.

Labor & Fringe Benefits Worksheet (Attach JB-2)

Annex	Annex Description	Prime / Subcontract	Description	Mgmt / Non-Mgmt	Labor Category/Group Note: 1	FTE Note: 2	Straight-Time Productive Hours	Hourly Rate	Labor Cost	Fringe Benefits Note: 3	Total Labor & Fringe
0200000	Management & Administration	Prime		Management/Professional		-	-	-	-	-	-
0200000	Management & Administration	Subcontractor		Management/Professional		-	-	-	-	-	-
	Subtotal 0200000	Prime		Management/Professional		-	-		-	-	-
	Subtotal 0200000	Prime		Non Management		-	-		-	-	-
	Total 0200000	Prime				-	-		-	-	-
	Subtotal 0200000	Subcontractor		Management/Professional		-	-		-	-	-
	Subtotal 0200000	Subcontractor		Non Management		-	-		-	-	-
	Total 0200000	Subcontractor				-	-		-	-	-
											-
xTotal Prime + Subcontractor 0200000						**-**	**-**		**-**	**-**	**-**

Note 1 - Identify labor category/group. For example: Exempt, SCA, CBA, etc.

Note 2 - Identify full time equivalent (FTE) staffing by labor classification, by Annex, subAnnex, for Prime and all subcontractors

Note 3 - Fringe Benefits. Provide narrative on rates & source of rates (e.g. DCMA approved/DCAA audited, etc). If there are no Govt approved/audited rates, or if fringe benefits are direct charges, provide narrative on how % developed, or types of fringe expenses included (e.g. vac/holiday/sick, payroll taxes, workers comp, bonuses, etc). Offerors shall propose Fringe Benefits in accordance with its established accounting practices.

Note 4 - For each Annex/subAnnex, and in total, the Total Prime $ amounts in "Total Labor & Fringe Benefits" shall match $ amounts in Attachment JB-1 Cost Summary Worksheet "Labor & Fringe Benefits" column

Break

Volumes II & III
Technical Proposal
Submittal Requirements

Ms. Bernadette Julian

Supervisory, Contract Specialist

NAVFAC Pacific

Non-Cost (Technical) Evaluation Factors

Factor A, Past Performance

Factor B, Corporate Experience

Factor C, Management

Factor D, Technical Approach

Factor E, Safety

Factor F, Small Business Utilization

Comprehensive instructions on the submittal of Volumes II & III are provided in Section L.7 of the RFP

Volume II – Factors A, B, C D & E

- Original and nine (9) paper copies
- Two (2) CDs/DVDs (bookmark all sections the same as the tabs in the paper copies)
- At a minimum, Volume II shall be tabbed by major factor (e.g. Factor A, B, C, D, and E)

Volume III - Factor F

- Original and one (1) paper copy
- One (1) CD/DVD (bookmark all sections the same as the tabs in the paper copies)
- Small Business Subcontracting Plan, Attachment JL-7

Volumes II & III Page Limit

Volumes II & III are a maximum of five hundred thirty (530) pages. Below is the summary breakdown of page limits by factor:

Volume II:

Factor A, Past Performance* – See Factor A for project details.
Factor B, Corporate Experience – The maximum is fifteen (15) pages.
Factor C, Management – The maximum is seventy-five (75) pages.
Factor D, Technical Approach*
Factor E, Safety – The maximum is five (5) pages.

- The maximum page limit for Factors A and D combined are 400 pages.

Volume III:

Factor F, Small Business Utilization – The maximum is thirty-five (35) pages. (Include in Volume III, L.6. Small Business Subcontracting Plan)

Factor A – Past Performance

The Offeror and team members can demonstrate past performance by submitting a maximum combined total of ten (10) recent relevant single-function or multi-function projects.

- Of the ten (10) projects, the Offeror must submit a minimum of three (3) multi-function projects with a value of $20 million or more per year.
- Single-function projects must have a value of $4 million or more per year.
- All projects must had been performed within the last five (5) years from the issuance date of the solicitation.

Factor A – Past Performance

- **If both final and interim CPARS evaluations are available, they shall be submitted with the proposal. If there are no completed CPARS evaluations**, the Past Performance Questionnaire (PPQ) (attachment JL-3) included in the solicitation is provided for the offereor or its team memebers to submit to the client for each project the offeror includes in its proposal for factor A, Past Performance. **An offeror shall not submit a PPQ when a completed CPARS is available**

- Include a one (1) page list of awards received on projects submitted under Factor A, such as award fee determinations, customer letters of commendation, and any other forms of performance recognition

Factor B – Corporate Experience

The projects submitted for Factor B, Corporate Experience, must also be submitted for Factor A, Past Performance.

