Section L - Instructions, Conditions and Notices to Bidders

SECTION L

SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

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L.1 TIME FOR RECEIPT OF PROPOSALS

(a) Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to the solicitation are not desired. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor encouraged.

(b) Non-Cost (Technical) and Cost Proposals shall be **received** no later than 30 August 2019 @ 2:00 p.m., Hawaii Standard Time (HST) in sealed envelopes/boxes marked in the bottom right corner "RFP N62742-19-R-1199, DO NOT OPEN IN MAILROOM."

(c) Proposals can be **mailed, delivered or hand-carried** to the following address:

Naval Facilities Engineering Command, Pacific
Special Projects Contracts Branch, ACQ22, Building 57 Contracting Officer, Annette M. Chun
258 Makalapa Drive, Suite 100
JBPHH, HI 96860-3134

Deliveries to above address will be accepted during the following hours:

Monday through Friday: 8:00 a.m. to 3:30 p.m., HST; Closed on Saturdays, Sundays, and all Federal Holidays

NOTE: Delivery addressee is located on a secured military installation that requires a pass to enter the base. Anticipate delays in obtaining a base access pass. If a base pass is desired, complete JB2 form 0-180 (Attachment JL-8) for individual(s) delivering the proposal. The original with original signature(s), shall be received no later than eleven (11) workdays prior to the visit date at the mailing address listed above. If the Government does not receive a complete Attachment JL-8 eleven workdays prior to the visit date at the mailing address listed above, it may result in the delay or denial of a pass.

(d) Proposals not received at the above address on or before the hour and date set forth for receipt of proposals shall be subject to the provisions of FAR 52.215-1(c), "Submission, modification, revision and withdrawal of proposals."

L.2 INSTRUCTIONS FOR SUBMITTING QUESTIONS REGARDING THE SOLICITATION

Questions regarding the solicitation shall be submitted in writing (Written Question Form, Attachment JL-1) via electronic mail to NFPACQ2@navy.mil. Verbal queries will not be entertained. Responses to the questions will be provided in the form of a Notice and posted to the website www.neco.navy.mil and www.fbo.gov. The Government may not respond to questions submitted less than 21 calendar days before the proposal receipt due date.

L.3 PRE-PROPOSAL CONFERENCE/SITE VISIT

PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held on Tuesday, 23 July 2019 on Guam. The exact location of the pre-proposal conference on Guam will be determined at a later date. The purpose of the conference will be to familiarize prospective offerors with the extent and nature of the project. The Government reserves the right to limit the number of attendees per company. Registration for the conference will begin at 8:00 and the conference will commence at 9:00 a.m. Please check the websites at www.neco.navy.mil and www.fbo.gov for any updates to the conference.

Parties interested in attending the pre-proposal conference shall submit the following information to NFPACQ2@navy.mil no later than Friday, 5 July 2019 at 2:00 p.m. HST: company name, business size, point of contact, name of individuals with title, phone numbers, fax numbers, e-mail addresses.

SITE VISIT: A site visit will be held following the pre-proposal conference Tuesday, 23 – 31 July 2019 on Guam. The Government reserves the right to limit the number of attendees per company for the site visit. Transportation for the site visit will be provided, but all other expenses will be the attendee's responsibility. It is the responsibility of the offeror to arrange for meals, lodging needs and transportation to Guam. Contractors are responsible for providing their own personal protection equipment (PPE), which includes hard hats, eye protection, hearing protection, and flat covered shoes (i.e. athletic type) for the site visit. Steel toe shoes are not required for the site visit. Individuals without the proper PPE may be restricted access to certain areas.

Parties interested in attending the site visit shall submit the following information to NFPACQ2@navy.mil no later than Friday, 5 July 2019 at 2:00 p.m. HST: full name, gender, proof of citizenship, name of firm representing, position/title, social security number, complete company address, and e-mail addresses. Acceptable proof of citizenship documents include a copy of: U.S. passport, U.S. birth certificate, or U.S. Certificate of Naturalization. A driver's license is NOT an acceptable form of citizenship. Non-U.S. citizens must provide a copy of their passport. Please check the websites at www.neco.navy.mil and www.fbo.gov for any updates to the site visit.

To be prepared, site visit attendees need to fill out the following forms and submit it to the below POC's for Naval Base Guam and Andersen Air Force Base, Guam.

For Naval Base Guam (submit to NFPACQ2@navy.mil):

1) Complete Base Access Request (BAR) Cover Letter (Attachment JL-10).
2) Complete CNIC Base Access Pass Registration Form - OMB 0703-0061 (Attachment JL-10).
3) It is the responsibility of all interested attendees to submit their base access request forms.
4) Those that do not confirm their base access requests may not be able to participate.

