

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE <div style="text-align: center;">J</div>		PAGE OF PAGES <div style="text-align: center;">1   44</div>	
2. AMENDMENT/MODIFICATION NO. <b>U0001</b>		3. EFFECTIVE DATE <b>08-Feb-2023</b>		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY ERDC CONTRACTING OFFICE 3909 HALLS FERRY ROAD VICKSBURG MS 39180-6199		CODE <b>W912HZ</b>		7. ADMINISTERED BY (If other than item 6) <div style="text-align: center;"><b>See Item 6</b></div>			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. <b>W912HZ22R0021</b>	
				X		9B. DATED (SEE ITEM 11) <b>06-Feb-2023</b>	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  The purpose of this amendment is to change period of performance dates, the solicitation due dates, and to replace section 002000 Instructions for procurement. All other terms and conditions remain unchanged.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)			

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION 00 10 00 - SOLICITATION

The required response date/time has changed from 11-Feb-2023 09:00 AM to 08-Mar-2023 09:00 AM.

The solicitation issue date has changed from 12-Jan-2023 to 06-Feb-2023.

The required performance has changed from One (1) Firm-Fixed-Price (FFP) Indefinite Delivery/Indefinite Quantity (IDIQ) Job Order Contract (JOC) for work at the US Army Corps of Engineers, Engineer Research and Development Center, Vicksburg, MS Campus. The purpose of this procurement is to obtain work that includes but is not limited to construction, alteration, and repair of real property (industrial, commercial) and utility projects for FY 2023 through 2025. This procurement will be a 100% Service-Disabled Veteran-Owned Small Business Set-Aside, Indefinite Delivery/Indefinite Quantity (IDIQ), Single Award Task Order Contract (SATOC) with a three (3) year term. The North American Industry Classification Code (NAICS) for this procurement is 236210; size standard \$39.5 Million applies. Multiple projects are anticipated. The ceiling amount is \$9M (\$3M per year). Individual task orders are expected to range from \$2,500 to \$750,000; however, task orders above or below these amounts may be considered if deemed to be in the Government's best interest. Guaranteed Minimum: Base Year: \$25,000 Option Year 1: \$25,000 Option Year 2: \$25,000 to One (1) Firm-Fixed-Price (FFP) Indefinite Delivery/Indefinite Quantity (IDIQ) Job Order Contract (JOC) for work at the US Army Corps of Engineers, Engineer Research and Development Center, Vicksburg, MS Campus. The purpose of this procurement is to obtain work that includes but is not limited to maintenance, alteration, and repair of real property (industrial, commercial) and utility projects for FY 2023 through 2025. This procurement will be a 100% Service-Disabled Veteran-Owned Small Business Set-Aside, Indefinite Delivery/Indefinite Quantity (IDIQ), Single Award Task Order Contract (SATOC) with a three (3) year term. The North American Industry Classification Code (NAICS) for this procurement is 236210; size standard \$39.5 Million applies. Multiple projects are anticipated. The ceiling amount is \$9M (\$3M per year). Individual task orders are expected to range from \$2,500 to \$750,000; however, task orders above or below these amounts may be considered if deemed to be in the Government's best interest. Guaranteed Minimum: Base Year: \$25,000.

## Global Changes

## CLIN 0001 -- CLIN 0003

The CLIN extended description has changed from:

Contractor shall provide, upon receipt of a task order, all work, materials, supplies, supervision, labor, transportation, and equipment (except when specified as Government Furnished) for maintenance, repair, upgrade and construction of real property facilities for Engineer Research and Development Center (ERDC) in Vicksburg, MS in strict accordance with all the terms, conditions, special contract requirements, specifications, drawings, attachments, and exhibits.

To:

Contractor shall provide, upon receipt of a task order, all work, materials, supplies, supervision, labor, transportation, and equipment (except when specified as Government Furnished) for maintenance, repair, and upgrade of real property facilities for Engineer Research and Development Center (ERDC) in Vicksburg, MS in strict accordance with all the terms, conditions, special contract requirements, specifications, drawings, attachments, and exhibits.

The following Delivery Schedule item for CLIN 0001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
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POP 01-FEB-2023 TO 31-JAN-2024	N/A	PR W2R2 USA ENGR R AND D CTR SCOTT BROWN 3909 HALLS FERRY RD VICKSBURG MS 39180-6133 601-634-2075 FOB: Destination	W81EWF
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To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
POP 01-APR-2023 TO 31-MAR-2024	N/A	PR W2R2 USA ENGR R AND D CTR SCOTT BROWN 3909 HALLS FERRY RD VICKSBURG MS 39180-6133 601-634-2075 FOB: Destination	W81EWF

The following Delivery Schedule item for CLIN 0002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
POP 01-FEB-2024 TO 31-JAN-2025	N/A	PR W2R2 USA ENGR R AND D CTR SCOTT BROWN 3909 HALLS FERRY RD VICKSBURG MS 39180-6133 601-634-2075 FOB: Destination	W81EWF

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
POP 01-APR-2024 TO 31-MAR-2025	N/A	PR W2R2 USA ENGR R AND D CTR SCOTT BROWN 3909 HALLS FERRY RD VICKSBURG MS 39180-6133 601-634-2075 FOB: Destination	W81EWF

The following Delivery Schedule item for CLIN 0003 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
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POP 01-FEB-2025 TO 31-JAN-2026	N/A	PR W2R2 USA ENGR R AND D CTR SCOTT BROWN 3909 HALLS FERRY RD VICKSBURG MS 39180-6133 601-634-2075 FOB: Destination	W81EWF
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To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
POP 01-APR-2025 TO 31-MAR-2026	N/A	PR W2R2 USA ENGR R AND D CTR SCOTT BROWN 3909 HALLS FERRY RD VICKSBURG MS 39180-6133 601-634-2075 FOB: Destination	W81EWF

## SECTION 00 20 00 - INSTRUCTIONS FOR PROCUREMENT

The following have been modified:

INSTRUCTIONS

## INSTRUCTION, CONDITIONS AND NOTICE TO OFFERORS

## 1.0 GENERAL INFORMATION

The scope of this acquisition includes maintenance, repair, upgrade, and repair/maintenance of real property facilities at the Engineer Research and Development Center (ERDC) in Vicksburg, MS. This will include a wide variety of services such as repair, maintenance, sustainment, restoration and/or modernization services to include the following:

Repair and Alteration of real and personal property facilities, e.g. maintenance and repair services relating to the following:

Mechanical,

Plumbing,

Structural,

Electrical,

Heating, Ventilation, and Air Conditioning (HVAC)

Instrumentation repair incidental to repair/maintenance

Asbestos and lead based paint abatement, and other environmental remediation incidental to the repair/maintenance.

Anti-terrorism and force protection system upgrades, repairs, and installation.

Repair of roadways, parking areas, and pedestrian walkways.

Lighting installation and repair.

Interior or exterior painting of buildings and structures.

Storm water system improvement and repair.

Other site work including site grading and drainage, landscape plantings, exterior irrigation systems, and retaining walls incidental to the repair/maintenance.

Based on the type of work being performed, four bare cost adjustment coefficients shall be used to determine the total price when applied to the JOC Price Book (JOC PB) line items and the necessary quantities.

## 1.2 CONTRACT COST CEILING LIMITATION FOR JOC COSTS

The JOC contract value is \$9,000,000 to include a 12-month base contract period and two 12-month option periods for a total of three years. Individual task orders will be awarded between \$2,500 and \$750,000 per task order, but may exceed the stated estimated task order amount if such award is deemed to be in the best interest of the Government. Capacity not used in any period may be carried forward for a total of \$9,000,000.

## 1.3 COPIES OF SOLICITATION DOCUMENTS AND AMENDMENTS

All copies of the solicitation and amendments will be posted in [www.BETA.SAM.gov](http://www.BETA.SAM.gov). The Offeror shall submit its proposal and all requested information as specified in this solicitation to the contact listed in the [www.BETA.SAM.gov](http://www.BETA.SAM.gov) announcement.