- Offeror shall submit a maximum combined total of five (5) recent relevant single-function or multi-function projects that demonstrate their ability to successfully perform the proposed effort.
- Of the five (5) projects, the offeror shall submit a minimum of three (3) recent relevant multi-function projects with a value of $20 million or more per year.
- Single-function projects must have a value of $4 million or more per year.
- All projects must had been performed within the last five (5) years from the issuance date of this solicitation.
- Offereors shall also complete worksheet JL-9, Corporate Experience Worksheet, to demonstrate the depth and breadth of their experience.

Factor C - Management

For organizational purposes, the management plan shall address the requested information in the following format:

- **Workforce Management.** (1) Submit a plan to organize, recruit and retain, manage, and supervise workforce personnel to accomplish the requirements of this contract. (2) Submit an organization chart identifying all management and key personnel that will be used to perform this contract, including the lines of management authority and supervision. (3) Provide a completed Resource Worksheet (JL-4) for the total effort to include the prime contractor and all subcontractors for the base period.

- **Quality Management System.** Provide a Quality Management (QM) Plan (i.e. the quality processes, practices, resources, and activities) and minimum controls that will be used to ensure full compliance with all performance objectives and standards as described in Section C 0200000 Management and Administration.

Factor C - Management

- **Scheduling.** Describe scheduling procedures to manage potential fluctuations in workload, including the flexibility to accommodate surges for (1) non-recurring work, and (2) natural disasters.

- **Mobilization and Demobilization.** Provide an approach to mobilization and demobilization. The mobilization and demobilization periods are limited to no more than 90 calendar days each.

Provide resumes and letters of intent for the 16 key personnel listed, see Factor C, Management for each Annex

Factor D – Technical Approach

- Provide a completed Attachment JL-4 for the total effort to include the prime contractor and all subcontractors for the base period. Describe staffing levels for each annex.

- Provide a Basis of Estimate (BOE) for each specification item listed in Attachment JL-4.

- **Risk Mitigation.** The offeror shall identify and describe how the technical approach will mitigate risks involving material, equipment, licensing and certification of workers, working in secured areas, surge, and contingency.

Factor E - Safety

The offeror shall submit the following information: (For a partnership or joint venture, the following submittal requirements are required for each contractor who is part of the partnership or joint venture; however, only one safety narrative is required. EMR, DART and TRC Rates shall not be submitted for subcontractors.)

- **Experience Modification Rate (EMR):** Include three (3) previous complete calendar years' (2016, 2017, 2018) worth of data. The offeror may submit an insurance company-provided equivalent rate if no EMR exists. If the offeror has no EMR or premium, for any year, affirmatively state so and explain why. Any extenuating circumstances that affect the EMR and negative trends should be addressed as part of the factor submission.

Factor E - Safety

- **OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate and Total Recordable Case (TRC) Rate:** Submit three previous complete calendar years' (2016, 2017, 2018) worth of data. If an offeror cannot submit an OSHA DART and TRC rate, for any year, affirmatively state so and an explanation must be provided. Any extenuating circumstances that affected the OSHA, DART, and TRC rate data negatively must be addressed as part of this factor submission.

- **Technical Approach for Safety**: The offeror shall submit a narrative that fully describes the safety management system that they will use to oversee the safety compliance and performance of self-performed and subcontractor-performed work. The offeror will describe any innovative methods that will be employed to ensure and monitor safe work practices at self-performed and/or all subcontractor levels.

Factor F – Small Business Utilization

Achievements

All offerors shall provide a narrative (**limited to two pages**) to describe their achievements in supporting the Government's policy to provide maximum practicable opportunities for SB, VOSB, SDVOSB, HUBZone small business, SDB, and WOSB concerns to participate as subcontractors consistent with efficient contract performance. In support of narrative submissions:

a. All offerors shall submit small business subcontracting information associated with each project cited under the Corporate Experience Factor in the format provided in **Attachment JL-5, Small Business Subcontracting Record**.

Factor F – Small Business Utilization

b. Offerors representing as other than small businesses shall also provide copies of the most current individual subcontracting reports (ISRs) associated with each project cited under the Corporate Experience Factor if a small business subcontracting plan was required by the contract. If such projects were completed under specific task orders, provide ISRs for the overall contract. For cited projects with state and local government agencies, provide similar subcontracting performance reports if required by the contracts. When not specifically addressed in the ISR or similar report, offerors shall provide explanations for all instances of failures to meet dollar or percentage goals in individual subcontracting plans.