For Andersen Air Force Base, Guam (submit to NFPACQ2@navy.mil):

1) Base Access List Instructions (Attachment JL-11).
2) Complete Base Access List (Attachment JL-11).
3) Complete Base Access Affidavit (Attachment JL-11).
4) It is the responsibility of all interested attendees to follow up and make sure NSAA base passes are processed and ready for pick up.
5) Those that do not confirm their base access requests may not be able to participate.

Failure to submit registration information for the pre-proposal conference and site visit by Friday, 5 July 2019 at 2:00 PM HST will preclude your firm's participation.
Offerors should be aware that no answers will be provided to verbal questions asked during the pre-proposal conference/site visit. Offerors are requested to provide any questions that they may have during the conference in writing. The form for submitting written questions during the pre-proposal conference/site visit is provided in Attachment JL-1 of the solicitation. Offerors are encouraged to submit written questions prior to the pre-proposal conference/site visit via e-mail to NFPACQ2@navy.mil. Responses to the questions will be provided in Notices on the internet at www.neco.navy.mil and www.fbo.gov. No hard copies will be sent. In addition, the pre-proposal conference presentation slides, attendee list of company affiliation and responses to questions from the pre-proposal conference and site visit will be issued as Notices and/or Amendments to the solicitation at the same internet websites within three weeks following the conference.

IMPORTANT NOTE: Remarks and explanations addressed during the conference and site visit shall not qualify or alter the terms and conditions of the solicitation. The terms and conditions of the solicitation to include the Performance Work Statement remain unchanged unless the solicitation is formally amended in writing via an Amendment.

L.4 AMENDMENTS AND NOTICES TO THE SOLICITATION

Amendments and Notices will be posted to the websites www.fbo.gov and www.neco.navy.mil. It is the offeror's responsibility to check the website periodically for any amendments to the solicitation. Changes to the solicitation and Performance Work Statement will only be made by the issuance of Amendments. Notices are for informational purposes only and will not change the solicitation or Performance Work Statement.

Note: Federal Business Opportunities (FBO) is currently scheduled to be decommissioned on 1 October 2019. FBO will be replaced with the module "Opportunities" under the single sign on environment entitled System for Award Management (SAM) currently referred to as beta.sam and located at https://beta.sam.gov. Beta.sam.gov will be the official U.S. government website for people who make, receive, and manage federal awards. As NAVFAC transitions from "FBO" to "Opportunities," it has been determined that NAVFAC will no longer use the website "Navy Electronic Commerce Online"(https://neco.navy.mil) as the storefront for posting notices to FBO.

L.5 MULTIPLE AWARDS

The Government does not intend to make multiple awards. The Government intends to issue one contract resulting from this solicitation.

L.6 SMALL BUSINESS SUBCONTRACTING PLAN **(to be submitted with Volume III only)**

(Reference FAR 52.219-9 Alt II and DFARS 252.219-7003)

NAVFAC's command-wide small business subcontracting targets are shown below. These may be higher or lower than percentages that would represent realistic, challenging small business subcontracting goals for this acquisition. Offerors representing as other than small businesses shall establish small business subcontracting plan goals that are consistent with their small business participation and commitment strategies submitted for evaluation under the small business utilization source selection factor in this solicitation and shall document in their subcontracting plans the basis for all proposed goals. Plans shall be submitted with initial offers.

SB	45%
SDB	5%
HUBZone SB	3%
WOSB	15%
SDVOSB	5%

Small businesses identified by name in offerors' proposals/participation and commitment strategies and considered in the evaluation shall be listed in small business subcontracting plans submitted pursuant to FAR 52.219-9 in order to facilitate compliance with 252.219-7003(e). Material discrepancies between the small business participation and commitment strategy and small business subcontracting plan (if required) shall be corrected and responses provided to questions identified.

See the Small Business Subcontracting Plan (Attachment JL-7) for format.

L.7 PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall be submitted in three separate volumes. Each volume, as described below, shall be appropriately

tabbed and present a clear, concise offer.

Volume I – Cost Proposal
Volume II – Non-Cost (Technical) Proposal (Factors A, B, C, D, and E)
Volume III – Non-Cost (Technical) Proposal (Factor F, Small Business Utilization)

Each Volume should be submitted in two electronic copies CDs/DVDs compatible with Windows type CPUs and Microsoft Word 2000-2016, Excel 2000-2016, and Adobe Acrobat Software. The proposal will contain the number of printed copies specified in the following pages. The CD/DVD versions shall be used primarily to locate specific items of information. Should there be a discrepancy between the paper copies and the electronic (CD/DVD) versions of the proposals, the paper copies shall govern.

