

Presolicitation Notice

SUBJECT* 614-325 Construct Bld 7 SCI/D Outpatient Addition South Minor Design - Memphis VAMC

GENERAL INFORMATION

CONTRACTING OFFICE'S ZIP CODE*	44131
SOLICITATION NUMBER*	36C77623R0058
RESPONSE DATE/TIME/ZONE	03-17-2023 2PM EASTERN TIME, NEW YORK, USA
ARCHIVE	99 DAYS AFTER THE RESPONSE DATE
SET-ASIDE	SDVOSBC
PRODUCT SERVICE CODE*	C1DA
NAICS CODE*	541310
PLACE OF PERFORMANCE	Lt. Col. Luke Weathers, Jr. VA Medical Center
	1030 Jefferson Ave
	Memphis TN
POSTAL CODE	68104
COUNTRY	US

CONTACT INFORMATION

CONTRACTING OFFICE ADDRESS	Department of Veterans Affairs Program Contracting Activity Central
	6100 Oak Tree Blvd, Suite 490 Independence OH 44131
POINT OF CONTACT*	Contract Specialist Jason Phillip jason.phillip@va.gov

*=Required Field

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ADDITIONAL INFORMATION

AGENCY'S URL	http://www.va.gov/
URL DESCRIPTION	Department of Veterans Affairs Homepage
AGENCY CONTACT'S EMAIL ADDRESS	
EMAIL DESCRIPTION	

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DESCRIPTION

THIS IS NOT A REQUEST FOR PROPOSAL. THIS IS A REQUEST FOR STANDARD FORM (SF) 330 ARCHITECT-ENGINEER QUALIFICATIONS PACKAGES ONLY. ALL INFORMATION NEEDED TO SUBMIT SF 330 DOCUMENTS IS CONTAINED HEREIN. NO SOLICITATION PACKAGE, TECHNICAL INFORMATION, OR BIDDER/PLAN HOLDER LIST WILL BE ISSUED. THE GOVERNMENT WILL NOT PAY FOR, NOR REIMBURSE, ANY COSTS ASSOCIATED WITH RESPONDING TO THIS REQUEST. THE GOVERNMENT IS UNDER NO OBLIGATION TO AWARD A CONTRACT AS A RESULT OF THIS ANNOUNCEMENT.

The only attachments being provided at this time are the SOW and PPQ.

1. GENERAL INFORMATION

The Veterans Health Administration (VHA) Program Contracting Activity Central (PCAC) is seeking sources and intends to award a firm fixed price design contract for Architect-Engineering (A-E) services for Project # 614-325 Construct Building 7 SCI/D Outpatient Addition South Minor Design at the Memphis VA Medical Center located at 1030 Jefferson Ave., Memphis, TN 38104. The A-E shall provide design and construction period services to include investigative services, planning consultations and visits, comprehensive design work, preparation of contract drawings and specifications, preparation of cost estimates, commissioning, construction period services, site visits, reports, as-built drawings, and other design services necessary for a complete project.

The A-E Services contract that is anticipated to be awarded will be procured in accordance with the Selection of Architects and Engineers statute [formerly known as the Brooks Architect Engineer Act], Federal Acquisition Regulation Part 36.6 "Architectural and Engineering Services," VA Acquisition Regulation 836.6, and VA Acquisition Manual M836.6 Architect-Engineer Services. In accordance with FAR 36.209, "Construction Contracts with Architect-Engineer Firms," no contract for the construction of a project shall be awarded to the firm that designed the project or its subsidiaries or affiliates, except with the approval of the head of the agency or authorized representative.

2. PROJECT INFORMATION

This project is a 100% set-aside for Service-Disabled Veteran-Owned Small Business (SDVOSB) concerns. The NAICS code for this procurement is 541310 "Architectural Services" and the annual small business size standard is \$12.5M. Please note, the VA has thoroughly reviewed this NAICS code and had determined that it is the correct NAICS for the work being performed. A full design team is required to complete this project. The projected award date for the anticipated A-E contract is on or before late-June 2023.