Factor F – SB Utilization

Small Business Participation and Commitment

All offerors shall submit a small business participation and commitment strategy including all data elements shown in **Attachment JL-6, Small Business Participation and Commitment Strategy**.

a. Identify in terms of dollar value and percentage of the total acquisition the extent of work the offeror will self-perform as the prime contractor. If submitting an offer as a joint venture, identify the percentage of work each member will be responsible for and indicate the size status of each member (e.g. small business, woman-owned small business, other than small business).

b. Include supplemental narratives **(limited to five pages)** to address other elements of the offeror's strategy such as binding agreements covering post award roles for execution of the contract and specific initiatives and tools that will be employed under the contract to enhance small businesses opportunities to both participate in this acquisition and build capabilities to support future NAVFAC acquisitions.

Factor F – SB Utilization

c. The anticipated prime and first tier overall small business participation rate for this acquisition (i.e. work to be performed by small businesses as the prime and/or subcontractors) is **20% of the contract value**. Offerors are encouraged to exceed this percentage and seek meaningful levels of participation in each of the small business socioeconomic programs listed in Attachment JL-6 consistent with efficient contract performance. **Offerors shall explain in their participation and commitment strategies how proposed participation rates were established.** The small business participation and commitment strategy must be in agreement with any required small business subcontracting plan and will be made a part of the contract upon award.

Selection Factors/Best Value Selection

Section M

Selection Factors/Best Value Selection

RFP Section M – Evaluation Factors for Award

M.1 – Selection Factors/Best Value Selection

Best value selection shall be made to the responsible Offeror whose proposal, conforming to the solicitation, represents the best value and most advantageous to the Government, cost and technical factors considered.

*Comprehensive explanation is provided in Section M of the RFP

Relative Importance

- All Non-Cost (technical) factors (Factors B, C, D, E, and F) when combined are of equal importance to the Past Performance Confidence Assessment (Factor A); and

- All Non-Cost (technical) factors and the Performance Confidence Assessment (Past Performance) rating, when combined are significantly more important than cost.

Cost Evaluation

Cost evaluation factors:

- Completeness
- Cost reasonableness
- Cost realism
- Unrealistic costs/unbalanced costs
- RFP Section K representations and certifications
- Contractor Business Systems
- Financial Capability

Factor A – Past Performance

- Offeror will be evaluated how well the Offeror performed on recent relevant projects submitted under Factor A and on other recent relevant contracts.

- Offeror will be evaluated on the relevancy and overall quality of the Offeror's past performance and how well the Offeror performed on the recent relevant projects.

Factor A – Past Performance

- Offeror will be evaluated on the degree to which past performance information reviewed by the Government reflect a general trend of satisfactory performance in areas that will assist the Government in determining whether an Offeror will successfully performance the required effort such as:
    - Technical/Quality of Product or Service
    - Schedule/Timeliness of Performance or Delivery
    - Cost Control and Management
    - Management and/or Business Relations
    - Small Business Subcontracting
    - Regulations Compliance
    - Safety and Security

Factor A – Past Performance

- In the case of an Offeror without a record of recent relevant past performance or for whom information on past contract performance is not available, the Offeror may not be evaluated favorably or unfavorably on past performance.

- In this case, the Offeror's past performance is unknown and will be assigned a confidence rating of "Neutral".

- An Offeror with favorable recent relevant past performance may be considered more favorably than an Offeror with no past performance information.

Factor B – Corporate Experience

- Proposal must completely address all submission requirements in Section L, Factor B.
- Offeror will be evaluated on recent relevant experience performed by the Offeror to determine indicators of expected performance.
- Evaluation of corporate experience as listed in Attachment JL-9, will consider: (1) depth; (2) breadth; and (3) multi-function management.
- Offeror will be evaluated on its experience in planning and executing the required services.

Factor B – Corporate Experience

- Offerors possessing experience in cost-type, multi-function support service contracts may be considered more favorably.
- Offerors that demonstrate depth and breadth of experience and multi-functional management experience in a greater number of Annexes/Sub-Annexes will likely be considered more favorably.
- Lack of experience in one or more Annexes/Sub-Annexes will likely result in a lower rating for this factor.

Factor C - Management

- Proposal shall completely address all submission requirements in Section L, Factor C and meet the minimum requirements specified Performance Work Statement.
- Offeror will be evaluated on the degree to which the proposal demonstrates an effective and resource-efficient management plan, including a complete Attachment JL-4.
- Offeror will be evaluated on the effectiveness of the approach, considering general management and administrative structure, to determine the likelihood that the work will be performed in accordance with the requirements of the PWS.

