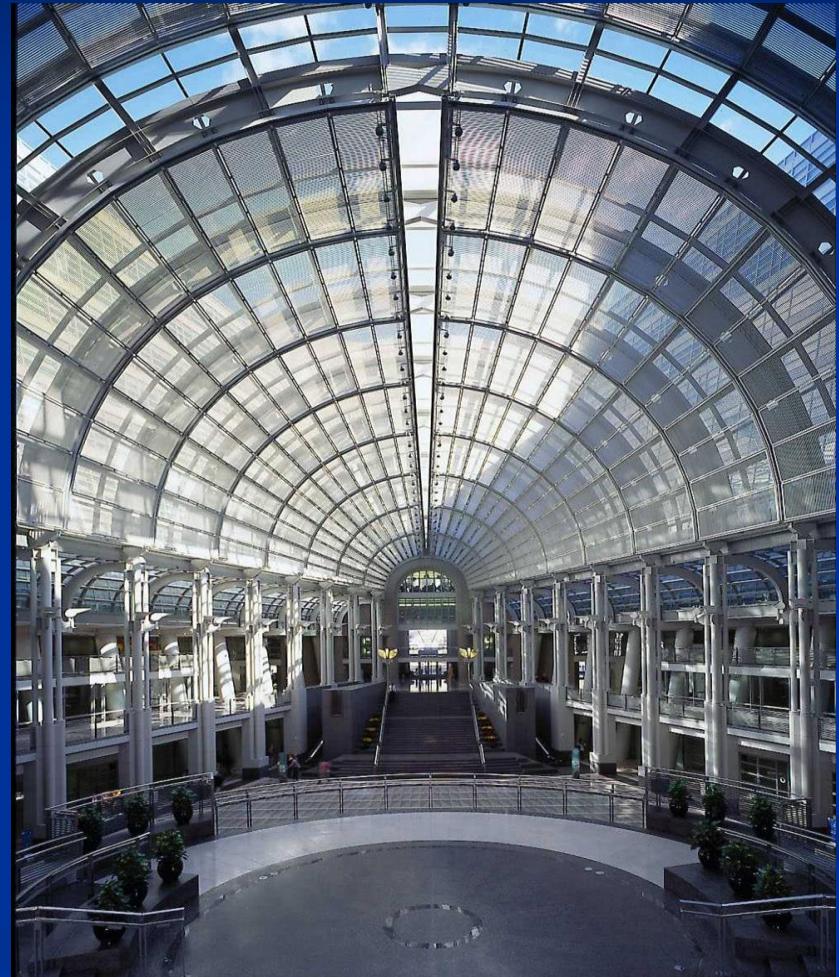
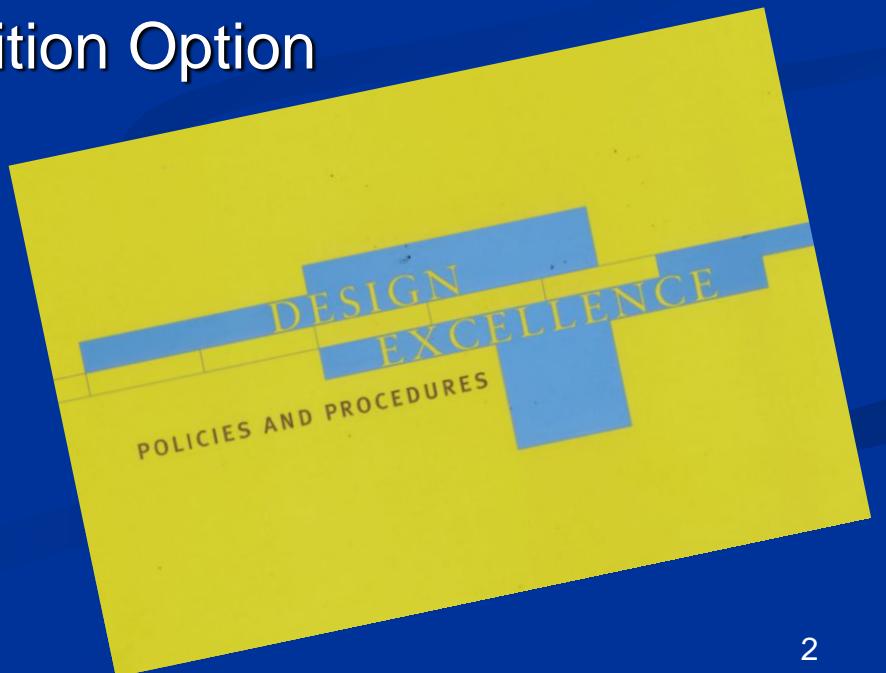