The anticipated period of performance for completion of design is 420 calendar days after notice of award. The VAAR Magnitude of Construction for this project is between \$5,000,000 and \$10,000,000.

3. SCOPE OF DESIGN

This procurement is to obtain all professional A-E services for the Construct Building 7 SCI/D Outpatient Addition South Minor Design project at the Memphis VA Medical Center. This project will construct approximately 9,000 gross square feet addition to Building 7. The addition will be to the A wing south of the building on the 1st and 2nd floors. An additional 6,900 gross square feet

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of existing space of the A wing 1st and 2nd floors will be renovated. The new and renovated space relocates existing Outpatient functions to free up space that is needed to address future projects for SCI/D patient privacy.

The A-E shall be professionally licensed in any state in the United States. The A-E is responsible for all services to complete the deliverables listed in the SOW. The deliverables outlined in the SOW are inclusive of the following: Quality Assurance/Quality Control Plan, Basis of Design (10%), Design Program (10%), Schematic Design (35%), Design Development One (50%), Design Development Two (65%), Construction Documents One (80%), Construction Documents Two (95%), Construction Documents Check-set (100%) and Final Bid Documents (Bid).

Please note that the 420 calendar-day period of performance for the design completion begins with the issuance of the Notice of Award (NOA) and that a Notice to Proceed (NTP) **will not be issued** for the completion of a design project. The solicitation support services, and construction period services will be option items that will be exercised after the award of the construction project. The period of performance for construction period services will match the period of performance for the construction project.

4. A-E SELECTION PROCESS

Firms submitting SF 330s in response to this announcement, not later than the closing date and time specified herein and in accordance with submission requirements, will be considered for initial selection evaluation. The selection process will include the evaluation of qualifications (SF 330s), discussions (interview presentations), and fee proposal negotiations with the highest rated firm. Pricing will not be included in the evaluation factors for either the SF 330s or the interview presentations.

The evaluation of qualifications consists of the review of the provided SF 330s and determination of the highest rated firms. A minimum of three of the highest rated firms will then be shortlisted and invited to continue with interview presentations. All firms not shortlisted will be notified at this time and provided a debriefing if requested.

The discussions consist of the evaluation of the interview presentations provided by the shortlisted firms and selection of the top ranked firm. The prior evaluation of the SF 330s shall not be taken into consideration during the evaluation of the interview presentations. The firms selected for the interview presentations will be notified by email of selection and provided further instructions, including all submission requirements and a reiteration of the factors. After the interview presentations are conducted, the firms will be evaluated, and the highest rated firm will be selected to receive the solicitation and conduct negotiations.

The solicitation will be issued to the highest rated firm as a Request for Fee Proposal (RFP). A site visit will be authorized during the negotiation process. Award selection will be made based on the results of the interview presentations and successful negotiation of rates and fees for the project. If negotiations are not successful with the highest rated firm, they will continue with the next highest rated firm, and so on until award can be made.

5. QUALIFICATIONS (SF 330) SELECTION CRITERIA

The following factors are listed in descending order of importance:

Primary Selection Criteria:

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1. **Professional Qualifications:** Professional qualifications necessary for satisfactory performance of required services. The evaluation shall consider the education, training, registration, certifications, overall and relevant experience, and longevity with the firm of the key personnel proposed for assignment to the project. This criterion is primarily concerned with the qualifications of the key personnel and not the number of personnel. The lead designer in each discipline must be licensed to practice in any state in the United States of America. Provide a resume in section E for each of the team members proposed for the key positions and disciplines listed below and include professional license numbers and/or proof of licensure. Proposed roles of key personnel must be clearly identified in block 13 of resumes and in the organizational chart in section D. Resumes are limited to one page each and should cite project-specific experience. Relevant experience includes projects with the VA and/or accredited hospitals related to adding space to existing buildings, renovations within hospital facilities, construction of new facilities based on the VA's Small House (SH) model or other projects similar in scope to this project.