## 1.4 RESERVED

## 1.5 SMALL BUSINESS SIZE STANDARD/NAICS CODE

The small business size is \$39.5M and the NAICS is 236210.

## 1.6 PROPOSAL EXPENSES AND PRE-CONTRACT COSTS

This solicitation does not commit the Government to pay as a direct charge any cost incurred by the Offeror in the preparation and submission of the proposal or revisions. A stipend is not authorized for unsuccessful offerors.

## 1.7 ACCURACY IN PROPOSALS

Proposals shall be set forth with full, accurate, and complete information as required by this solicitation, including all amendments to the solicitation.

## 1.8 PROPOSAL SUBMITTALS

Proposals shall be submitted via email with the subject line reading **ERDC JOC RFP** to: Zavien Beal [zavien.t.beal@usace.army.mil](mailto:zavien.t.beal@usace.army.mil) Only electronic submissions will be accepted. All questions concerning this solicitation must be submitted to the Government via email to Zavien Beal [zavien.t.beal@usace.army.mil](mailto:zavien.t.beal@usace.army.mil) The Government will accept questions up to ten (10) calendar days of the due date.

# 2.0 PROPOSAL FORMAT AND NUMBER OF SUBMITTALS

2.1 The Government will not make assumptions concerning an Offeror's intent, capabilities, or experiences. Clear identification of proposal details shall be the Offeror's sole responsibility. The Government may reject incomplete proposals after initial evaluation without further consideration. Therefore, all proposals must meet the following basic requirements at the time of submission:

- a. The proposal must be typed, submitted in English, and easy to read.
- b. The proposal must be organized, concise, and submitted in the volumes and order indicated below. Volumes shall be clearly identified. Each evaluation factor and subfactor shall be described in a separate.
- c. Reference is made to contract clause 52.215-1, Instructions to Offerors—Competitive Acquisition. The Offeror shall submit one email containing the content of the proposal for evaluation. Each proposal should contain a cover sheet as the first page which identifies the following: (1) the Offeror's name, (2) the Offeror's address, (3) the Offeror's phone number, and e-mail address, (4) the Offeror's point(s) of contact including contact information, (5) the Offeror's authorized signer(s)/negotiator(s) including their contact information, (6) the Offeror's cage code and duns number, (7) the volume number, and (8) the requirement's solicitation number, and (9) the proposal's period of validity. The second sheet should be an index/table of contents.
- d. Offerors are required to submit the proposal in the format as shown below. All proposal materials shall contain a table of contents. All pages shall be numbered to correspond with a table of contents.

Volume I - Technical:

Factor 1	Technical Capability
Factor 2	Past Performance

This Volume shall also include the Joint Venture Agreement (if applicable). The JV agreement will not count against total page limit.

Volume II - Price:

Tab A	Standard Form 1442; including verification of receipt of all amendments
Tab B	Section 00010, Proposal Bid Schedule, and;
Tab C	Section 600 Representations and Certifications (reps and Certs) or SAM Reps and Certs
Tab D	Letter of current bonding capacity

- e. Volume I, Technical Proposal shall be limited to no more than 80 pages total (20 pages Operations Plan, 20 pages Key Personnel, 20 pages Relevant Experience and 20 pages Past performance, note; past performance questionnaires do not count toward the page limitation). Pages should have a one-inch margin on all sides. Text should be 12-point, Times New Roman. Pages exceeding the page limit will be removed and not evaluated. No mention of price shall be included in Volume I.
- f. Volume II, Price Proposal should be limited to no more than the above stated requirements for Tab A, Tab B, Tab C, Tab D, and Tab E.

**SECTION 00115****1.0 PROPOSAL CONTENT****1.1 Volume I - Technical Proposal****A. Factor 1 – Management Approach: Submission Requirements****Submission Requirements****Factor 1 – Subfactor 1: Operations Plan.**

Offeror's Operation Plan should include the following:

- a. The plan must adhere to the proposal submission instructions and address the Offeror's approach and methodology and depth of understanding of the contract performance requirements for management, supervision, manpower and equipment resources, quality control/assurance, and safety associated with Job Order Contracts.
- b. The Operations Plan shall also include an organizational structure, which demonstrates the efficiency in day-to-day operations, quick resolution of problems, clear roles and responsibilities and excellent communication networks.
- c. The plan should also demonstrate the ability of the firm to manage multiple repair/maintenance projects of varying magnitudes relating to the repair and alteration of real and personal property facilities, e.g. maintenance and repair, and related construction services.
- d. The plan shall include a list of primary subcontractors with capability and equipment resources to respond to Job Order Contract task orders.

**Factor 1 – Subfactor 2: Key Personnel**

For an Offeror's Key Personnel to be acceptable, the proposal must identify the qualifications of key personnel in the following positions:

- a. Project Superintendent
- b. Contract Manager
- c. Quality Control Manager
- d. Site Safety Health / Environmental Compliance Manager

- Project Team and Shared Roles: The Contract Manager (CM) shall not serve as the primary PS (Project Superintendent), QCM (Quality Control Manager), or SSHO (Site Safety and Health/Environmental Officer), however the CM may be appointed as an alternate to provide oversight during the short term absence of the primary QCM, PS, SSHO if the CM meets the qualifications of those positions. The QCM, PS, and SSHO may be a single person if that person meets the qualifications of every position.

-The Project Superintendent must have a minimum of five (5) years of relevant repair/maintenance Project Superintendent experience, and a minimum of ten (10) years experience on repair/maintenance similar to this contract. Resumes for key personnel to include Letter of Commitments signed by key personnel and prime contractor (If used as experience in proposal) shall also be provided.

-The Contract Manager, Quality Control Manager, and Site Safety Health / Environmental Compliance Manager must have a minimum of five (5) years' relevant experience in the operations of repair/maintenance projects similar in nature, size, scope and complexity of this solicitation.

**Factor 1 – Subfactor 3: Relevant Experience Executing Job Order Contracts**

The Offeror's experience will be evaluated to allow the Offeror's to demonstrate their ability to execute Contract requirements. Offeror shall submit no more than five (5) contracts that are on going or have been completed within five (5) years from the date of this solicitation that best represent their experience similar to the scope of work for this solicitation. If an offeror is proposing as a Joint Venture (JV) and project experiences cannot be provided as a JV, each partner shall submit experience information, with no more than five (5) contracts each. Experience must be of similar size and scope as this requirement and be recent and relevant to be technically acceptable.

The evaluation of experience is a subjective assessment of the Offeror's experience on contracts of a similar nature, size, scope, and complexity, utilizing a comparable number of personnel with like skills. The Government will assess the Offeror's experience and determine whether the contractor's experience is similar in depth and breadth of experience and demonstrates their ability to execute contract requirements.

**Factor 2 - Past Performance  
Submission Requirements**

The Offeror shall provide past performance information in one of two formats for each project provided under Factor 1 – Subfactor 3: Relevant Experience Executing Job Order Contracts.

(1) Copies of Contractor Performance Assessment Reports (CPARs – also commonly referred to as CCASS reports) for projects performed for the U.S. Government. If the project provided has a CPAR, it must be used by the Offeror to demonstrate past performance. If CPAR submission is used to validate past performance, it shall be the most recent evaluation in the system (i.e., for projects submitted as completed, the final 100% completed CPAR shall be provided). If the Offeror submits a CPAR, they are not required to submit a separate Past Performance Questionnaire for the specific project.

(2) If CPAR information is not available for a project provided for experience, a completed Past Performance Questionnaire (PPQ), attached at the end of this section **(Form PPQ-0)** must be provided per the following guidance:

- a. The Past Performance Questionnaire included in the solicitation is provided for the Offeror to submit to the client for each project the Offeror includes in its proposal for Factor 1 – Subfactor 3: Experience. Ensure correct phone numbers and email addresses are provided for the client point of contact.