Architect – Engineer Acquisition Process



Design Excellence AE Evaluation Process

- Stage 1 – Lead Designer Qualifications
 - Stage 2 – Team Qualifications & Interview
 - Stage 2 – The Charrette Option
 - Stage 3 – Vision Competition Option
-
- “*Design Excellence Policies & Procedures*”
 - www.gsa.gov



Where to begin? www.fbo.gov

Federal Business Opportunity - Microsoft Internet Explorer provided by GSA PBS REGION 5

File Edit View Favorites Tools Help

Address http://www.fedbizopps.gov/

Fed Biz Opps

Federal Business Opportunities

Quick Search [go](#)

Advanced Search [go](#)

General Information

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Procurement Classification Codes
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

Privacy and Security Statement

- ▶ Privacy and Security Statement

FedBizOpps News

- ▶ What's New?
- ▶ FBO Awards
- ▶ 508 Compliance

FedBizOpps.gov is the single government point-of-entry (GPE) for Federal government procurement opportunities over \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal - FedBizOpps (FBO) - commercial vendors seeking Federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community.

Hurricane Emergency Contracting Information

Click [HERE](#) for information on registering your business capabilities to assist in the Hurricane disaster relief efforts.

Related Links

- ▶ Business Partner Network (BPN)
- ▶ Central Contractor Registration (CCR)
- ▶ Online Reps & Cert Application (ORCA)
- ▶ Demo FBO
- ▶ Federal Agency Business Forecasts
- ▶ Federal Assets Sales
- ▶ Federal Grants
- ▶ USA.gov
- ▶ Minority Business Development Agency
- ▶ SUB - Net (Subcontracting Opportunities)
- ▶ IAE
- ▶ FedTeds
- ▶ Vendor Notification Service

Contact Information

- ▶ Email: fbo.support@gsa.gov
- ▶ Phone: 877-472-3779 (Toll Free)

FedBizOpps

BUYERS

FedBizOpps

VENDORS

What is a Fed Biz Opps Announcement?

General Information

Document Type: Presolicitation Notice
Solicitation Number: GS05P04GBC0056
Posted Date: Oct 20, 2004
Original Response Date: Nov 22, 2004
Current Response Date: Nov 22, 2004
Original Archive Date:
Current Archive Date:
Classification Code: C -- Architect and engineering services
Set Aside: Total Small Business
Naics Code: 541310 -- Architectural Services

Contracting Office Address

General Services Administration, Public Buildings Service (PBS), Property Development Division (5PC), 230 South Dearborn Street, Room 3512, Chicago, IL, 60604

Description

ARCHITECT-ENGINEER SERVICES
FOR THE NEW UNITED STATES BORDER STATION, WARROAD,
MINNESOTA
C?Architect Engineer Services Solicitation # GS05P04GBC0056- Warroad, MN
The General Services Administration (GSA) announces an opportunity for Design Excellence in public architecture for performance of Architectural-Engineering Design for a new United States Border Station in accordance with GSA quality standards and requirements. This project will have a principal emphasis on site development, new construction and infrastructure improvements. The building is approximately 51,809 gross square feet on a Government owned site located in

Stage 1: Lead Designer Qualifications

Stage 1 – Submittal Requirements

- Cover Letter
- Lead Design Firm Qualifications Package
 - Design Firm's Past Performance
 - Philosophy & Design Intent
 - Lead Designer's Portfolio
 - Lead Designer's Profile

- SF330
 - Lead Design Firm Only
 - www.gsa.gov



ARCHITECT - ENGINEER QUALIFICATIONS				
PART I - CONTRACT-SPECIFIC QUALIFICATIONS				
A. CONTRACT INFORMATION				
1. TITLE AND LOCATION (City and State)				
2. PUBLIC NOTICE DATE		3. SOLICITATION OR PROJECT NUMBER		
B. ARCHITECT-ENGINEER POINT OF CONTACT				
4. NAME AND TITLE				
5. NAME OF FIRM				
6. TELEPHONE NUMBER		7. FAX NUMBER	8. E-MAIL ADDRESS	
C. PROPOSED TEAM <i>(Complete this section for the prime contractor and all key subcontractors.)</i>				
(Check)		9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
a.	<input type="checkbox"/>	CHECK IF BRANCH OFFICE		
b.	<input type="checkbox"/>	CHECK IF BRANCH OFFICE		



Helpful Hints...