Key positions and disciplines required for this project include, but are not limited to: Project Manager, Architect, Electrical Engineer, Cost Estimator, Civil Engineer, Fire Protection Engineer, Geotechnical Engineer, Mechanical Engineer, Quality Assurance Specialist, Structural Engineer, Interior Designer, Registered Communications Distribution Designer (RCDD), Commissioning Agent, Certified Industrial Hygienist, Landscape Architect and Physical Security Specialist.

Offeror must include the following statement of SDVOSB compliance when submitting the personnel proposed to perform the work under this requirement: “I **signatory authority**, of **company name** certify that the team proposed to perform under this requirement demonstrates the capability of 50% SDVOSB performance in compliance of 48 CFR 852.219-10.”

The information provided in sections C through E of the SF 330 will be used to evaluate this factor. Do not include this information in section H, unless it is pertinent to support the information listed in the other sections.

2. **Specialized Experience:** Specialized experience and technical competence of the prime firm and any subcontractors in the design and construction period services provided for projects similar in size, scope, and complexity. Provide no more than five projects awarded within the past eight years, with at least 95% of the design completed, that best illustrate specialized experience related to this project scope, such as additions to existing structures, renovations within hospital facilities. At a minimum, include the following for each submitted project (if applicable): design start and end dates, construction start and end dates, estimated cost of construction based on design, final construction cost (or projected final construction cost if still underway), and specialized scope items that may include critical path scheduling, fire protection, construction infection control protocols, energy conservation, sustainable design practices, work in active hospitals, phasing, and specialized building types requiring physical security measures.

The evaluation of the submitted projects will consider the relevant work performed; management approach; coordination of disciplines and subcontractors; prior experience of the prime firm and any key subcontractors working together on relevant projects; quality control procedures; and familiarity with VA Design Guides/Manuals, Master Specifications, and other applicable standards. All projects provided in the SF 330 must involve some effort or contribution from a firm, office, branch, or individual team member proposed to perform

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work under this contract. Any projects submitted that exceed the limit will not be considered during the evaluation.

The information provided in sections F and G of the SF 330 will be used to evaluate this factor. Do not include this information in section H, unless it is pertinent to support the information listed in the other sections.

3. **Capacity:** Capacity to accomplish work in the required time. The evaluation will consider the team's overall ability to meet the schedule of the project, as well as the available capacity of key disciplines to perform the work in the required time. Provide the team's available capacity by clearly presenting workload percentages for each of the key personnel identified in sections D and E, and by listing all active projects for the prime firm and subcontractors, including the full potential value of any current indefinite delivery contracts. At a minimum, include the following for each project: project name, location, award date, completion percentage, and expected completion date.

The information for this factor shall be provided in section H of the SF 330. Please ensure the capacity applies toward the proposed team/personnel provided in the SF 330.

4. **Past Performance:** Past performance on contracts with Government agencies and/or private industry in terms of cost control, quality of work, and compliance with performance schedules. The past performance will be evaluated for all projects provided in section F, to include a review of Contractor Performance Assessment Reporting System (CPARS) ratings. Provide performance reports for all projects submitted in section F and include the following information for each project: contract/task order number, project title, prime firm, start date, and completion date. Evaluations may also include additional performance-related information from the firm, customer inquiries, Government databases, publicly available sources, additional projects in CPARS, and other information available to the Government.

Evaluations will consider superior performance ratings on recently completed VA projects as well as the reputation and standing of the firm and its principal officials with respect to professional performance, general management, and cooperativeness. As appropriate, the record of significant claims against the firm because of improper or incomplete architectural and engineering services will be considered. Failure to provide requested data, accessible points of contact, or valid phone numbers may result in a firm being considered less qualified. A Neutral rating will be selected if the past performance information for the projects submitted in section F is missing or insufficient for a determination on past performance to be made. All projects provided in the SF 330 must involve some effort or contribution from a firm, office, branch, or individual team member proposed to perform work under this contract.