- b. Completed Past Performance Questionnaires should be submitted **with your proposal**. If the Offeror is unable to obtain a completed PPQ from a client for a project(s) before proposal closing date, the Offeror should still submit Form PPQ-0 with their proposal, only with blocks 1-6 filled out, which will provide contract and client information for the respective project(s).
- c. 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, **Zavien Beal, via email to:** [Zavien.T.Beal@usace.army.mil](mailto:Zavien.T.Beal@usace.army.mil), with the subject reading "ERDC JOC PPQ" prior to the proposal closing date. **Offerors shall not incorporate by reference into their proposal PPQs previously submitted for other RFPs.** However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

It is the Offeror's responsibility to ensure the Government will be able to contact the POCs using the contact information provided. Offerors are encouraged to send their request to the POC as soon as possible once a project is identified for experience under Factor 1.

The Offeror may also include performance recognition documents received within the last 3 years such as awards, award fee determinations, customer letters of commendation, and any other forms of performance recognition.

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 Past Performance Information Retrieval System (PPIRS), including Contractor Performance Assessment Reporting System (CPARS), using all CAGE/DUNS numbers of team members (partnership, joint venture, teaming arrangement, or parent company/subsidiary/affiliate) identified in the Offeror's proposal, inquiries of owner representative(s), Federal Awardee Performance and Integrity Information System (FAPIIS), and any other known sources not provided by the Offeror.

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.

## **1.2 Volume II, Price Proposal**

### ***a. Tab A, Standard Form 1442***

#### **Submission Requirements**

An original Standard Form (SF) 1442 must be submitted in a separate electronic file as part of Volume II.

***b. Tab B, Section 00010, Proposal Bid Schedule***

**Submission Requirements**

The Offeror shall complete and submit in its entirety Section 00010, Proposal Bid Schedule. This form is included in Section 00010 of the RFP.

***c. Tab C, Representations and Certifications,***

*Submission requirements*

Each Offeror shall complete all representations and certifications in Section 00600 if they have not previously completed the Representations and Certifications Section at [www.SAM.gov](http://www.SAM.gov).

***d. Tab D, Letter of Bonding Capacity,***

Each Offeror shall submit a letter of bonding capacity verifying the contractor is able to obtain a minimum of \$4 million bonding capacity annually.

**Past Performance Questionnaire:**

<b>NAVFAC/USACE PAST PERFORMANCE QUESTIONNAIRE (Form PPQ-0)</b>			
<b>CONTRACT INFORMATION (Contractor to complete Blocks 1-4)</b>			
<b>1. Contractor Information</b> Firm Name: CAGE Code: Address: DUNs Number: Phone Number: Email Address: Point of Contact: Contact Phone Number:			
<b>2. Work Performed as:</b> <input type="checkbox"/> Prime Contractor <input type="checkbox"/> Sub Contractor <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (Explain) Percent of project work performed: If subcontractor, who was the prime (Name/Phone #):			
<b>3. Contract Information</b> Contract Number: Delivery/Task Order Number (if applicable): Contract Type: <input type="checkbox"/> Firm Fixed Price <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Other (Please specify): Contract Title: Contract Location:  Award Date (mm/dd/yy): Contract Completion Date (mm/dd/yy): Actual Completion Date (mm/dd/yy): Explain Differences:  Original Contract Price (Award Amount): Final Contract Price ( <i>to include all modifications, if applicable</i> ): Explain Differences:			
<b>4. Project Description:</b> Complexity of Work <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Routine How is this project relevant to project of submission? ( <i>Please provide details such as similar equipment, requirements, conditions, etc.</i> )			
<b>CLIENT INFORMATION (Client to complete Blocks 5-8)</b>			
<b>5. Client Information</b> Name: Title: Phone Number: Email Address:			
<b>6. Describe the client's role in the project:</b>			
<b>7. Date Questionnaire was completed (mm/dd/yy):</b>			

**8. Client's Signature:**

**NOTE: NAVFAC/USACE REQUESTS THAT THE CLIENT COMPLETES THIS QUESTIONNAIRE AND SUBMITS DIRECTLY BACK TO THE OFFEROR. THE OFFEROR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO USACE WITH THEIR PROPOSAL, AND MAY DUPLICATE THIS QUESTIONNAIRE FOR FUTURE SUBMISSION ON USACE SOLICITATIONS. CLIENTS ARE HIGHLY ENCOURAGED TO SUBMIT QUESTIONNAIRES DIRECTLY TO THE OFFEROR. HOWEVER, QUESTIONNAIRES MAY BE SUBMITTED DIRECTLY TO USACE. PLEASE CONTACT THE OFFEROR FOR USACE POC INFORMATION. THE GOVERNMENT RESERVES THE RIGHT TO VERIFY ANY AND ALL INFORMATION ON THIS FORM.**

***ADJECTIVE RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE***

<b>RATING</b>	<b>DEFINITION</b>	<b>NOTE</b>
<b>(E) Exceptional</b>	Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.	An Exceptional rating is appropriate when the Contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
<b>(VG) Very Good</b>	Performance meets contractual requirements and exceeds some to the Government's/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.	A Very Good rating is appropriate when the Contractor successfully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified.

<b>(S) Satisfactory</b>	<b>Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.</b>	<b>A Satisfactory rating is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.</b>
<b>(M) Marginal</b>	<b>Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.</b>	<b>A Marginal is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner.</b>
<b>(U) Unsatisfactory</b>	<b>Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.</b>	<b>An Unsatisfactory rating is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating.</b>
<b>(N) Not Applicable</b>	<b>No information or did not apply to your contract</b>	<b>Rating will be neither positive nor negative.</b>

TO BE COMPLETED BY CLIENT PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE.

<b>1. QUALITY:</b>					
a) Quality of technical data/report preparation efforts	E N	VG	S	M	U
b) Ability to meet quality standards specified for technical performance	E N	VG	S	M	U
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E N	VG	S	M	U
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E N	VG	S	M	U
<b>2. SCHEDULE/TIMELINESS OF PERFORMANCE:</b>					
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. <i>(If liquidated damages were assessed or the schedule was not met, please address below)</i>	E N	VG	S	M	U
b) Rate the contractor's use of available resources to accomplish tasks identified in the contract	E N	VG	S	M	U
<b>3. CUSTOMER SATISFACTION:</b>					
a) To what extent were the end users satisfied with the project?	E N	VG	S	M	U
b) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E N	VG	S	M	U
c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer?	E N	VG	S	M	U
d) Overall customer satisfaction	E N	VG	S	M	U
<b>4. MANAGEMENT/ PERSONNEL/LABOR</b>					
a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force?	E N	VG	S	M	U
b) Ability to hire, apply, and retain a qualified workforce to this effort	E N	VG	S	M	U
c) Government Property Control	E N	VG	S	M	U
d) Knowledge/expertise demonstrated by contractor personnel	E N	VG	S	M	U
e) Utilization of Small Business concerns	E N	VG	S	M	U
f) Ability to simultaneously manage multiple projects with multiple disciplines	E N	VG	S	M	U

<b>g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changes</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>h) Effectiveness of overall management (including ability to effectively lead, manage and control the program)</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>5. COST/FINANCIAL MANAGEMENT</b>					
<b>a) Ability to meet the terms and conditions within the contractually agreed price(s)?</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns)</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>d) Is the Contractor's accounting system adequate for management and tracking of costs? <i>If no, please explain in Remarks section.</i></b>	Yes No				
<b>e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i></b>	Yes No				
<b>f) Have there been any indications that the contractor has had any financial problems? <i>If yes, please explain below.</i></b>	Yes No				
<b>6. SAFETY/SECURITY</b>					
<b>a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.)</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>b) Contractor complied with all security requirements for the project and personnel security requirements.</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>7. GENERAL</b>					
<b>a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues).</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>b) Compliance with contractual terms/provisions (<i>explain if specific issues</i>)</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>c) Would you hire or work with this firm again? (<i>If no, please explain below</i>)</b>	Yes No				

<b>d) In summary, provide an overall rating for the work performed by this contractor.</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
	<b>N</b>				

**Please provide responses to the questions above (*if applicable*) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk (*please attach additional pages if necessary*):**



## SECTION 00130

### 1.0 OVERVIEW

The Government will evaluate the proposal in accordance with the evaluation factors stated in this solicitation. The evaluation factors in this solicitation are described herein using the evaluation rating systems outlined for selection procedures.

