

C -- ARCHITECT AND ENGINEERING SERVICES
W912DQ24R4002

SYNOPSIS Architect-Engineer (A-E) SERVICES
INDEFINITE DELIVERY CONTRACTS (IDC)
FOR MILITARY SERVICES
FOR THE KANSAS CITY DISTRICT

1. **CONTRACT INFORMATION:** The U.S. Army Corps of Engineers (USACE) Kansas City District (NWK) intends solicit, negotiate, and award a total small business Multiple Award Task Order Contract (MATOC) with a target of five (5) indefinite delivery contracts (IDCs) in accordance with 40 U.S.C. Chap 11, Selection of Architects and Engineers (formerly known as the Brooks Architect Engineer Act) as implemented in FAR Subpart 36.6 and DFARS Subpart 236.6. Firms will be selected for negotiation based on demonstrated competence and qualifications for the required work. The A-E IDCs are required to support Military projects assigned to NWK and throughout the geographical boundaries of the Northwestern Division (NWD). Selection of the IDCs will be based on planning and design criteria described below. Selection of task orders will be based on appropriate selection criteria consistent with the statute for Selection of Architects and Engineers, FAR Subpart 36.6, and USACE procedures for Selection of Task Orders on A-E IDCs.

The total ordering limitation of all task orders issued under the MATOC pool will be shared among all IDC holders and will not exceed \$25M. If the Contracting Officer determines during the selection process that fewer or more than five (5) contracts should be awarded, based upon the selection criteria, the Contracting Officer has the discretion of adjusting that number, or awarding none. The base ordering period for the MATOC pool will not exceed five (5) years. The ordering period for the MATOC pool will begin on the date of contract award and the ordering period will be in effect for the five (5) year period. Award of these contracts is anticipated in summer of 2024.

The task order ordering limitation will be \$2,500 minimum and \$5 million maximum. The guaranteed minimum within this MATOC pool is \$2,500 for each resulting contract. Work will be issued by negotiated firm-fixed-price (FFP) task orders. Firm(s) that are selected for negotiation of a contract may be required to submit additional information at a later time for use in the evaluation of qualifications for specific selection of task orders. The period of performance for task orders awarded under the pool will be determined based upon the work requirement and will be included in the task order solicitations and negotiated task order award documents.

The primary North American Industry Classification System (NAICS) codes for this procurement is 541330 (Engineering Services) with a small business size standard of \$25,500,000 respectively in average annual receipts. The alternate NAICS code is 541310 (Architectural Services) with a small business size standard of \$12,500,000 respectively in average annual receipts.

The wages and benefits of service employees (see FAR 22.10) performing under these

IDCs must be at least equal to those determined by the Department of Labor under the Service Contract Act. Service wage rates will be determined relative to the employee's office location rather than the location of work.

Firms must have a Unique Entity Identification (UEI) number and be registered in the U.S. Government's official website System for Award Management (SAM.gov). If you were not previously registered, please go to <https://www.sam.gov>. Instructions for new registration are also located at the following link: <https://sam.gov/content/entity-registration>. Offerors may obtain information on registration and annual confirmation requirements at <http://www.sam.gov> or by calling (866) 606-8220. Additionally, in accordance with FAR Part 22.1303, all firms must complete their VETS-4212 report. Information can be found at the Department of Labor website <https://www.dol.gov/agencies/vets/programs/vets4212> or call the service center at 1-866-237-0275 or the VETS Service Desk via email at vets4212-customersupport@dolncc.dol.gov; you will be asked to provide your company name, employer identification number (EIN), and UEI number.