Offerors will submit DD Form 254, Contract Security Classification Specification (Attachment JL-2) due to the possibility of handling classified documents.

VOLUME I – COST PROPOSAL

Submit an original and one (1) paper copy. In addition, submit two (2) CDs/DVDs with editable Excel and PDF documents of Section B and the supporting cost documentation. If submitting PDF documents, the text shall be a font of Arial, 11 point.

The cost proposal shall contain sufficient information to permit a detailed evaluation. The printed format of Volume I shall be as follows:

- Paper shall be white, 8-1/2" X 11" and have margins of 1-inch on all four sides with printing on one side only submitted in 3 D-ring binders. For charts, graphs, and spreadsheets, paper shall be no larger than 11"x17".
- Text shall be a font of Arial with a type size no smaller than 11 point and single line spacing.
- Graphic text shall be legible and no smaller than 8-point text.
- The original proposal shall be identified as "ORIGINAL" on the cover.

At a minimum, Volume I – Cost Proposal shall be provided in eight (8) parts and tabbed as follows:

(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/JV/Mentor-Protégé Agreements
(8) Supporting Cost Data

Under part (1) SF33, Offerors shall complete blocks 12 through 18.

Under part (2) Section B, Offerors shall complete Section B and accompanying exhibits from Section J of the solicitation with all Contract Line Item Numbers (CLIN) and Exhibit Line Item Numbers (ELIN). Amounts shall be rounded to the nearest dollar. Amounts will become the costs effective at contract award.

Under part (3) Authorized Personnel, Offerors shall provide name, title, email address, phone and facsimile number of the person or persons authorized to negotiate and legally bind the offeror and points of contact within the company should proposal clarifications be required. Offeror shall provide phone numbers and points of contact at the cognizant Defense Contract Management Command Office responsible for contract administration functions (e.g. DCMA Office) and the cognizant Government audit office (e.g. Defense Contract Audit Agency). If an offeror does not have such contact with DCAA or a Government audit office, it shall so indicate and explain why not.

Under part (4) Representations and Certifications, Offerors shall provide Representations and Certifications and other Statements of Offerors, Section K, DFARS Clause 252.204-7007 ALT A.

Under part (5) Accounting/Financial Management Systems, Offerors shall submit the date, results, and the reporting Government office for the most recent reviews performed of its accounting, billing, estimating, purchasing, and Government property systems. Provide a listing of information to support the Government's determination of the degree to which the offerors accounting/financial management systems are adequate and compliant with Government regulations and standards. The Government is not asking for a description of your system, but is requesting supporting information that will allow the Government to determine the status of these systems. In accordance with FAR 16.104(i) and FAR 16.301-3(a), the offeror's accounting system must be deemed adequate for the timely development of all necessary cost data and determining costs applicable to the contract prior to contract award. If submitting a proposal as a joint venture, submit the listing only for the managing member who will implement and control the systems. The offeror shall also submit documentation addressing compliance with applicable Cost Accounting Standards (CAS) requirements. Offerors shall provide points of contact with phone numbers for the cognizant DCMA/DCAA offices that can confirm the current status of these accounting/financial management systems.

Under part (6) Financial Capability, Offerors shall provide evidence of financial capability. In accordance with FAR 9.104-1 responsibility determination, a contractor must have adequate financial resources to perform the contract. Offerors shall submit the company's Dun & Bradstreet number (DUNS) and provide the latest three (3) years complete fiscal year financial statements for the prime contractor, certified by an independent accounting firm, if practicable, or at least by an authorized officer of the organization. In addition to the above, submit evidence of availability of working/operating capital, which will be used for the performance of the resultant contract. For Joint Venture arrangements discuss the financial responsibilities among the companies and if the Joint Venture has been in existence for less than three years, also provide the latest three years' complete fiscal year financial statements for each member of the Joint Venture.

Under part (7) Teaming/JV/Mentor-Protégé Agreements, Offerors shall submit any Teaming, Joint Ventures (JV), Limited Liability Corporation (LLC) and Mentor-Protégé (MP) arrangements. Submit the following additional documentation regarding the business entities:

A copy of the executed Teaming, JV, LLC or MP agreement.