### 2.0 BASIS OF AWARD

The source selection for this Competitive Procurement will be conducted utilizing FAR Part 15 “Best Value Trade off” Procedures. Award will be made to the offeror the Government determines will be able to accomplish the necessary work in the manner most advantageous to the Government and whose offer represents the best value to the Government; as determined by the Source Selection Authority (SSA) after considering all factors, including evaluated cost. Best value tradeoff means the expected outcome of an acquisition that, in the Government’s evaluation, provides the greatest overall best value in response to the requirement and to consider award to other than the lowest priced offeror or other than the highest technically rated offeror. Award will be made based on the overall best value proposal that is determined to be the most beneficial to the Government. Proposals will be evaluated utilizing the following evaluation procedures and factors:

#### EVALUATION PROCUEURES:

Factor I – Technical and Factor II – Past Performance are of equal importance and when combined are significantly more important to Factor III - Price.

The Government intends to select ONE contractor for award of this effort. For the purpose of award, the government shall evaluate offers based on the evaluation factors described below:

### 3.0 Evaluation Factors

Factor	Location	Description
FACTOR 1	VOLUME 1	Management Approach – Offerors shall describe their Operations Plan, Key Personnel, and Relevant Experience Executing Job Order Contracts (JOC).
FACTOR 2	VOLUME 1	Past Performance – Offeror shall demonstrate past performance in successfully executing JOC task orders.
FACTOR 3	VOLUME 2	Price and Other Required Information – Submit a properly filled out bid schedule for CLIN 0001-0004, properly executed letter of bonding capacity, and representations and certifications.

#### I. Evaluation of Factor 1 - Management Approach

The purpose of this factor is to assess whether the Offeror’s proposal will satisfy the Government’s requirements.

The Government will review the clarity, adequacy, capabilities and resources of the Offeror's described plan to respond to the Government's notification of a proposed task order requirement.

The technical aspects of the Management Approach proposal will be evaluated based upon the following subfactors: Operations Plan, Key Personnel, and Relevant Experience Executing Job Order Contracts (JOC).

Each of these subfactors will be evaluated.

### **Factor 1 – Subfactor 1: Operations Plan.**

For an Offeror's Operation Plan should accomplish the following:

- e. The plan must adhere to the proposal submission instructions and address the Offeror's approach and methodology and depth of understanding of the contract performance requirements for management, supervision, manpower and equipment resources, quality control/assurance, and safety associated with Job Order Contracts.
- f. The Operations Plan shall also include an organizational structure, which demonstrates the efficiency in day-to-day operations, quick resolution of problems, clear roles and responsibilities and excellent communication networks.
- g. The plan should also demonstrate the ability of the firm to manage multiple repair/maintenance projects of varying magnitudes relating to the repair and alteration of real and personal property facilities, e.g. maintenance, repair, and related construction services.
- h. The plan shall include a list of primary subcontractors with capability and equipment resources to respond to Job Order Contract task orders.

### **Factor 1 – Subfactor 2: Key Personnel**

For an Offeror's Key Personnel must identify the qualifications of key personnel in the following positions:

- e. Project Superintendent
- f. Contract Manager
- g. Quality Control Manager
- h. Site Safety Health / Environmental Compliance Manager

- Project Team and Shared Roles: The Contract Manager (CM) shall not serve as the primary PS (Project Superintendent), QCM (Quality Control Manager), or SSHO (Site Safety and Health/Environmental Officer), however the CM may be appointed as an alternate to provide oversight during the short term absence of the primary QCM, PS, SSHO if the CM meets the qualifications of those positions. The QCM, PS, and SSHO may be a single person if that person meets the qualifications of every position.

-The Project Superintendent must have a minimum of five (5) years of relevant repair/maintenance Project Superintendent experience, and a minimum of ten (10) years' experience on repair/maintenance similar to this contract. Resumes for key personnel to include

Letter of Commitments signed by key personnel and prime contractor (If used as experience in proposal) shall also be provided.

-The Contract Manager, Quality Control Manager, and Site Safety Health / Environmental Compliance Manager must have a minimum of five (5) years' relevant experience in the operations of repair/maintenance projects similar in nature, size, scope and complexity of this solicitation.

### **Factor 1 – Subfactor 3: Experience Executing Job Order Contracts**

The Offeror's experience will be evaluated to allow the Offeror's to demonstrate their ability to execute Contract requirements. Offeror shall submit a minimum of three (3) and no more than five (5) contracts that are on going or have been completed within five (5) years from the date of this solicitation that best represent their experience similar to the scope of work for this solicitation. If an offeror is proposing as a Joint Venture (JV) and project experiences cannot be provided as a JV, each partner shall submit experience information, with no more than five (5) contracts each. Experience must be of similar size and scope as this requirement and be recent and relevant to be technically acceptable.

### **FACTOR 1 TECHNICAL CAPABILITY RATING SYSTEM AND DEFINITIONS**

**NOTE: Every contract used as an example of Experience shall also be submitted as Past Performance. Any Contract submitted for experience that does not also contain Past Performance will be omitted and not evaluated.**

**Technical Factors Rating. The rating for Technical will be expressed as an adjectival assessment of Outstanding, Good, Acceptable, Marginal, or Unacceptable. The adjectival ratings will be evaluated utilizing the following adjectival rating methodology:**

TABLE 1 – COMBINED TECHNICAL/RISK RATINGS		
Color	Rating	Description
Blue	Outstanding	Proposal meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
Purple	Good	Proposal meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.

Green	Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
Yellow	Marginal	Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
Red	Unacceptable	Proposal does not meet requirements and contains one or more deficiencies. Proposal is unawardable.

## II. Factor 2 - Past Performance

The contractor shall submit the same projects for past performance that were used to demonstrate relevant experience in Factor 1.

The evaluation of past performance is a subjective assessment of the Offeror's past performance on contracts of a similar nature, size, scope, and complexity, utilizing a comparable number of personnel with like skills. The Government will consider the Offeror's previous and current record of contractual performance. In this context, Offeror refers to the proposed prime contractor and major subcontractors. Major subcontractors are defined as those intended to perform a critical contract function and/or whose annual subcontract revenue is expected to exceed (10% percent) of the anticipated prime contract revenue.

The Government will consider the combined Offeror's and proposed subcontractor's experience and performance in providing services consistent with the scope and complexity of the requirement during the last five (5) calendar years. The Government will assess the Offeror's team to determine whether the team displays the depth and breadth of experience necessary to demonstrate a satisfactory history of performance relative to the solicitation requirements in the scope of work.

The Government's assessment will focus on contracts that meet the following conditions:

**Recency.** Only contracts that were performed or awarded within the last five (5) calendar years will be considered.

**Relevancy.** Only contracts which were/are relevant in size and scope of work will be considered.

The Government will examine the Offeror's record of satisfying customer requirements, including consideration of the Offeror's:

1. Technical performance, including technical performance, staffing, subcontractor management, quality control, safety, and commitment to customer satisfaction as evidenced by reasonable and cooperative behavior.
2. Cost Controls. Record of containing and forecasting costs on previously performed contracts.
3. Schedule. Record of adherence to contractual schedules.

The Government will use data provided in the Offeror's proposal and data obtained from other sources. The Offeror is cautioned that while the Government will consider data from other sources, the burden of demonstrating satisfactory past performance rests with the Offeror. In the case of an Offeror without a record of recent and/or relevant past performance or for whom information on past performance is not available, the Offeror will not be evaluated favorably or unfavorably on past performance, providing the Offeror supplies a certified statement with their offer that no past performance information is available.

**Past Performance Relevancy Ratings. Relevancy is not a separate factor but a component of the overall Past Performance assessment.**

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.