2. PROJECT INFORMATION: Projects relate to new construction, repair or renovations, and master planning and will encompass both vertical structures and horizontal infrastructure. The required A-E services will relate to planning, preparation of special reports or studies, development of design criteria for design-build contracts, preparation of design analyses, drawings and specifications, cost estimating and commissioning. Anticipated buildings, structures, and features of work under these contracts include, but is not limited to: vehicle maintenance facilities, administrative facilities, child development centers, medical facilities, aircraft support systems, industrial facilities, ranges, training facilities, runways, pavements/hardstands, barracks, whole building renovation, repair or replacement of architectural elements, force protection upgrades, repair or replacement of mechanical, electrical or fire protection/detection systems, asbestos and lead abatement services related to building renovation or demolition, and renovation of historic structures. Additionally, these contracts may include ancillary design work involving site investigation, unexploded ordinance (UXO) avoidance support for drill and survey crews, geotechnical reports, and topographic surveys. Construction phase services related to shop drawing review, design during construction, site visits, etc., may be included as options on task orders.

Computer Aided Design (CAD), Building Information Modeling (BIM), and GIS deliverables may be required with deliverables in Microstation™ or AutoCAD™ format. In addition to CAD, the use of the latest BIM may be required that is compliant with the latest version of the Industry Foundation Classes (IFC) as established by the International Alliance for Interoperability (IAI).

A-E tasks will require an understanding of sustainable design principles, including the Green Business Certification Inc. (GBCI) Leadership in Energy and Environmental Design (LEED) rating system and Green Building Initiative (GBI) Guiding Principle Validation systems. Sustainable design is an integrated design approach that emphasizes environmental stewardship, especially energy and water conservation and

efficiency; use of recovered and recycled materials; waste reduction; reduction or elimination of toxic and harmful substances in facilities construction and operation; decarbonization; efficiency in resource and materials utilization; and development of healthy, safe and productive work environments.

Projects designed under these contracts may require designers to obtain security clearances as well as having physical security measures in place before a firm can do the work. Security clearances are not required at the time of selection or award of a contract.

Project-specific requirements will be described in each individual task orders' Statement of Work. Multiple task orders may be awarded with similar completion schedules and overlapping delivery dates.

3. **SELECTION CRITERIA:** The selection criteria are listed below in descending order of importance. Criteria 'a' through 'e' are primary and will be evaluated for all offerors. Criteria 'f' is secondary and will only be used as tiebreakers among firms that are essentially technically equal.

A. Specialized experience and technical competence in:

- 1) Design of buildings and structures including new construction, repairs or renovation, and development of design criteria for design-build contracts. Firms will be evaluated on their design experience with the types of buildings, structures, and features of work listed in section 2.
- 2) Quality management procedures. Firms demonstrating a third-party certified (e.g. ISO 9001 or similar) quality management system will be given greater consideration. A detailed quality control plan is not required with this submission but will be required subsequent to award of the contract.

For sub-criteria a.1, the basis of evaluation will be the project descriptions in Section F of the SF 330. The evaluation will consider characteristics such as: breadth, depth, and complexity of experience and delivery methods; incorporation of innovative solutions; sustainable design principles; and use of modeling tools. For sub-criteria a.2, the basis of the evaluation will be the description of the firm's quality management procedures in Section H of the SF 330. Sub-criteria are in descending order of importance, a.2 is less important than a.1.

B. Professional Qualifications: Responding firms shall demonstrate the professional qualifications in these key disciplines:

- (1) Project manager
- (2) Architect
- (3) Structural engineer
- (4) Mechanical engineer
- (5) Electrical engineer

- (6) Civil engineer
- (7) Fire protection engineer
- (8) Interior design
- (9) Geotechnical engineer
- (10) Cost Engineer/estimator

Additional disciplines required as part of the contract that will not be evaluated include: community/urban planner, commissioning specialist, landscape architect, certified industrial hygienist, force protection specialist (physical security), force protection specialist (electronic security), aerial photography, archaeologist, historic architect, wildlife biologist, environmentalist, surveyor, geologist, GIS Specialist, Drill crew, and Drilling/Boring testing.