Factor C - Management

- Offeror will be evaluated on the effectiveness of the approach to workforce management, quality management, scheduling, and mobilization/ demobilization.

- Key personnel will be evaluated in accordance with the minimum requirements specified in the PWS.

Factor D – Technical Approach

- Proposal shall completely address all submission requirements in Section L, Factor D and meet the minimum requirements specified Performance Work Statement.
- Proposal will be evaluated considering the degree to which the Offeror's technical approach proposal demonstrates a clear understanding of the PWS requirements including realistic labor quantities, necessary skills, equipment, and materials in relation to the work required for each Annex/Sub-Annex and Spec Item.

Factor D – Technical Approach

- Technical Approach will be evaluated to assess whether there is a clear understanding of the requirements consistent with other portions of the proposal and shall be supported by a reasonable Basis of Estimate.
- Offerors who fail to provide a completed hard copy and MS EXCEL (Microsoft Office Version 2016 compatible) of the Attachment JL-4 for the total effort to include the prime contractor and all subcontractors for the base period will be considered unacceptable.

Factor D – Technical Approach

Proposal demonstrates:

- An adequate resource efficient approach/methodology to effectively achieve performance objectives and standards for each Annex/Sub-Annex, and Spec Item that utilizes best industry practices and procedures for each major task.
- An adequate understanding of supply chain management
- An adequate understanding of statues, regulations, policies, and procedures, and processes
- A clear understanding of the potential risks to be encountered during contract performance and an adequate approach/ contingency plan to effectively mitigate risks across all Annexes/ Sub-Annexes.

Factor E - Safety

Evaluation will collectively consider the following:

- **Experience Modification Rate (EMR):** For the three previous complete calendar years of the Offeror will submit EMR. No EMR exists, the Offeror may submit an insurance company-provided equivalent rate explaining why not.
- **OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) and Total Recordable Case (TRC) Rates:** For the three previous complete calendar years, the Offeror will submit their OSHA DART and TRC as defined by U.S. DOL, OSHA. If unable to submit OSHA DART and TRAC rates, affirmatively state so, and an explanation must be provided.

Factor E – Safety

- Any extenuating circumstances that affected the EMR and negative trends should be addressed as part of this element.
- OSHA DART and TRC rates will be evaluated to determine if the Offeror has demonstrated a history of safe work practices taking into account any upward trends and extenuating circumstances that impact rates.
- **Technical Approach to Safety:** The Offeror will describe their plan to evaluate their safety performance and that of potential subcontractors. The Board will evaluate the narrative to determine the degree to which subcontractor safety performance will be considered in the selection of all levels of subcontractors on the upcoming project.

Factor E – Safety

- The Board will evaluate the narrative to determine the degree to which innovations are being proposed that may enhance safety on this procurement and validate the contractor has addressed methodology to be used in the execution of an effective program that facilitates sound mishap prevention techniques/processes, employee report of unsafe conditions, unsafe activities, and near-miss mishaps.
- Those Offerors whose plan demonstrates a commitment to hire subcontractors with a culture of safety and who propose innovative methods to enhance a safe working environment may be given a greater weight in the evaluation.

Factor E – Safety

- **Other Sources of Information Available to the Government:** Other sources for safety may include but are not limited to OSHA data, NAVFAC's Contractor Incident Reporting System in Enterprise Safety Applications Management System, Contractor Performance Assessment Reporting System and other related databases.

Factor F
Small Business Utilization

Mr. Albert Sampson

Deputy for Small Business

NAVFAC Marianas

Factor F – SB Utilization

- Factor F assesses both the historical achievements in utilizing small business concerns as subcontractors and proposed small business participation and commitment strategies (see Section L.7)

Factor F – SB Utilization

Achievements.

- All offerors shall provide a narrative (**limited to two pages**) to describe their achievements in supporting the Government's policy to provide maximum practicable opportunities for SB, VOSB, SDVOSB, HUBZone small business, SDB, and WOSB concerns to participate as subcontractors consistent with efficient contract performance. In support of narrative submissions:

  a. All offerors shall submit small business subcontracting information associated with each project cited under the Corporate Experience Factor in the format provided in **Attachment JL-5, Small Business Subcontracting Record**.

  b. Offerors representing as other than small businesses shall also provide copies of the most current individual subcontracting reports (ISRs) associated with each project cited under the Corporate Experience Factor if a small business subcontracting plan was required by the contract. If such projects were completed under specific task orders, provide ISRs for the overall contract. For cited projects with state and local government agencies, provide similar subcontracting performance reports if required by the contracts. When not specifically addressed in the ISR or similar report, offerors shall provide explanations for all instances of failures to meet dollar or percentage goals in individual subcontracting plans.