A detailed statement outlining the following terms or percentages where appropriate:

- The relationship of the team/partners/parties in terms of business ownership, capital contribution, profit distribution or loss sharing.
- The management approach in terms of who will conduct, direct, supervise, control and the controlling partner's authority to obligate the entity.
- The structure and decision-making responsibilities of the team/partners/parties in terms of who will control the manner and method of performance of work.
- Percentage participation between the team/partners/parties.
- Set forth procedures to be followed in the event that the entity is dissolved due to unforeseen circumstances, such as the bankruptcy of a member. State how the financial responsibility will be maintained if one or more entities leave or default.

A list of subcontractors/partners/parties, to include company names, DUNS, and CAGE numbers, addresses, points of contact, email addresses, phone numbers and facsimile numbers.

Under part (8) Supporting Cost Data, the cost proposal shall contain a complete detailed cost breakdown for mobilization, demobilization, and each contract period by cost element, by Annex, and by Exhibit Line Item Number (ELIN) to support the Section B CLIN amounts. Typical cost elements might include, but are not limited to: direct labor; direct material; equipment; subcontract; other direct cost (ODC); overhead; general and administrative; Business Privilege Tax (BPT), and award fee. Provide supporting worksheets and narrative explanations to fully explain the basis and rationale for the proposed amounts.

The Cost Summary worksheets (Attachment JB-1) illustrate a sample format of the type of cost breakdown detail required for each contract period. Offerors are also required to submit a Cost Summary Worksheet that provides a grand total roll-up combining all contract periods including mobilization, demobilization, and six (6) month option to extend services. The cost categories shown in the Cost Summary worksheets are examples only and the Offeror should provide direct and indirect costs in accordance with its established accounting practices. Back up details for the cost breakdown worksheets should be detailed by labor classification and cost elements that can be related to the various segments of your non-cost/cost proposal. Provide tabs or dividers to organize the proposal and use cross- references as necessary to make the proposal easier to follow. **Proposals should show escalation factors, if used, how they are used to cost the submission, and shall state the basis for each of the escalation factors proposed** (if based on market index/database, provide supporting documentation to include name of the index, location/website, excerpts, NAICS code, etc.). Offerors shall submit the supporting cost data in the same format for all contract periods. **For annexes including subcontract effort in excess of $2,000,000 annually, submit subcontractor information in the same level of detail as primecontractor.**

Additional information or requirements for individual cost elements are as follows:

a. Direct Labor and Fringe Benefits. Identify, by labor classifications, the number of full time equivalents (FTEs), labor hours, and labor rates (for prime and all subcontractors) by Annex/sub-Annex/Spec. Item (**Attachment JB-2**) for each contract period. The FTEs and labor hours shall reconcile with the information submitted under Non-cost (Technical) Proposal Factor C, Management and Factor D, Technical Approach. Provide a crosswalk/reconciliation. Identify proposed fringe benefits and labor burdens in sufficient detail to disclose all the elements included and the costs/rates proposed (e.g. FICA, FUTA, SUTA, Worker's Compensation Insurance, Health Insurance, etc.). The basis for proposed labor rates, fringe benefit rates and labor burdens must be disclosed. Provide supporting documentation and detailed calculations/formulas of any proposed Fringe Benefit rates. For items of direct cost associated with employment (i.e., incentive compensation, relocation, housing, bonus, etc.), when categorized as fringe benefits, provide a detailed explanation in your narrative that the proposed costs are in accordance with H.9 Reimbursement of Relocation Costs, Home Leave, Incentives, and Travel Costs for Key Personnel and provide a detailed cost breakdown. The Labor and Fringe Benefits Worksheet illustrates a sample format of the type of cost breakdown detail required; offerors may edit (add a column for example) in accordance with its established accounting practices. For annexes including subcontract effort in excess of $2,000,000 annually, submit subcontractor information in the same level of detail as prime contractor. For evaluation purposes only, for non-exempt employees' labor rates, offerors shall use Attachment JH-3 (CBA effective as of 01/01/2019); and escalate wage rates by 2.8% annually.

b. Material. Offerors shall use the material costs provided in Estimated Materials Cost (Attachment JB-3) in their proposals and provide associated direct and indirect cost in accordance with its established accounting practices.