The information for this factor shall be provided in section H of the SF 330. If there is no CPARS data available, Past Performance Questionnaires (PPQs) will be accepted. Please utilize the attached PPQ document. *PPQs should not be submitted by the evaluator to VHA PCAC directly. Completed PPQs must be incorporated into the SF 330 submission. PPQs will be counted towards the page limitation for this submission.

5. **Locality:** Knowledge of the locality. Demonstrate and describe experience in the local area and the specific knowledge of certain local conditions or project site features the experience provided. This description may include (if applicable):
 - Any prime firm or subcontractor experience within the VISN or at the VAMC

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- State or local construction codes, laws, or regulations

If prior experience in or specific knowledge of the local area is minimal, describe how the team plans to obtain any specific knowledge of certain local conditions or project site features required for this project.

The information for this factor shall be provided in section H of the SF 330. Note that the intent of this factor is to showcase a firm's understanding of the site and locality, and not where the firm is located and how they would travel to the site. Information related to the firm's location shall be provided in section H, under Secondary Selection Criteria - Geographic Location.

6. **Construction Period Services:** Describe your team's approach to providing construction period services that may include: professional field inspections during the construction period; review of construction submittals; support in answering requests for information (RFIs) during the construction period; commissioning; support of construction contract changes, including drafting statements of work and cost estimates; attendance at weekly conference calls; providing minutes of meetings between the A-E, VA, and contractors; pre-final inspection site visits; generation of punch-list reports; and production of as-built documentation. List project examples to demonstrate the prime firm's experience with construction period services.

The information for this factor shall be provided in section H of the SF 330.

Secondary Selection Criteria:

1. **Geographic Location:** Location of the firm, as measured by the driving distance (miles) between the Offeror's principal business location and the Memphis VA Medical Center located at 1030 Jefferson Ave., Memphis, TN 38104. Determination of the mileage will be based on Google Maps (<https://www.google.com/maps/dir/>).

**The secondary selection criterion is used as a tiebreaker, if necessary, in ranking the most highly qualified firms following the completion of the SF 330 evaluations. The secondary selection criterion will not be applied when determining a firm's SF 330 submission "Excellent," "Good," "Acceptable," "Marginal," or "Unacceptable."*

The information for this factor shall be provided in section H of the SF 330.

6. DISCUSSIONS (INTERVIEW PRESENTATIONS) SELECTION CRITERIA

In accordance with FAR 36.602-3(c), discussions will be conducted in the form of interview presentations. The selected firms will be invited to provide their interview presentations to predetermined questions. The instructions for the interview presentations will be provided to the selected firms only. Each firm that provides interview presentations will be evaluated based on their responses to the evaluation criteria. The highest-ranked firm will be selected based on their ratings from the interview presentations. The previous ratings from the SF 330 evaluations are not applicable during discussions.

Below are the evaluation factors for the interview presentations. All factors listed are of equal importance.

1. **Challenges:** What specific challenges do you see in this project and how will your team address or resolve these challenges? Include any specific past project examples to support your response.

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2. **Space Planning:** Space planning is an important part of design. Discuss your approach to space planning.
3. **Construction Period Services:** Discuss your approach and process for construction period services. How will you monitor the project? How will you keep the schedule on track? How will you design for and encompass minimizing disruption of buildings around the site?
4. **Cost:** Cost is a major concern in any project. How do you keep the project within budget? What is your track record for cost accuracy?
5. **Quality Control:** Specifically, how do you manage quality control? How do you ensure all aspects of the project meet VA standards and specifications? Identify personnel responsible for quality control and their disciplines.