**Performance Confidence Factor Rating Definitions. A rating of Substantial Confidence, Satisfactory Confidence, Limited Confidence, No Confidence or Unknown Confidence (as**

defined below) will be assigned to the Past Performance Evaluation. The Past Performance Confidence ratings will be evaluated utilizing the following adjectival rating methodology:

Performance Confidence Assessments:	
Rating	Definition
Substantial Confidence	Based on the offeror's recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the offeror's recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
Limited Confidence	Based on the offeror's recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort.
No Confidence	Based on the offeror's recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.
Unknown Confidence (Neutral)	No recent/relevant performance record is available, or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

### III. Factor 3 - Evaluation of Price Proposal

Price will not be rated, but will be evaluated for fairness and reasonableness through the use of a price analysis. The price evaluators will also check for appearance of unbalanced line item prices. A determination will be made as to the Completeness and Reasonableness of each offeror's price proposal. Cost elements will be analyzed, and price proposals will also be examined to determine the extent to which proposed prices are comparable with the Government estimates, and previous procurement history and a determination made of Price Reasonableness. Price analysis will be accomplished in accordance with FAR 15.404-1.

**All pricing should be included in the coefficients. The Government considers a coefficient below 1.0 to be unreasonable and that Offerors proposal with coefficients below 1.0 will not be considered for award.**

Completeness & Reasonableness of Price Proposals: A determination will be made as to the Completeness and Reasonableness of each Offeror's price proposal. Cost elements, will be analyzed, and price proposals will also be examined to determine the extent to which proposed prices are comparable with the Government Estimate, previous procurement history, and a determination made of Price Reasonableness.

It is incumbent upon the offeror to submit sufficient information for the Government to determine technical capability and price. Failure to submit sufficient information will cause rejection of the entire proposal.

By submission of an offer pursuant to this solicitation, the Offeror agrees that the capability presented in the proposal becomes a contract requirement upon award of a contract. No changes, substitutions, or deviations from the accepted proposal may be made without the approval of the Contracting Officer. You, as the Offeror, agree that the explicit capability presented in your proposal shall be provided under this contract at the stated price.

### **Pricing Schedule**

Item	Description	Coefficient Factor
0001	<b>Normal Working Hours: Building Repair/maintenance</b> Offerors shall perform all functions called out in any task order during normal working hours for the unit price sum specified in the RSMeans Unit Price Book, for any work required to be performed, multiplied times the proposed coefficient factor.	
0002	<b>Other Than Normal Working Hours: Building Repair/maintenance</b> Offerors shall perform all functions called out in any task order during other than normal working hours for the unit price sum specified in the RSMeans Unit Price Book, for any work required to be performed, multiplied times the proposed coefficient factor.	
0003	<b>Non-Prepriced Items</b> Overhead and profit rate for all non-prepriced items on a task order. Overhead and profit is defined as all items associated with performing the tasks, other than direct labor, equipment, and material costs. Coefficient factor to be applied to direct costs of task order non-prepriced items.	
0004	<b>Hazardous Material Abatement – Prepriced Items</b> Officers shall perform all functions called out in any task order for the unit price sum specified in the RSMeans Unit Price Book for any work required to be performed for the removal and disposal of asbestos and lead-based paint, multiplied times the coefficient factor.	

### COEFFICIENT INCLUSIONS PAGE

Price will be evaluated by normalizing the numbers as follows:

CLIN 0001 will be factored as 60% of the work  
 CLIN 0002 will be factored as 2.5% if the work  
 CLIN 0003 will be factored as 35% of the work  
 CLIN 0004 will be factored as 2.5% of the work

Notes:

1. The offeror's Repair/maintenance price coefficient factor(s) SHALL include all prime and sub contractor **profit, home office overhead, jobsite overhead, and other costs not included in the bare labor material, and equipment costs from the unit price book or in the non-prepriced items. These costs include, but are not limited to,** the following:

- (a) Corporate, Regional, and Site offices (i.e. Office buildings, office spaces, office trailers, office management, office equipment and supplies, etc)
- (b) Profit
- (c) Performance and Payment Bonds (per Army Federal Regulation Supplement (AFARS) 17.9004 2(h))
- (d) Insurance
- (e) Compliance with environmental laws, protection and safety
- (f) Tax Laws
- (g) Protection for moving of Government property
- (h) Submittals (i.e. preparation and distribution of Work Plans, Risk Analyses and weekly reports, as-builts, CQC Plans, Safety Plans, Accident Prevention Plans, Hazard Analyses, Test Procedures, Tests, Test Reports, Status Reports, Catalog Cut Sheets, Technical Data Sheets, Shop Drawings, Schedules, O&M Manuals, etc.)
- (i) Price quotations
- (j) Contractor adjustments to Government Unit Prices
- (k) Clean-up shall be applicable per each task order.
- (l) All waste and excess materials
- (m) Permits, licenses and fees
- (n) Mobilization, such as heavy equipment and equipment not usually required to be delivered to jobsite, shall be negotiated with each task order whereas work trucks (and lower tier work trucks) small trailers, etc shall be included in the coefficient
- (o) Bulletin Board and Project and Safety Signs “ if required/applicable” should be amended to include the statement “ local barricades (i.e. repair/maintenance safety fence in and around work site, repair/maintenance safety tape, etc) shall also be included in Contractor’ s coefficient whereas more substantial signage/barricade effort (i.e. traffic safety plan and controls) shall be negotiated with each task order if applicable.
- (p) Principles, project management, supervision and repair/maintenance supervision
- (q) Technical support staff (i.e. estimator, draftsman/CADD operator, etc.)
- (r) Administrative support staff (i.e. clerks, secretaries, assistants, etc.)
- (s) Quality Control and Quality Control Staff
- (t) Travel (includes all associated costs for all personnel)
- (u) Marketing and Training (i.e. videos, user guides, brochures, promotions, associated travel, etc)
- (v) Collaboration/face-to-face meetings with all Program/Project stakeholders (i.e. progress reviews, negotiations, etc.)
- (w) Interest associated with funding of equipment and payroll
- (x) Employee payroll taxes, insurance and fringe benefits
- (y) Risk of lower than expected contract dollar volume
- (z) Risk of high inflation costs for option periods
- (aa) Risk of poor subcontractor performance and re-performance
- (bb) Other risks of doing business



- (cc) Business taxes, contributions, memberships, corporate headquarters support (legal, financial, etc.)
- (dd) Cost of using electronic payroll software.
- (ee) Toilet Facilities
- (ff) DD1354
- (gg) Utility Locations
- (hh) Warranty Tag
- (ii) O&M Training
- (jj) O&M Manual
- (kk) cost of e4Clicks Project Estimator Software

2. The unit prices stated in the JOC Price Book (RS MEANS Price Book) include labor, materials and equipment.

3. Coefficient pricing shall remain throughout the performance period of the contract, economic adjustments will only be made through the annual updated pricing of the RSMEANS/E4Clicks.

Price will not be rated, but will be evaluated for fairness and reasonableness through the use of a price analysis. The price evaluators will also check for appearance of unbalanced line item prices.

Offerors are cautioned to distribute direct costs, such as material, labor, equipment, subcontracts, etc. and to evenly distribute indirect costs, such as job overhead, home office overhead, bond, etc., to the appropriate contract line items. Both parties shall presume that field overhead costs through the proposed contract duration are inclusive in the offered price for the contract. If deemed necessary, the supplemental price breakdown information will be used to assist the Government in performing the price evaluations described above.

**All pricing should be included in the coefficients. The Government considers a coefficient below 1.0 to be unreasonable and that Offerors proposal with coefficients below 1.0 will not be considered for award.**

Price Analysis including techniques and procedures described under FAR 15.404-1(b) will be the primary means of assessing proposal price reasonableness.

**Offeror's Responsiveness.** It is the Offeror's responsibility to ensure the completeness and accuracy of his or her proposal. Excepting any apparent clerical or arithmetic mistakes found in the bidding schedule (Section B), corrections will not be made by the Government. Any proposal that modifies or fails to conform to the requirements of this Solicitation will be considered unacceptable.

#### 52.236-27 SITE VISIT (CONSTRUCTION) (FEB 1995) – ALTERNATE I (FEB 1995)

(a) The clauses at 52.236-2, Differing Site Conditions, and 52.236-3, Site Investigations and Conditions Affecting the Work, will be included in any contract awarded as a result of this solicitation. Accordingly, offerors or quoters are urged and expected to inspect the site where the work will be performed.