The basis of evaluation will be information provided in Section E of the SF 330. The SF 330 shall include a matrix in Section G showing experience of the proposed lead disciplines on the projects listed in Section F of the SF 330. The qualifications (education, professional registration, certifications) and experience (overall and relevant experience, longevity with the firm) will be considered. All disciplines are equal in importance. This criterion is primarily concerned with the qualifications of the key personnel and not the number of personnel. The number of personnel is addressed under the capacity criterion below. The lead personnel for each discipline should be clearly identified in Section E. Only one resume (the lead for that discipline) will be evaluated for each key discipline.

C. Past Performance

Recent and relevant past performance on DoD and other contracts with respect to cost control, quality of work, and compliance with performance schedules will be considered. The Contract Performance Assessment Reports System (CPARS) is the primary source of information on past performance. CPARS will be queried for all firms submitting a SF 330. If deemed appropriate by the evaluation board, performance evaluations for any significant teaming partners/subcontractors who have previously been prime A-E contractors may also be considered. Significant teaming partners/subcontractors are those firms whose qualifications are being used in Section F projects. In addition to CPARS, the board may seek information on past performance from other sources. If no recent or relevant performance record is available, or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned, the offeror will receive a neutral evaluation. A neutral rating is considered neither a positive nor negative.

D. Knowledge of local conditions:

- 1) Within Kansas and Missouri
- 2) Within NWD Military Boundary not including Kansas and Missouri (Washington, Oregon, Idaho, Montana, Wyoming, Colorado, North Dakota, South Dakota, Nebraska, Minnesota, Iowa, Wisconsin)

For this criteria, d.1 is significantly more important than d.2. The evaluations for sub-criteria d.1 and d.2 will consider:

- (a) climatic conditions (key disciplines: architect, mechanical engineer)
- (b) local construction methods, including geotechnical (key disciplines: civil engineer, structural engineer, geotechnical engineer)
- (c) local construction climate/market impact on cost estimating (cost engineer / estimator)

The basis of the evaluation will be from the personal experience of the proposed personnel in the listed key disciplines located in Section E, including any additional key discipline resumes provided, and from the projects in Section F of the SF 330.

E. Capacity to initiate work and complete within the time parameters of the project.

The evaluation will consider the availability of an adequate number of personnel in the following key disciplines: architect; mechanical engineer; electrical engineer; civil engineer; structural engineer. The evaluation will look at numbers listed in Part II of the SF330 to evaluate the overall capacity of the team. Include a Part II form for each firm that is part of the proposed team.

SECONDARY SELECTION CRITERIA. The following secondary criteria will only be used as a tiebreaker among firms that are essentially technically equal. The secondary criteria will not be co-mingled with the primary criteria in the evaluation.

F. Volume of DoD A-E contract awards in the last 12 months.

Responding firms should cite all contract numbers, task orders and modifications, award dates and total negotiated fees for any DoD A-E contract awarded within the past twelve (12) months. This information will assist in effecting an equitable distribution of DoD A-E contracts among qualified firms. The basis of the evaluation will be information submitted in Section H of the SF 330.

4. SUBMITTAL REQUIREMENTS: Interested firms having the capabilities to perform this work must submit one Standard Form (SF) 330 electronic copy using the instructions for the Procurement Integrated Enterprise Environment (PIEE) below **no later than 10:00 AM Central Standard Time 10 April 2024**. Copies of the SF 330, Part II, for the prime firm and all consultants should be included in the SF 330. Only one SF 330 Part I for the team as a whole should be included. Include the firm's Unique Entity ID (UEI) and CAGE Code identification numbers in SF 330, Part I, Section B, Block 5.