Factor F – SB Utilization

Small Business Participation and Commitment.

- All offerors shall submit a small business participation and commitment strategy including all data elements shown in **Attachment JL-6, Small Business Participation and Commitment Strategy**.

a. Identify in terms of dollar value and percentage of the total acquisition the extent of work the offeror will self-perform as the prime contractor. If submitting an offer as a joint venture, identify the percentage of work each member will be responsible for and indicate the size status of each member (e.g. small business, woman-owned small business, other than small business).

b. Include supplemental narratives **(limited to five pages)** to address other elements of the offeror's strategy such as binding agreements covering post award roles for execution of the contract and specific initiatives and tools that will be employed under the contract to enhance small businesses opportunities to both participate in this acquisition and build capabilities to support future NAVFAC acquisitions.

Factor F – SB Utilization

c. The anticipated prime and first tier overall small business participation rate for this acquisition (i.e. work to be performed by small businesses as the prime and/or subcontractors) is **20% of the contract value**. Offerors are encouraged to exceed this percentage and seek meaningful levels of participation in each of the small business socioeconomic programs listed in Attachment JL-6 consistent with efficient contract performance. **Offerors shall explain in their participation and commitment strategies how proposed participation rates were established.** The small business participation and commitment strategy must be in agreement with any required small business subcontracting plan and will be made a part of the contract upon award.

Factor F – SB Utilization

Basis of evaluation.

- Offerors will be evaluated on the extent to which their proposals and other performance information available to the Government demonstrate a history of successfully supporting Government policies concerning utilization of small business concerns as subcontractors including, when applicable, achievements against established small business subcontracting plan goals.

- Offerors will also be evaluated on the levels of small business participation proposed and the degree of commitment to use named sources.

- The anticipated benefits of proposed initiatives and tools to enhance small business participation and capabilities will be considered.

- The Government will assess proposal realism and the likelihood of success in achieving the small business objectives of this acquisition.

Factor F – SB Utilization

Forms to be used for offeror submission of Small Business Utilization Factor information are:

Attachment JL-5 – Small Business Subcontracting Record

Attachment JL-6 – Small Business Participation and Commitment Strategy

Reminders

- Questions must be submitted no later than **August 9, 2019**
- Submit questions to NFPACQ2@navy.mil using the Written Question Form, Attachment JL-1
- Verbal inquiries will not be entertained
- Notices will be posted at the FBO website to respond to written questions. Notices do not revise the solicitation requirements.

Reminders

Amendments:

- Solicitation remains unchanged unless amended in writing on a Standard Form 30
- Amendments will be posted to the FBO website (https://fbo.gov)
- The Navy Electronic Commerce On-line (NECO) website will no longer be available starting 1 Oct 2019

Current Project Timeline

Synopsis Issued – June 19, 2019

Solicitation (RFP) issued – July 5, 2019

PP Conference/Site Visit – July 23 – 31, 2019

Proposals due – **August 30, 2019; 2:00 p.m., HST**

Contract award – ~April 2020

Phase-in/mobilization – April – July 2020

Full performance (all annexes) – July 2020

Site Visit Guidelines

- No photos shall be taken anytime during the site visit
  If there is an area you would like a photo taken, please submit the information (i.e. bldg. #, location, equipment type, etc.) on JL-1. If anyone is caught taking photos they will be asked to leave the site visit.
- Wear your name tag at all times. For your safety, please stay with the group.
- If an individual does not have the proper PPE, they will be asked to stay on the bus
- Stay on the same bus for the duration of the site visit. This is so we can keep track of all attendees.
- Request that you adhere to the designated start time and return time from lunch. The buses will leave promptly at that time designated.
- In case of inclement weather, call the Typhoon hot line at (671) 349-NFM or (671) 349-4636

Safety Briefing

Mr. Patrick Rivera

Safety & Occupational Health Specialist

NAVFAC Marianas

NAVFAC Marianas Safety Brief

- NBG Emergency Services on-base phone is 911 (Security and/or Fire Dept) or cell phone 333-4357 (HELP)
- Smoking Policy – ONLY at designated areas!
- Personal Protective Equipment (PPE) – Construction/Industrial areas
  - Sun burn (sunscreen)
- Slips, trips, and falls
- Traffic Safety
  - Seat belts
  - Listening devices are prohibited while driving (No texting)
  - Drinking & Driving
  - Road conditions
  - Speed limits
  - Wharfs
  - Confined Spaces / Electrical Substation
- Dehydration – Drink plenty of water!
- Report Unsafe or Unhealthful Working Conditions

"Mission First – Safety Always"