... Stage 1 Qualifications Submittal



- Material reviewed by Design PROFESSIONALS
- Keep Information CONCISE – do not add supplemental information
- Make submittal EASY to Navigate (tabs, bullets, highlighted text)
- BUILT PROJECTS preferred over Design-Stage or Competition Entries
- Be CLEAR about Team Member ROLE on submitted projects
- Philosophy & Design Intent should be the Lead Designer's own words.

A/E Evaluation Board

- **Board Members (voting)**
 - GSA Regional Architect
 - GSA Regional Engineer
 - GSA OCA Architect or Engineer
 - Private Sector Peer Professional
 - Customer Representative
- **Technical Advisors (non-voting)**
 - Project Manager
 - Contracting Officer
 - Customer Technical Rep.



Stage 1: Evaluation Criteria

Value	CATEGORY	RATING SCALE					Score
		POOR	FAR	GOOD	VERY GOOD	EXCELLENT	
35	DESIGN FIRM: PAST DESIGN PERFORMANCE						
	Projects demonstrate creativity, clear design approach, and are sensitive to context.						
	Projects have received design awards.						
	Projects demonstrate understanding of client budget and program.						
	Projects demonstrate special criteria called for by GSA.						
25	PHILOSOPHY AND DESIGN INTENT						
	Generally indicates flexible and imaginative attitude toward design within the constraints of various public and private projects.						
	Specifically recognizes unique aspects of the project and indicates a way for good design to solve a critical problem.						
25	LEAD DESIGNER'S PORTFOLIO						
	Designs demonstrate innovative and creative approaches to solving functional program requirements.						
	Designs demonstrate a response to specific client requirements and criteria.						
	Designs demonstrate a consistently high level of exploration, rigor, and personal commitment to design excellence.						
	Projects demonstrate special criteria called for by GSA.						
15	LEAD DESIGNER'S PROFILE						
	Credentials are complete (education, work history) and all time periods registered.						
	Demonstrates a history of dedication to clients with complex building projects.						
Total Score							

Stage 1 – The Shortlist Process

- CO announces shortlist in FBO
- Notification Letters sent to all Firms
- Shortlisted Firms receive Letter of Instruction
 - Interview Date/Time
 - Evaluation Factors for Stage 2
 - Stage 2 Submittal Requirements (Full SF 330)
- Shortlisted Firm assemble full Project Team

Stage 2: Project Team Qualifications & Interview

Stage 2 – Submittals & Interview

- Submit SF 330 – Full Project Team Information
- Project Team Interview
 - Conducted at GSA Regional Office
 - Key Members of Project Design Team
 - Same A/E Evaluation Board from Stage 1
 - 45 minute presentation, 30 minutes Q&A



Helpful Hints...