A maximum of ten (10) projects for the proposed team (including joint ventures and teaming partners) may be shown in Section F. A "project" is defined as work performed at one site or a single installation. An Indefinite Delivery Contract (IDC) will not be considered a "project" for the purposes of evaluation. Individual Task Order contracts

awarded from an IDC contract will only be considered as a single project, regardless of the number of facilities and/or the range of the scope of work (i.e. a single Task Order contract cannot be submitted as multiple projects for the submission requirements in this synopsis.) If the offeror provides a specific task order as a project, it should provide the base contract number and the task order number for reference purposes. Project descriptions shall clearly state extent of work performed by the team, extent of design completed (for instance, preparation of design-build package; 100% design; etc.), dates of completion for design and construction, and project category type (new/renovation). Clearly cite whether the experience is that of the prime (or joint venture), consultant or an individual for each project in Section F. Work cited that is experience of the prime (or joint venture) from an office other than that identified in Section C should be so labeled. Projects (or phases of projects) with design completed before **March 2018** will not be considered. Projects (or phases of projects) for which design is not complete will not be considered.

Firms may demonstrate additional experience with projects similar to the requirements listed in section 2 by providing a project summary list or matrix within Section H. The additional projects will not be evaluated but will be utilized for future task order selections and minimize the need for requesting supplemental information. The project summary list or matrix is limited to 2-pages within Section H and projects must meet the "project" requirements indicated in section 4. Projects should include the title, contract number, and brief scope description. No more than 50 additional projects may be presented within the 2-page limit.

Interviews will be held with the most highly qualified firms. Interviews will be conducted in person or telephonically after determination of the most highly qualified firms. Firms should anticipate interview requests will be sent within three weeks of the submittal date.

Interested firms are reminded, per FAR 36.606, that subcontractors, outside associates, and consultants whose qualifications are utilized for selection and negotiated for award may not be changed without obtaining the Contracting Officer's written consent before making any substitutions.

The SF 330 should have a total page limitation of 150 pages with Section H limited to twenty (20) pages. Each project in Section F should be limited to two (2) pages; Part II is excluded from the 150-page limit. Graphic sheets, like organization charts, of 11 inches X 17 inches will be counted as a single page. Tabs do not count against the page count limit, but information contained on divider tabs will not be evaluated. For all SF 330 sections, use no smaller than 11-point font. Note: this is not a request for proposal. Submit electronic responses utilizing the instructions in section 6 below.

5. QUESTIONS:

Technical inquiries and questions relating to this synopsis shall be submitted via Bidder Inquiry in ProjNet at (<https://www.projnet.org>). To submit and review inquiry items, prospective offerors will need to use the Bidder Inquiry Key presented below and follow

the instructions listed below the key for access. A prospective offeror who submits a comment /question will receive an acknowledgement of their comment/question via email. Another email to the same address will notify the prospective offeror once the reply is available for viewing.

***Please Note: Offerors shall only submit one question per inquiry. All inquiries containing multiple questions shall be rejected.

Project Title: Small Business Military Services IDC
The Bidder Inquiry Key is: **HJE8BT-55F66X**

The Bidder Inquiry System will be unavailable for new inquiries **ten calendar days** before the due date of SF 330s in order to ensure adequate time is allotted to form an appropriate response to inquiries and amend the synopsis if necessary.

Offerors are requested to review the synopsis in its entirety and review the Bidder Inquiry System for answers to questions prior to submission of a new inquiry.

The ProjNet call center operates weekdays from 8AM to 5PM U.S. Central Time Zone (Chicago) or by appointment for OCONUS. The telephone number for the Call Center is 1-800-428-HELP. Email to staff@rcesupport.com.

Instructions for first-time ProjNet Bid Inquiry Access:

1. From the ProjNet home page linked above, click on **Quick Add** on the upper right side of the screen.
2. Identify the Agency. Select agency **USACE**
3. Enter the **Bidder Inquiry Key** listed above.
4. Enter the email address you would like to use for communication.
5. Click Continue. A page will then open saying that a user account was not found and will ask you to create one using the provided form.
6. Enter your First Name, Last Name, Company, City, State, Phone, Email, Secret Question, Secret Answer, and Time Zone. Make sure to remember your Secret Question and Answer as they will be used from this point on to access the ProjNet system.
7. Click Add User. Once this is completed you are now registered within ProjNet and are currently logged into the system.