c. Equipment. A limited inventory of Government Furnished Equipment (GFE) is being made available for use on the contract as addressed in the Performance Work Statement (PWS), (Attachment JC-1) of certain annexes. After existing GFE becomes unavailable for further use on the contract, the contractor will be responsible for providing the necessary and appropriate replacement equipment. The responsibility for having the necessary equipment to produce and deliver the required contract services rests solely with the contractor. Offerors are required to provide for all the equipment necessary to perform the requirements of the contract. Because the Government will not take title to contractor furnished equipment, the accounting/billing method shall be through depreciation or a use rate of contractor provided equipment. Furthermore, the successful offeror shall not be permitted to incur costs associated with the acquisition or fabrication of any item of equipment to be treated as fully expensed (direct item of cost) whether identified as such in its proposal or not, without prior written approval of the Contracting Officer. Proposals shall identify equipment cost by Annex/sub Annex/Spec. Item. Prepare an itemized listing identifying the type of equipment, quantity, year of purchase (if appropriate), method of costing/reimbursement and resulting unit costs. Details and pricing support shall distinguish between contractor owned equipment, leased or rental costs. Depreciation charges will comply with FAR 31.205-11. In FAR 2.101, Depreciation is defined as "...a charge to current operations which distributes the cost of a tangible capital asset, less estimated residual value, over the estimated useful life of the asset in a systematic and logical manner." If equipment is leased under an operating lease (as defined by Financial Accounting Standards (FAS) No. 13), then costs will be accounted for and billed to the extent allowed under FAR 31.205-36,

Rental Costs.

d. Subcontracts. Provide a description of the efforts to be subcontracted and the type, fixed price or cost reimbursable. Offerors are required to review subcontractor prices/costs and shall include the results of these analyses in the cost proposal in accordance with FAR 15.404-3(b). For subcontracts in excess of $2,000,000 per year, provide a schedule detailing the proposed amounts by element (labor, materials, equipment, etc.) in the same level of detail as requested for the prime contractor. The indirect rate ceiling provisions (see Part 8f) apply to proposed cost- reimbursable subcontractors and the applicable ceiling rates will be included in the contract resulting from this solicitation. Ensure that any cost-reimbursement subcontracts are proposed in accordance and comply with FAR 52.244-2 Subcontracts, specifically FAR 52.244-2 Alt 1 (c).

e. Other Direct Costs (ODC). Provide an itemized listing of cost elements you categorize as ODC and basis for pricing. If categorizing proposed relocation, travel, incentive compensation, and other similar costs as ODC, provide a detailed explanation in your narrative that the proposed costs are in accordance with H.9 Reimbursement of Relocation Costs, Home Leave, Incentives, and Travel Costs for Key Personnel and provide a detailed cost breakdown.

f. Indirect Costs (Fringe Benefits, Overhead, G&A, etc.). Provide a table that summarizes all indirect rates, by contract period, utilized in pricing the proposal. Provide a narrative explanation of the application base that each indirect rate is applied to. Provide the basis and supporting documentation for each rate. Include copies of any Forward Pricing Rate Agreements with the Government. For Joint Venture arrangements with no historical data, describe the nature of the indirect/support costs anticipated and the basis for estimate. For cost control, the Government establish maximum or ceiling rates for each separate indirect rate category. For JVs, the Government is seeking to establish maximum, or ceiling rates, for the JV entity as well as the partners comprising the JV. Offerors shall identify its proposed ceiling rates applicable to the various contract periods in **Attachment JH-1, Indirect Rates and Award Fee Rate Submission Maximum (Ceiling) Indirect Rate Ceilings**.

g. Award Fee and Guam Business Privilege Tax (BPT)

Award Fee Available Pool. The maximum available award fee pool shall be established by multiplying the total allowable estimated contract costs excluding BPT by the Offeror's proposed percentage. Provide information identifying the award fee percentage and the base the percentage is applied to. The Proposed Award Fee Percentage shall be effective for the mob/base period and all subsequent option periods. The Award Fee Percentage shall remain constant and shall not fluctuate from option period to option period.

BPT. Offerors shall apply 5% Guam BPT to Estimated Costs plus Award Fee.

VOLUMES II & III – NON-COST (TECHNICAL) PROPOSAL

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

Volume II:

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

B. Volume II: Submit an original and nine (9) paper copies and 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).

C. Volume III: Submit an original and one (1) paper copy and one (1) CD/DVD (bookmark all sections the same as the tabs in the paper copies).

The printed format of Volumes II & III should be as follows:

(1) Offerors are strongly encouraged to limit the information submitted to pertinent information that responds to the technical evaluation factors.

(2) Paper shall be white, 8-1/2" X 11" and have margins of 1-inch on all four sides with printing on one side only submitted in 3 D-ring binders. For charts, graphs, and spreadsheets, paper shall be 11" x 17".

(3) Text shall be a font of Arial with a type size no smaller than 11 point and single line spacing.

(4) Graphic text shall be legible and no smaller than 8 point text.

(5) Binder covers and spine inserts shall contain the following:
   (a) Solicitation Number and Title
   (b) Offeror's Name
   (c) Volume Title: Technical Proposal, Volume II or III and if applicable, Book 1 of two, etc.

(6) The original proposal shall be identified as "ORIGINAL" on the cover.