... Stage 2 Interviews

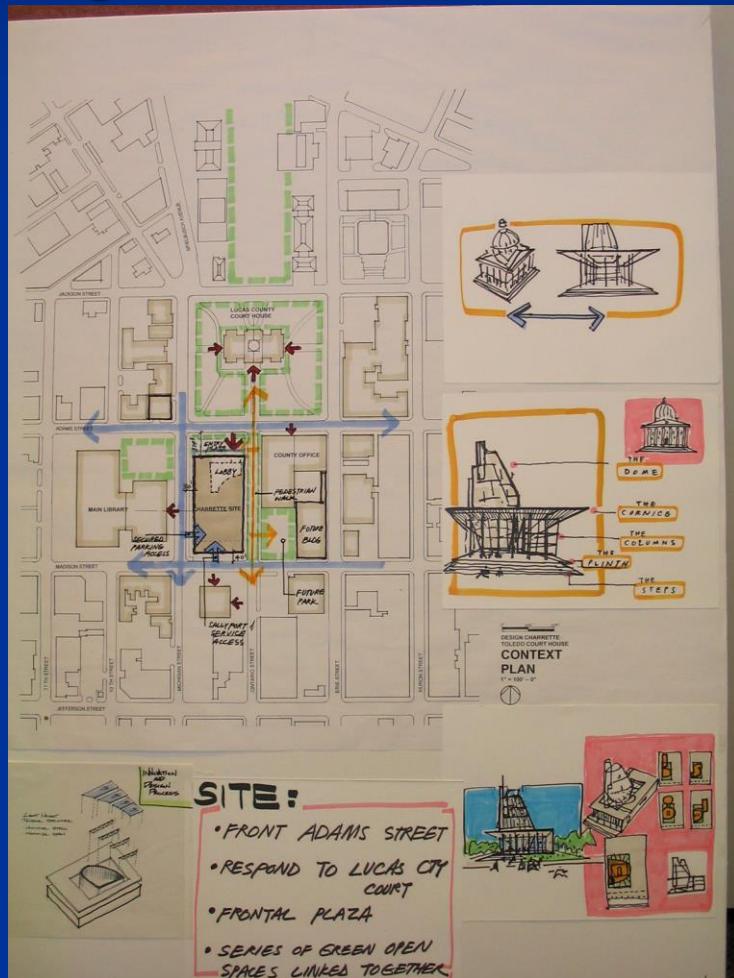


- Lead Designer reviews his portfolio & design approach at interview.
- Discuss Lead Designers role & time commitment.
- Critical Project Team presentations only!
- Project Manager should have a role in presentation.
- Avoid Clichés and non-supported statements.
- Sincerity and enthusiasm is better than a choreographed dog & pony show.
- Tell us why your team is the best.
- There is no formula to a good interview.

Stage 2: Evaluation Criteria

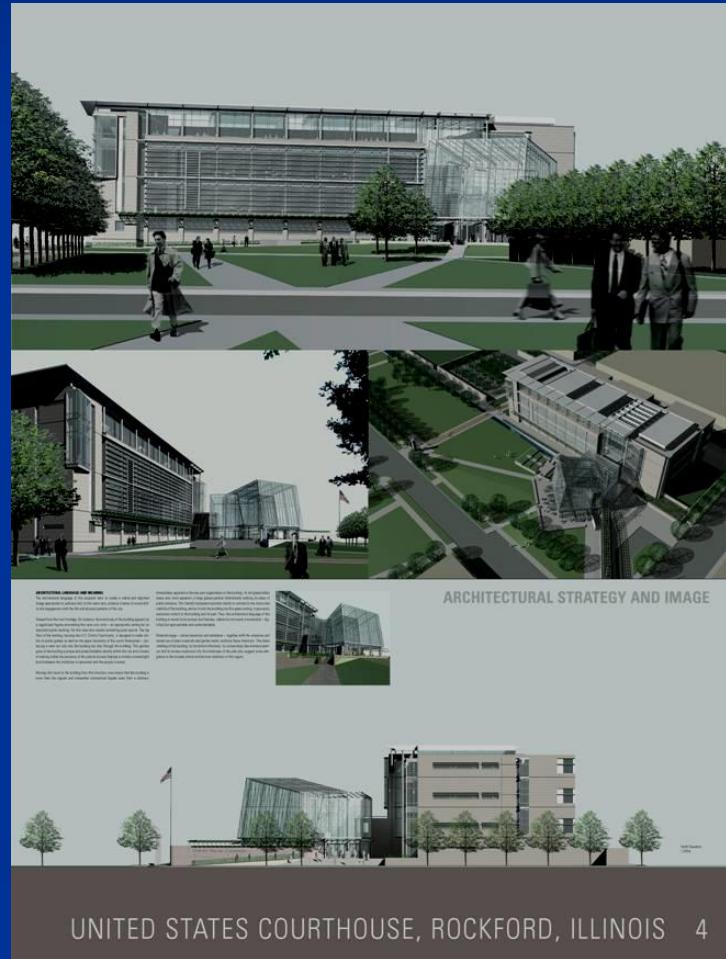
Value	CRITICAL ELEMENT	RATING SCALE					Score
		1	2	3	4	5	
50	TEAM DESIGN PERFORMANCE						
	Projects demonstrate success in addressing issues of community context, design image, function, and sustainability.						
	Project examples are similar in complexity to project.						
	Proposed A/E Team demonstrates it can work together successfully.						
	Commitment of lead designer.						
	Projects demonstrate special criteria called for by GSA.						
30	TEAM ORGANIZATION AND MANAGEMENT PLAN						
	Plan clearly identifies key roles and lines of communication. It presents the means to integrate client and community input.						
	Plan explains steps to ensure cost and quality control, as well as identifies all review stages.						
	Plan identifies the physical location of major design and production work, the coordination plan for consultant work, and for work produced in remote offices.						
15	PROFESSIONAL QUALIFICATIONS						
	The lead designer and A/E team project manager have the qualifications, experience, and commitment to organize all efforts required for this project.						
	Projects demonstrate special criteria called for by GSA.						
5	GEOGRAPHIC LOCATION						
	The lead designer-A/E team satisfies published geographic limitations.						
Total Score							