Instructions for future ProjNet Bidder Inquiry Access:

1. For future access to ProjNet, you will not be provided any type of password. You will utilize your Secret Question and Secret Answer to log in.
2. From the ProjNet home page linked above, click on **Quick Add** on the upper right side of the screen.
3. Identify the Agency. Select agency **USACE**.
4. Key. Enter the **Bidder Inquiry Key** listed above.

5. Email. Enter the email address you used to register previously in ProjNet.
6. Click Continue. A page will then open asking you to enter the answer to your Secret Question.
7. Enter your Secret Answer and click Login. Once this is completed you are now logged into the system.

6. INSTRUCTIONS FOR SUBMITTING ELECTRONIC SF 330S:

All firms are required to submit their SF 330s with the minimum content as specified above. SF 330s without the minimum content may be rejected. SF 330s will be received until the date and time indicated above.

ELECTRONIC SF 330 SUBMISSION IS REQUIRED THROUGH PROCUREMENT INTEGRATED ENTERPRISE ENVIRONMENT (PIEE) Solicitation Module at <https://piee.eb.mil/>.

Training and instructions are accessible through PIEE – Web Based Training (WBT) at <https://pieetraining.eb.mil/wbt/>
(For instructions specific to posting an offer, select ‘Solicitation Module’ -- ‘Proposals (Offers)’ – ‘Posting Offer’)

For Frequently Asked Questions (FAQs) and additional training, go to the DoD Procurement Toolbox – eBusiness -- Solicitation Module at <https://dodprocurementtoolbox.com/site-pages/solicitation-module>

Although you can search, review, and open non-restricted solicitations without logging in, you must establish a personal account in the system and register for the Proposal Manager role before you are able to submit your firm’s SF 330. This account is activated by your Contractor Administrator (CAM).

Instructions for registering are as follows:

1. Navigate to <https://piee.eb.mil/>
2. Select New User [top right]
3. Select Register
4. Select Vendor
5. Create a User ID and Password and follow the prompts [next]
6. Create Security Questions [next]
7. Complete your User Profile Information [next]
8. Complete your Supervisor or Approving Official Information. This official will act as the CAM who will ultimately approve your account. [next]
9. Complete Roles - Step 1. Select SOL-Solicitation, Step 2. Select Proposal Manager, Step 3. Click Add Roles, Step 4. Fill in your Location Code (CAGE code) [next]
10. Provide a justification for your registration [next]

VERIFY ACCOUNT STATUS/CAPABILITIES.

Once the Proposal Manager account has been approved, verify that your account is showing active under the profile page. Also, once you click on the specified solicitation, verify that the “Offer” tab is visible next to the “Solicitation” tab at the top of the page. The SF 330 will be submitted through the “Offer” tab. It is imperative that this is verified early in the process in order to mitigate any potential problems with the submission of your proposal.

For questions concerning your account, please contact the Helpdesk at 866-618-5988. If you are still experiencing problems after the above referenced efforts have been made, please contact the Contract Specialist / Contracting Officer immediately.

In the unlikely event the PIEE system and/or Solicitation Module is not operational, and the offeror is unable to access or use the system, the Offeror shall immediately notify the Contracting Officer, Alice Jeffres, Alice.M.Jeffres@usace.army.mil and Contracting Specialist, Carmen Hopkins, Carmen.E.Hopkins@usace.army.mil. Notification must occur prior to the submission deadline and shall be in writing through authorized email identified in the solicitation. If an alternate method for offer submission is authorized via email due to system outages, the Offeror must obtain prior approval from the Contracting Officer to use the alternate submission method.

Ensure all documentation submitted meets supported file extensions identified in PIEE FAQs. Narrative portions of the offer shall be in Adobe Acrobat Portable Document Format (PDF) searchable text format. Embedded sound or video (e.g., MPEG) files are not authorized and shall not be included.

Primary Point of Contact:

Carmen Hopkins

Contract Specialist

Carmen.E.Hopkins@usace.army.mil