Each Non-Cost (Technical) proposal shall be precise, detailed and complete. The Offeror shall provide a narrative description in sufficient detail that addresses each of the following Non-Cost (Technical) factors:

Factor A, Past Performance:

The Offeror and team members (e.g., subcontractors, JV partners, Mentor Protégé Partners, etc.) 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.

The projects should demonstrate an Offeror's ability to successfully perform the proposed effort and demonstrate relevant experience similar in size, scope and complexity to the work anticipated under this contract. Only submit projects in which the Offeror, or a primary team member(s) or a subcontractor(s) (see Notes for Factor A and B, paragraphs 6 and 7) was the prime contractor. If the Offeror submits more than ten (10) projects for evaluation, the Government will evaluate the first ten (10) and disregard any other project information. Also, as part of its past performance submission, the Offeror should provide a narrative explanation of any past performance problems that may have developed on those projects submitted for Factor A and corrective action taken. This narrative will be page counted and should be included after the past performance questionnaire.

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 offeror or its team members 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.

IF A CPARS EVALUATION IS NOT AVAILABLE, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with your proposal. PPQs should be signed and dated by the client when submitted. If the offeror is unable to obtain a completed PPQ from a client for a project(s) before proposal closing date, the offeror should complete and submit with the proposal the first page of the PPQ (Attachment JL-3), which will provide contract and client information for the respective project(s). The Government may make reasonable attempts to contact the client noted for that project(s) to obtain the PPQ information requested. Offerors should follow-up with clients/references to ensure timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Kathy Pamplona-Rita, via email at NFPACQ2@navy.mil prior to proposal closing date. Offerors shall not incorporate by reference into their proposal PPQs or CPARS previously submitted for other RFPs. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

Also, 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. Actual certificates or proof will be requested if deemed necessary.

In addition to the above, the Government may review any other sources of information for evaluating past performance. Other sources may include, but are not limited to, past performance information retrieved through the Contract Performance Assessment Reporting System (CPARS) using all CAGE/Entity Identifier numbers of team members (partnership, joint venture, or teaming arrangement) identified in the Offeror's proposal, inquiries ofowner representative(s), Federal Awardee Performance and Integrity Information System (FAPIIS), Electronic Subcontract Reporting System (eSRS), and any other known sources not provided by the Offeror. The Government will determine the relevance of the past performance information received on other projects, as well as consider the source, context and currency of such information in its evaluation. While the Government may elect to consider data from other sources, the burden of providing detailed, current accurate and complete past performance information rests with the offeror.

Notes for Factors A and B:

(1) The distinction between "corporate experience" and "past performance" is corporate experience pertains to the types of work and volume of work completed by a contractor that are comparable to the types of work covered by this requirement, in terms of size, scope, and complexity. Past performance relates to how well a contractor has performed.

(2) Definition of "recent relevant project" is as follows:

In order to be considered recent, a project must have involved work performed within the five (5) years from the issuance date of the solicitation.

The ratings in the following table shall be used to determine relevancy:

Past Performance Relevancy Ratings	
Rating	*Definition*
Very Relevant	*Present/past performance effort involved essentially the same scope and magnitude of effort and complexities this solicitation requires.*
Relevant	*Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.*
Somewhat Relevant	*Present/past performance effort involved some of the scope and magnitude of effort and complexities this solicitation requires.*
Not Relevant	*Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this solicitation requires.*

In general, relevant means sufficiently similar to the current acquisition to provide indicators of expected performance. For example, relevancy may be established by: similar product or service type, product or service complexity, contract type, contract dollar value, contract location, and the extent to which the entity performing the work is the same as the entity that will do the work under this solicitation.

For multi-function projects to be considered somewhat relevant, each project shall demonstrate past performance in a minimum of any two of the following Annexes:

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

(3) Evaluation preference will be given for demonstration of favorable past performance and experience on cost-type multi-function support service contracts (similar product or service type).

(4) "Projects" must be stand-alone contracts or task orders, performed within the past five (5) years from issuance date of the solicitation, which demonstrate its ability to perform the proposed effort. The submission of information on a basic IDIQ contract will not be considered. The offeror must demonstrate in its proposal how a project is relevant to this acquisition.

(5) The term "offeror" typically refers to a single corporation submitting a proposal either as a prime contractor or a joint venture composed of multiple organizations submitting a proposal as joint-venture partners. "Offeror" may refer to other legal entities such as joint ventures (JV), Limited Partnerships (LTD), and Limited Liability Companies (LLC). In its evaluation of past performance and experience, the Government's evaluation will generally focus on the entities submitting the proposal (single-corporation, individual joint venture partners, the LTD or the LLC).