(b) An organized site visit has been scheduled for--  
**22 February 2023**

- (c) Participants will meet at--  
 ERDC Visitors Center B1004  
 3909 Halls Ferry Road  
 Vicksburg, MS 39180

(End of provision)

## SECTION 00 21 16 - INSTRUCTIONS TO PROPOSERS

The following have been modified:

### EVALUATION CRITERIA

#### **3.0 OVERVIEW**

The Government will evaluate the proposal in accordance with the evaluation factors stated in this solicitation. The evaluation factors in this solicitation are described herein using the evaluation rating systems outlined for selection procedures.

#### **4.0 BASIS OF AWARD**

The source selection for this Competitive Procurement will be conducted utilizing FAR Part 15 “Best Value Trade off” Procedures. Award will be made to the offeror the Government determines will be able to accomplish the necessary work in the manner most advantageous to the Government and whose offer represents the best value to the Government; as determined by the Source Selection Authority (SSA) after considering all factors, including evaluated cost. Best value tradeoff means the expected outcome of an acquisition that, in the Government’s evaluation, provides the greatest overall best value in response to the requirement and to consider award to other than the lowest priced offeror or other than the highest technically rated offeror. Award will be made based on the overall best value proposal that is determined to be the most beneficial to the Government. Proposals will be evaluated utilizing the following evaluation procedures and factors:

#### **EVALUATION PROCUEURES:**

Factor I – Technical and Factor II – Past Performance are of equal importance and when combined are significantly more important to Factor III - Price.

The Government intends to select ONE contractor for award of this effort. For the purpose of award, the government shall evaluate offers based on the evaluation factors described below:

#### **3.0 Evaluation Factors**

Factor	Location	Description
FACTOR 1	VOLUME 1	Management Approach – Offerors shall describe their Operations Plan, Key Personnel, and Relevant Experience Executing Job Order Contracts (JOC).
FACTOR 2	VOLUME 1	Past Performance – Offeror shall demonstrate past performance in successfully executing JOC task orders.

FACTOR 3	VOLUME 2	Price and Other Required Information – Submit a properly filled out bid schedule for CLIN 0001-0004, properly executed bid guarantee, required pre-award information, and representations and certifications.
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#### **IV. Evaluation of Factor 1 - Management Approach**

The purpose of this factor is to assess whether the Offeror's proposal will satisfy the Government's requirements.

The Government will review the clarity, adequacy, capabilities and resources of the Offeror's described plan to respond to the Government's notification of a proposed task order requirement.

The technical aspects of the Management Approach proposal will be evaluated based upon the following subfactors: Operations Plan, Key Personnel, and Relevant Experience Executing Job Order Contracts (JOC).

Each of these subfactors will be evaluated.

##### **Factor 1 – Subfactor 1: Operations Plan.**

For an Offeror's Operation Plan should accomplish the following:

- i. The plan must adhere to the proposal submission instructions and address the Offeror's approach and methodology and depth of understanding of the contract performance requirements for management, supervision, manpower and equipment resources, quality control/assurance, and safety associated with Job Order Contracts.
- j. The Operations Plan shall also include an organizational structure, which demonstrates the efficiency in day-to-day operations, quick resolution of problems, clear roles and responsibilities and excellent communication networks.
- k. The plan should also demonstrate the ability of the firm to manage multiple repair/maintenance projects of varying magnitudes relating to the repair and alteration of real and personal property facilities, e.g. maintenance, repair, and related construction services.
- l. The plan shall include a list of primary subcontractors with capability and equipment resources to respond to Job Order Contract task orders.

##### **Factor 1 – Subfactor 2: Key Personnel**

For an Offeror's Key Personnel must identify the qualifications of key personnel in the following positions:

- i. Project Superintendent
- j. Contract Manager
- k. Quality Control Manager

## 1. Site Safety Health / Environmental Compliance Manager

- Project Team and Shared Roles: The Contract Manager (CM) shall not serve as the primary PS (Project Superintendent), QCM (Quality Control Manager), or SSHO (Site Safety and Health/Environmental Officer), however the CM may be appointed as an alternate to provide oversight during the short term absence of the primary QCM, PS, SSHO if the CM meets the qualifications of those positions. The QCM, PS, and SSHO may be a single person if that person meets the qualifications of every position.

-The Project Superintendent must have a minimum of five (5) years of relevant repair/maintenance Project Superintendent experience, and a minimum of ten (10) years' experience on repair/maintenance similar to this contract. Resumes for key personnel to include Letter of Commitments signed by key personnel and prime contractor (If used as experience in proposal) shall also be provided.

-The Contract Manager, Quality Control Manager, and Site Safety Health / Environmental Compliance Manager must have a minimum of five (5) years' relevant experience in the operations of repair/maintenance projects similar in nature, size, scope and complexity of this solicitation.

### Factor 1 – Subfactor 3: Experience Executing Job Order Contracts

The Offeror's experience will be evaluated to allow the Offeror's to demonstrate their ability to execute Contract requirements. Offeror shall submit a minimum of three (3) and no more than five (5) contracts that are on going or have been completed within six (6) years from the date of this solicitation that best represent their experience similar to the scope of work for this solicitation. If an offeror is proposing as a Joint Venture (JV) and project experiences cannot be provided as a JV, each partner shall submit experience information, with no more than five (5) contracts each. Experience must be of similar size and scope as this requirement and be recent and relevant to be technically acceptable.

### FACTOR 1 TECHNICAL CAPABILITY RATING SYSTEM AND DEFINITIONS

**NOTE: Every contract used as an example of Experience shall also be submitted as Past Performance. Any Contract submitted for experience that does not also contain Past Performance will be omitted and not evaluated.**

**Technical Factors Rating. The rating for Technical will be expressed as an adjectival assessment of Outstanding, Good, Acceptable, Marginal, or Unacceptable. The adjectival ratings will be evaluated utilizing the following adjectival rating methodology:**

TABLE 1 – COMBINED TECHNICAL/RISK RATINGS		
Color	Rating	Description

Blue	Outstanding	Proposal meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
Purple	Good	Proposal meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Green	Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
Yellow	Marginal	Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
Red	Unacceptable	Proposal does not meet requirements and contains one or more deficiencies. Proposal is unawardable.

## V. Factor 2 - Past Performance

The contractor shall submit the same projects for past performance that were used to demonstrate relevant experience in Factor 1.

The evaluation of past performance is a subjective assessment of the Offeror's past performance on contracts of a similar nature, size, scope, and complexity, utilizing a comparable number of personnel with like skills. The Government will consider the Offeror's previous and current record of contractual performance. In this context, Offeror refers to the proposed prime contractor and major subcontractors. Major subcontractors are defined as those intended to perform a critical contract function and/or whose annual subcontract revenue is expected to exceed (10% percent) of the anticipated prime contract revenue.

The Government will consider the combined Offeror's and proposed subcontractor's experience and performance in providing services consistent with the scope and complexity of the requirement during the last five (5) calendar years. The Government will assess the Offeror's team to determine whether the team displays the depth and breadth of experience necessary to

demonstrate a satisfactory history of performance relative to the solicitation requirements in the scope of work.

The Government's assessment will focus on contracts that meet the following conditions:

**Recency.** Only contracts that were performed or awarded within the last five (5) calendar years will be considered.

**Relevancy.** Only contracts which were/are relevant in size and scope of work will be considered.

The Government will examine the Offeror's record of satisfying customer requirements, including consideration of the Offeror's:

1. Technical performance, including technical performance, staffing, subcontractor management, quality control, safety, and commitment to customer satisfaction as evidenced by reasonable and cooperative behavior.
2. Cost Controls. Record of containing and forecasting costs on previously performed contracts.
3. Schedule. Record of adherence to contractual schedules.