7. SUBMISSION CRITERIA/REQUIREMENTS

The below information contains the instructions and format that shall be followed for the submission of the SF 330 Statement of Qualifications:

- Submit ONE (1) SF 330 Statement of Qualifications to Jason Phillip at jason.phillip@va.gov. This shall include Parts I and II and any applicable attachments.
- The submission must include the SF 330, Architect-Engineer Qualifications (form is available online at <http://www.cfm.va.gov/contract/ae.asp>).
- The SF 330 submission is due by **2:00 PM ET on March 17, 2023.**
- The SF 330 shall be submitted in one email and have a file size no larger than 5 MB. No hard copies 2PM will be accepted.
- The subject line of the email shall read: "SF 330 Submission - 36C77623R0058 Building 7 SCI/D Minor Design - Memphis."
- The SF 330 submission **shall not exceed a total of FIFTY (50) pages.** This includes CPARS and/or PPQs and any other relevant information. Any pages submitted by an offeror that exceed the limit will not be considered during the evaluation. Each page shall be in Arial or Times New Roman, size 12 font, single spaced. The title page, table of contents, and Part II of the SF 330 will NOT count toward the page limitation.
- A PPQ from previous projects may be submitted for this project. If significant portions of a project have been completed since the previous PPQ was filled out, a new PPQ should be submitted to accurately assess the project. *Note: All PPQs should be completed by the evaluator and returned to the A-E firm. **The submitting A-E firm must incorporate completed PPQs into the SF 330 document.** PPQs *should not* be submitted by the evaluator directly to VHA PCAC.
- Firms must include the following information in section A of the SF 330 submission:
 - 1) Cage Code
 - 2) SAM Unique Entity Identifier
 - 3) Tax ID Number
 - 4) The email address and phone number of the Primary Point of Contact

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- All questions shall be submitted to jason.phillip@va.gov with the subject line “Building 7 SCI/D Minor Design Memphis Question.” The cutoff for question submission is **2:00 PM ET on February 28, 2023**. Questions will be answered through modification to the Pre-Sol Notice posted to Contract Opportunities at [SAM.gov](https://sam.gov).
- This procurement is a 100% set-aside for Service-Disabled Veteran-Owned Small Business (SDVOSB) concerns. Offers received from other than SDVOSBs will not be considered. Offerors must be verified as SDVOSBs by the U.S. Small Business Administration (SBA) and visible in the Veteran Small Business Certification (VetCert) database (<https://veterans.certify.sba.gov/>) at the time of SF 330 submission, interview presentations, and award. Failure to be BOTH visible and verified at these times will result in the offeror being deemed unacceptable and ineligible for award.

NOTE: As of January 1, 2023, all SDVOSBs that were previously verified by VA's Center for Verification and Evaluation (CVE) are automatically granted certification by the SBA for the remainder of the firm's eligibility period. The SBA intends to grant a one-time, one-year extension of certification to current SDVOSBs verified by the VA as of the transfer date on January 1, 2023. This additional year will be added to the existing eligibility period of a current participant. New applicants certified by SBA after January 1, 2023, will receive the standard three-year certification period. The National Defense Authorization Act for Fiscal Year 2021 (NDAA 2021) grants a one-year grace period for self-certified SDVOSBs until January 1, 2024. During the grace period, self-certified businesses have one year to file an application for SDVOSB certification and may continue to rely on their self-certification to compete for non-VA SDVOSB set-aside contracts. Self-certified SDVOSBs that apply before January 1, 2024, will maintain their eligibility through the expiration of the grace period until SBA issues a final eligibility decision.

- All joint ventures must be SBA verified at the time of SF 330 submission, interview presentations, and award and must submit agreements that comply with 13 CFR 128.402 prior to contract award.
- All prime firms must meet the NAICS code requirement specified in this notice. The Contracting Officer shall verify the NAICS code in VetCert. Failure to meet the NAICS code requirement may result in the rejection of the SF 330 submission.
- SF 330 submissions received after the date and time specified will not be considered. Late proposal rules per FAR 15.208 will be followed for late submittals. Firms not providing the required information may not be evaluated. All information must be included in the SF 330 submission package.
- It is the offeror's responsibility to check the Contract Opportunities website at [SAM.gov](https://sam.gov) for any revisions to this announcement prior to submitting their SF 330.

See attached document: AE Design SOW - 614-325 - SF330 Version - 2-6-23.

See attached document: PPQ - Minor Design - Memphis.

End of Document