(6) A subcontractor's past performance will not be given the same weight as either a prime contractor or a joint venture partner because there is no direct legal relationship between the Government and the subcontractor. The Government will consider the past performance of a subcontractor where the prime contractor provides, in its proposal, evidence of a binding teaming agreement or other contractual agreement, which creates legal responsibility on the part of the subcontractor. The teaming agreement or other contractual agreements shall, at a minimum (1) be signed by the offeror and subcontractor, (2) specifically reference this solicitation/contract, and (3) specify the work to be performed by the subcontractor such that it is clear that the subcontractor will be meaningfully involved in this contract in a role that is consistent with the subcontractor's role in the project submitted. However, the level of consideration will depend on the extent to which the proposal demonstrates the subcontractor's commitment to the project and legal accountability. The Government will not consider the experience of a subcontractor for Factor B, Corporate Experience.

(7) If an Offeror is utilizing past performance or corporate experience information of LLC/LTD member companies (name not exactly as stated on the SF33), the proposal shall clearly demonstrate that the LLC/LTD member companies will have meaningful involvement in the performance of the contract in order for the past performance or corporate experience information of the LLC/LTD member companies to be considered. The proposal shall state the specific resources (e.g., workforce, management, facilities, or other resources) that the LLC/LTD member companies will commit towards the performance of this contract. Prime contractor-subcontractor teams/Joint Ventures/LLCs/LTDs with a demonstrated history of working successfully together on prior projects may be considered more favorably than those without such history.

Factor B, Corporate Experience

The projects submitted for Factor B, Corporate Experience, must also be submitted for Factor A, Past Performance. Offerors 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 the solicitation. If the offeror submits more than five (5) projects for evaluation, the Government will evaluate the first five (5) and disregard any other project information. Offerors shall provide a narrative regarding their recent relevant corporate experience, on projects covered under the Guam BOS Annexes/Sub-Annexes that demonstrate (1) depth (extent of experience in each Annex/Sub-Annex); (2) breadth (expertise across all Annexes/Sub-Annexes); and (3) multi-function management (experience managing/coordinating work across multiple Annexes/Sub-Annexes). Offerors shall also complete worksheet JL-9, Corporate Experience Worksheet, to demonstrate the depth and breadth of their experience.

The offeror's submitted projects must aggregately demonstrate experience self-performing or managing subcontractors in the following Annexes/Sub-Annexes:

Annex 1 General Information
Annex 2 Management and Administration
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

Notes for Factors A and B shall apply.

Factor C, Management

The offeror shall submit a detailed management plan that clearly demonstrates an adequate approach for (1) controlling and managing the entire project, and (2) the offeror's general management and administration structure. 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. The organization chart shall illustrate span of control and accountability, including the

relationship between overall management (corporate and on-site), administrative functions, and subcontractors. (3) Provide a completed Resource Worksheet (JL-4) for the total effort to include the prime contractor and all subcontractors for the base period. The JL-4 shall be submitted in hard copy and MS EXCEL (Microsoft Office Version 2016 compatible) in the format provided.

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. Describe the responsibilities and lines of authority of all quality management personnel. Describe the methods to be used to document, measure, control, and improve the quality processes. Describe the plan for training employees in quality management. The Quality Management Plan shall describe the processes that will be used to ensure satisfactory performance of subcontractors. Limit the Quality Management System submission to ten (10) pages.

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. Both plans shall address all key events including the timeframes for: (1) obtaining and releasing qualified workforce and key personnel; (2) determining the responsibilities regarding employees at all levels; (3) personnel dates of employment during mobilization and demobilization; and (4) plans addressing the acquisition, delivery, storage, inventory, and disposal of equipment and materials.

Provide resumes and letters of intent for the following key personnel:

Annex 0200000 – Management and Administration
2.7.1.1 Project Manager
2.7.1.2 Quality Manager
2.7.1.3 Site Safety and Health Officer (SSHO)
2.7.1.4 Environmental/Energy Manager
Annex 160100 – Utilities Management
2.2.1.1 Utilities manager
2.2.2.2 Utilities Liaison
Annex 1602000 - Electrical
2.2.2.1 Power Systems Manager
2.2.2.2 Power Systems Supervisor
Annex 1604000 - Wastewater
2.2.2.1 Wastewater Systems Manager
2.2.2.2 Wastewater Systems Supervisor
Annex 1605000 - Steam
2.2.2.1 Steam Manager
2.2.2.2 Steam Supervisor
Annex 1606000 - Water
2.2.2.1 Water Systems Manager
2.2.2.2 Water Systems Supervisor
2.2.2.3 Backflow Prevention Assembly General Tester and Specialist
Annex 1700000 – Base Support Vehicles and Equipment
2.2.2.1 Transportation Program Manager

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 listed below. The JL-4 shall be submitted in hard copy and MS EXCEL (Microsoft Office Version 2016 compatible) in the format provided.