Stage 2 – The Charrette Option



Stage 3: Vision Competition

Stage 3 – Vision Competitions



Evaluation Board Final Recommendation

- Evaluation Board uses information from all Stages to come to consensus and make Final Recommendation.
- Recommendation takes the form of a ranking of the teams which is sent to GSA Contacting Officer & Project Manager to begin negotiations with top ranked firm.

Negotiations & Award

Final Selection Decision

- **Selection Authority**

- Reviews Recommendations of the Evaluation Board
 - Makes final selection
 - Authorizes the Contracting Officer to begin negotiations

- **Negotiations begin with the #1 ranked firm**

- Selected firm publicized on FedBizOpps
 - If unable to achieve a mutually satisfactory contract, then negotiations begin with the next ranked firm

Negotiations

- In accordance with the Brooks Act and FAR
 - Price is not an evaluation factor
 - Goal - Achieve a fair and reasonable price
- Process
 - Scope of work sent to selected firm
 - Price Proposal
 - GSA 2630/2631 for prime and each major subcontractor
 - Certified cost and pricing data
 - 6% fee limitation

During negotiations

- Audit Conducted by GSA's Inspector General Audit Division
 - Time Frames dependant on location/availability
 - Typically auditing overhead and labor rates
- Subcontracting Plan
 - Required of large businesses
 - Requires approval by CO and SBA



Award

- Successful completion of negotiations
- Both parties sign SF252
 - Typically base contract covers design services
 - Optional services may include construction administration
- Overall award timeline
 - 3 – 4 months from final selection



Indefinite Delivery – Indefinite Quantity (IDIQ) Contracts

Supplemental A/E IDIQ Contracts

- IDIQ = Indefinite-Delivery Indefinite-Quantity
- Purpose & Use:
 - Small repair & alternations, studies, inspections, etc.
 - Multiple delivery orders per each contract vendor
- Single or multiple vendors may be awarded contracts under each solicitation

Supplemental A/E IDIQ Contracts

- Contract Specifics:

- One-year base contract, with four one-year options
 - Geographic area: city, area, multi-state, region
 - Minimum quantity/dollar amount guaranteed
 - Selections are qualifications based. Price is not an evaluation factor.

Supplemental A/E IDIQ Contracts

- Evaluation & Selection Process:

- Synopsis in FedBizOpps requesting SF330 and other submittals
- Responses evaluated and “shortlist” developed of at least 3 firms to interview
- Rank firms and make recommendation(s) to the selection authority (more than one firm may be recommended if multiple awards are contemplated)

Supplemental A/E IDIQ Contracts

- Evaluation & Selection Process continued:

- Selection authority makes the final selection of firm(s)
- Request proposal from the selected firm(s)
- Cost & pricing data required if over contract max > \$650,000
- GSA Inspector General Audit Division audits proposal

Supplemental A/E IDIQ Contracts

- Evaluation & Selection Process continued:

- Negotiate hourly rates for prime and subs, profit, overhead
 - Make award if negotiations are successful
 - Initiate negotiations with the next firm on the final selection list if negotiations with top higher ranked firm not successful
 - Award made on SF 252