The Government will use data provided in the Offeror's proposal and data obtained from other sources. The Offeror is cautioned that while the Government will consider data from other sources, the burden of demonstrating satisfactory past performance rests with the Offeror. In the case of an Offeror without a record of recent and/or relevant past performance or for whom information on past performance is not available, the Offeror will not be evaluated favorably or unfavorably on past performance, providing the Offeror supplies a certified statement with their offer that no past performance information is available.

**Past Performance Relevancy Ratings. Relevancy is not a separate factor but a component of the overall Past Performance assessment.**

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.
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**Performance Confidence Factor Rating Definitions.** A rating of Substantial Confidence, Satisfactory Confidence, Limited Confidence, No Confidence or Unknown Confidence (as defined below) will be assigned to the Past Performance Evaluation. The Past Performance Confidence ratings will be evaluated utilizing the following adjectival rating methodology:

Performance Confidence Assessments:	
Rating	Definition
Substantial Confidence	Based on the offeror's recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the offeror's recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
Limited Confidence	Based on the offeror's recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort.
No Confidence	Based on the offeror's recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.
Unknown Confidence (Neutral)	No recent/relevant performance record is available, or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

#### **VI. Factor 3 - Evaluation of Price Proposal**

Price will not be rated, but will be evaluated for fairness and reasonableness through the use of a price analysis. The price evaluators will also check for appearance of unbalanced line item prices. A determination will be made as to the Completeness and Reasonableness of each offeror's price proposal. Cost elements will be analyzed, and price proposals will also be examined to determine the extent to which proposed prices are comparable with the Government estimates, and previous procurement history and a determination made of Price Reasonableness. Price analysis will be accomplished in accordance with FAR 15.404-1.

**All pricing should be included in the coefficients. The Government considers a coefficient below 1.0 to be unreasonable and that Offerors proposal with coefficients below 1.0 will**

**not be considered for award.**

Completeness & Reasonableness of Price Proposals: A determination will be made as to the Completeness and Reasonableness of each Offeror's price proposal. Cost elements, will be analyzed, and price proposals will also be examined to determine the extent to which proposed prices are comparable with the Government Estimate, previous procurement history, and a determination made of Price Reasonableness.

It is incumbent upon the offeror to submit sufficient information for the Government to determine technical capability and price. Failure to submit sufficient information will cause rejection of the entire proposal.

By submission of an offer pursuant to this solicitation, the Offeror agrees that the capability presented in the proposal becomes a contract requirement upon award of a contract. No changes, substitutions, or deviations from the accepted proposal may be made without the approval of the Contracting Officer. You, as the Offeror, agree that the explicit capability presented in your proposal shall be provided under this contract at the stated price.

### **Pricing Schedule**

Item	Description	Coefficient Factor
0001	<b>Normal Working Hours: Building Repair/maintenance</b> Offerors shall perform all functions called out in any task order during normal working hours for the unit price sum specified in the RSMeans Unit Price Book, for any work required to be performed, multiplied times the proposed coefficient factor.	
0002	<b>Other Than Normal Working Hours: Building Repair/maintenance</b> Offerors shall perform all functions called out in any task order during other than normal working hours for the unit price sum specified in the RSMeans Unit Price Book, for any work required to be performed, multiplied times the proposed coefficient factor.	
0003	<b>Non-Prepriced Items</b> Overhead and profit rate for all non-prepriced items on a task order. Overhead and profit is defined as all items associated with performing the tasks, other than direct labor, equipment, and material costs. Coefficient factor to be applied to direct costs of task order non-prepriced items.	
0004	<b>Hazardous Material Abatement – Prepriced Items</b> Officers shall perform all functions called out in any task order for the unit price sum specified in the RSMeans Unit Price Book for any work required to be	



	performed for the removal and disposal of asbestos and lead-based paint, multiplied times the coefficient factor.	
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### COEFFICIENT INCLUSIONS PAGE

The low price will be evaluated by normalizing the numbers as follows:

CLIN 0001 will be factored as 60% of the work  
 CLIN 0002 will be factored as 2.5% if the work  
 CLIN 0003 will be factored as 35% of the work  
 CLIN 0004 will be factored as 2.5% of the work

Notes:

1. The offeror's Repair/maintenance price coefficient factor(s) SHALL include all prime and sub contractor **profit, home office overhead, jobsite overhead, and other costs not included in the bare labor material, and equipment costs from the unit price book or in the non-prepriced items. These costs include, but are not limited to,** the following:

- (a) Corporate, Regional, and Site offices (i.e. Office buildings, office spaces, office trailers, office management, office equipment and supplies, etc)
- (b) Profit
- (c) Performance and Payment Bonds (per Army Federal Regulation Supplement (AFARS) 17.9004 2(h))
- (d) Insurance
- (e) Compliance with environmental laws, protection and safety
- (f) Tax Laws
- (g) Protection for moving of Government property
- (h) Submittals (i.e. preparation and distribution of Work Plans, Risk Analyses and weekly reports, as-builts, CQC Plans, Safety Plans, Accident Prevention Plans, Hazard Analyses, Test Procedures, Tests, Test Reports, Status Reports, Catalog Cut Sheets, Technical Data Sheets, Shop Drawings, Schedules, O&M Manuals, etc.)
- (i) Price quotations
- (j) Contractor adjustments to Government Unit Prices
- (k) Clean-up shall be applicable per each task order.
- (l) All waste and excess materials
- (m) Permits, licenses and fees
- (n) Mobilization, such as heavy equipment and equipment not usually required to be delivered to jobsite, shall be negotiated with each task order whereas work trucks (and lower tier work trucks) small trailers, etc shall be included in the coefficient
- (o) Bulletin Board and Project and Safety Signs “ if required/applicable” should be amended to include the statement “ local barricades (i.e. repair/maintenance safety fence in and around work site, repair/maintenance safety tape, etc) shall also be included in Contractor’ s coefficient whereas more substantial signage/barricade effort (i.e. traffic safety plan and controls) shall be negotiated with each task order if applicable.
- (p) Principles, project management, supervision and repair/maintenance supervision
- (q) Technical support staff (i.e. estimator, draftsman/CADD operator, etc.)
- (r) Administrative support staff (i.e. clerks, secretaries, assistants, etc.)
- (s) Quality Control and Quality Control Staff
- (t) Travel (includes all associated costs for all personnel)
- (u) Marketing and Training (i.e. videos, user guides, brochures, promotions, associated travel, etc)

- (v) Collaboration/face-to-face meetings with all Program/Project stakeholders (i.e. progress reviews, negotiations, etc.)
- (w) Interest associated with funding of equipment and payroll
- (x) Employee payroll taxes, insurance and fringe benefits
- (y) Risk of lower than expected contract dollar volume
- (z) Risk of high inflation costs for option periods
- (aa) Risk of poor subcontractor performance and re-performance
- (bb) Other risks of doing business
- (cc) Business taxes, contributions, memberships, corporate headquarters support (legal, financial, etc.)
- (dd) Cost of using electronic payroll software.
- (ee) Toilet Facilities
- (ff) DD1354
- (gg) Utility Locations
- (hh) Warranty Tag
- (ii) O&M Training
- (jj) O&M Manual
- (kk) cost of e4Clicks Project Estimator Software

2. The unit prices stated in the RS MEANS UPB include labor, materials and equipment.

3. Coefficient pricing shall remain throughout the performance period of the contract, economic adjustments will only be made through the annual updated pricing of the RSMEANS/E4Clicks.

Price will not be rated, but will be evaluated for fairness and reasonableness through the use of a price analysis. The price evaluators will also check for appearance of unbalanced line item prices.

Offerors are cautioned to distribute direct costs, such as material, labor, equipment, subcontracts, etc. and to evenly distribute indirect costs, such as job overhead, home office overhead, bond, etc., to the appropriate contract line items. Both parties shall presume that field overhead costs through the proposed contract duration are inclusive in the offered price for the contract. If deemed necessary, the supplemental price breakdown information will be used to assist the Government in performing the price evaluations described above.