Provide a Basis of Estimate (BOE) for each specification item listed in Attachment JL-4. The narrative shall include labor classification, annual direct and indirect labor hours, the estimate data source(s) (such as RS Means Facilities Maintenance & Repair Cost Data, Whitestone Building and Repair Cost Reference, etc.), and the methodology used to develop the estimate for each specification item.

The offeror shall include the methodology to accomplish the requirements in each Annex/Sub-Annex, and Spec. Item listed in Attachment JL-4. Explain how the proposed approach will effectively achieve each performance objective and standard across all Annexes/Sub-Annexes, and Spec. Items, listed in Attachment JL-4 and describe associated supply chain management. The methodology shall clearly demonstrate a resource efficient approach that utilizes best industry practices and demonstrates an understanding of applicable statutes, regulations, policies, procedures, and processes for each of the following Annexes/Sub-Annexes:

Annex 1 General Information
Annex 2 Management and Administration
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

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. This rate compares company's annual losses in insurance claims against its policy premiums. 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.

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: Describe the plan for safety that will be implemented to evaluate safety performance of potential subcontractors as part of the selection process for all levels of subcontractors. 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. Additionally, the contactor will describe their methodology to execute an effective program that facilitates sound mishap prevention techniques and processes, employee reporting of unsafe conditions, unsafe activities, and near-miss mishaps. The technical approach to safety narrative shall be limited to two (2) pages.

Factor F, Small Business Utilization

This Factor assesses both the historical achievements in utilizing small business concerns as subcontractors and proposed small business participation and commitment strategies.

The offeror shall submit the following information:

1. 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 small business (SB), veteran-owned small business (VOSB), service-disabled veteran-owned small business (SDVOSB), historically underutilized business zone (HUBZone) small business, small disadvantaged business (SDB), and women-owned small business (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.

Notes:

The Government reserves the right to consider achievements information on other recent, relevant projects from all available sources.

Offerors utilizing achievements information of team members or key subcontractors shall clearly demonstrate how these companies will have meaningful involvement in the management of the subcontracting program for this acquisition. If not, such achievement information will not be considered under this factor. If the offeror is a new joint venture, partnership or other entity consisting of more than one company, provide achievements information for each individual business entity(ies) that will be responsible for managing the subcontracting program and clearly describe those responsibilities.

Failure to provide ISRs or any other requested information must be fully explained and may negatively impact your evaluation.

2. 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.

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.

While the Government may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete past performance information rests with the offeror.

CLAUSES INCORPORATED BY REFERENCE

52.204-6	Unique Entity Identifier	OCT 2016
52.204-7	System for Award Management	OCT 2018
52.204-16	Commercial and Government Entity Code Reporting	JUL 2016
52.211-14	Notice Of Priority Rating For National Defense Use, Emergency Preparedness, and Energy Use Program	APR 2018
52.215-1 Alt I	Instructions to Offerors--Competitive Acquisition (Jan 2017) - Alternate I	OCT 1997
52.215-16	Facilities Capital Cost of Money	JUN 2003
52.215-20	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data	OCT 2010
52.215-22	Limitations on Pass-Through Charges—Identification Subcontract Effort	OCT 2009
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.222-46	Evaluation Of Compensation For Professional Employees	FEB 1993
52.237-1	Site Visit	APR 1984
52.237-10	Identification of Uncompensated Overtime	MAR 2015
252.211-7002	Availability For Examination Of Specifications, Standards, Plans, Drawings, Data Item Descriptions, And Other Pertinent Documents	DEC 1991
252.215-7003	Requirement for Submission of Data Other Than Certified Cost or Pricing Data—Canadian Commercial Corporation	JUL 2012

CLAUSES INCORPORATED BY FULL TEXT

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Cost Plus Award Fee contract resulting from this solicitation.

(End of provision)

52.233-2 SERVICE OF PROTEST (SEP 2006)
(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

Naval Facilities Engineering Command, Pacific
Attn: Ms. Annette M. Chun
258 Makalapa Drive, Suite 100 (ACQ22)
JBPHH, HI 96860-3134

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

http://farsite.hill.af.mil/vffara.htm (FAR)

http://farsite.hill.af.mil/VFDFARA.HTM (DFARS)

(End of provision)