**All pricing should be included in the coefficients. The Government considers a coefficient below 1.0 to be unreasonable and that Offerors proposal with coefficients below 1.0 will not be considered for award.**

Price Analysis including techniques and procedures described under FAR 15.404-1(b) will be the primary means of assessing proposal price reasonableness.

**Offeror's Responsiveness.** It is the Offeror's responsibility to ensure the completeness and accuracy of his or her proposal. Excepting any apparent clerical or arithmetic mistakes found in the bidding schedule (Section B), corrections will not be made by the Government. Any proposal that modifies or fails to conform to the requirements of this Solicitation will be considered unacceptable.

#### PROPOSAL CONTENT

### **1.0 PROPOSAL CONTENT**

## **1.1 Volume I - Technical Proposal**

### **A. Factor 1 – Management Approach: Submission Requirements**

#### **Submission Requirements**

##### **Factor 1 – Subfactor 1: Operations Plan.**

Offeror's Operation Plan should include the following:

- m. The plan must adhere to the proposal submission instructions and address the Offeror's approach and methodology and depth of understanding of the contract performance requirements for management, supervision, manpower and equipment resources, quality control/assurance, and safety associated with Job Order Contracts.
- n. The Operations Plan shall also include an organizational structure, which demonstrates the efficiency in day-to-day operations, quick resolution of problems, clear roles and responsibilities and excellent communication networks.
- o. The plan should also demonstrate the ability of the firm to manage multiple repair/maintenance projects of varying magnitudes relating to the repair and alteration of real and personal property facilities, e.g. maintenance and repair, and related construction services.
- p. The plan shall include a list of primary subcontractors with capability and equipment resources to respond to Job Order Contract task orders.

##### **Factor 1 – Subfactor 2: Key Personnel**

For an Offeror's Key Personnel to be acceptable, the proposal must identify the qualifications of key personnel in the following positions:

- m. Project Superintendent
- n. Contract Manager
- o. Quality Control Manager
- p. Site Safety Health / Environmental Compliance Manager

- Project Team and Shared Roles: The Contract Manager (CM) shall not serve as the primary PS (Project Superintendent), QCM (Quality Control Manager), or SSHO (Site Safety and Health/Environmental Officer), however the CM may be appointed as an alternate to provide oversight during the short term absence of the primary QCM, PS, SSHO if the CM meets the qualifications of those positions. The QCM, PS, and SSHO may be a single person if that person meets the qualifications of every position.

-The Project Superintendent must have a minimum of five (5) years of relevant repair/maintenance Project Superintendent experience, and a minimum of ten (10) years experience on repair/maintenance similar to this contract. Resumes for key personnel to include Letter of Commitments signed by key personnel and prime contractor (If used as experience in proposal) shall also be provided.

-The Contract Manager, Quality Control Manager, and Site Safety Health / Environmental Compliance Manager must have a minimum of five (5) years' relevant experience in the

operations of repair/maintenance projects similar in nature, size, scope and complexity of this solicitation.

### **Factor 1 – Subfactor 3: Relevant Experience Executing Job Order Contracts**

The Offeror's experience will be evaluated to allow the Offeror's to demonstrate their ability to execute Contract requirements. Offeror shall submit no more than five (5) contracts that are on going or have been completed within five (5) years from the date of this solicitation that best represent their experience similar to the scope of work for this solicitation. If an offeror is proposing as a Joint Venture (JV) and project experiences cannot be provided as a JV, each partner shall submit experience information, with no more than five (5) contracts each. Experience must be of similar size and scope as this requirement and be recent and relevant to be technically acceptable.

The evaluation of experience is a subjective assessment of the Offeror's experience on contracts of a similar nature, size, scope, and complexity, utilizing a comparable number of personnel with like skills. The Government will assess the Offeror's experience and determine whether the contractor's experience is similar in depth and breadth of experience and demonstrates their ability to execute contract requirements.

### **Factor 2 - Past Performance Submission Requirements**

The Offeror shall provide past performance information in one of two formats for each project provided under Factor 1 – Subfactor 3: Relevant Experience Executing Job Order Contracts.

(1) Copies of Contractor Performance Assessment Reports (CPARs – also commonly referred to as CCASS reports) for projects performed for the U.S. Government. If the project provided has a CPAR, it must be used by the Offeror to demonstrate past performance. If CPAR submission is used to validate past performance, it shall be the most recent evaluation in the system (i.e., for projects submitted as completed, the final 100% completed CPAR shall be provided). If the Offeror submits a CPAR, they are not required to submit a separate Past Performance Questionnaire for the specific project.

(2) If CPAR information is not available for a project provided for experience, a completed Past Performance Questionnaire (PPQ), attached at the end of this section **(Form PPQ-0)** must be provided per the following guidance:

- d. The Past Performance Questionnaire included in the solicitation is provided for the Offeror to submit to the client for each project the Offeror includes in its proposal for Factor 1 – Subfactor 3: Experience. Ensure correct phone numbers and email addresses are provided for the client point of contact.
- e. Completed Past Performance Questionnaires should be submitted **with your proposal**. If the Offeror is unable to obtain a completed PPQ from a client for a project(s) before proposal closing date, the Offeror should still submit Form PPQ-0

with their proposal, only with blocks 1-6 filled out, which will provide contract and client information for the respective project(s).

- f. Offerors should follow-up with clients/references to ensure timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to [zavien.t.beal@usace.army.mil](mailto:zavien.t.beal@usace.army.mil), with the subject reading “ERDC JOC PPQ” prior to the proposal closing date. **Offerors shall not incorporate by reference into their proposal PPQs previously submitted for other RFPs.** However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

It is the Offeror’s responsibility to ensure the Government will be able to contact the POCs using the contact information provided. Offerors are encouraged to send their request to the POC as soon as possible once a project is identified for experience under Factor 1.

The Offeror may also include performance recognition documents received within the last 3 years such as awards, award fee determinations, customer letters of commendation, and any other forms of performance recognition.

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 Past Performance Information Retrieval System (PPIRS), including Contractor Performance Assessment Reporting System (CPARS), using all CAGE/DUNS numbers of team members (partnership, joint venture, teaming arrangement, or parent company/subsidiary/affiliate) identified in the Offeror’s proposal, inquiries of owner representative(s), Federal Awardee Performance and Integrity Information System (FAPIIS), and any other known sources not provided by the Offeror.

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.

## **1.2 Volume II, Price Proposal**

### ***a. Tab A, Standard Form 1442***

#### **Submission Requirements**

An original Standard Form (SF) 1442 must be submitted in a separate electronic file as part of Volume II.

***b. Tab B, Section 00010, Proposal Bid Schedule***

**Submission Requirements**

The Offeror shall complete and submit in its entirety Section 00010, Proposal Bid Schedule. This form is included in Section 00010 of the RFP.

***c. Tab C, Representations and Certifications,***

*Submission requirements*

Each Offeror shall complete all representations and certifications in Section 00600 if they have not previously completed the Representations and Certifications Section at [www.SAM.gov](http://www.SAM.gov).

***d. Tab D, Bid Bond,***

Each Offeror shall submit a Bid Bond in accordance with FAR 52.228-1 Bid Guarantee.

***e. Tab E, Letter of Bonding Capacity,***

Each Offeror shall submit a letter of bonding capacity verifying the contractor is able to obtain a minimum of \$4 million bonding capacity annually.

**NAVFAC/USACE PAST PERFORMANCE QUESTIONNAIRE (Form PPQ-0)**

## 1. Contractor Information

**Contact Phone Number:**

**If subcontractor, who was the prime (Name/Phone #):**

### Explain Differences:

**How is this project relevant to project of submission? (Please provide details such as similar equipment, requirements, conditions, etc.)**

**Email Address:**

**7. Date Questionnaire was completed (mm/dd/yy):**

**8. Client's Signature:**

**NOTE: NAVFAC/USACE REQUESTS THAT THE CLIENT COMPLETES THIS QUESTIONNAIRE AND SUBMITS DIRECTLY BACK TO THE OFFEROR. THE OFFEROR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO USACE WITH THEIR PROPOSAL, AND MAY DUPLICATE THIS QUESTIONNAIRE FOR FUTURE SUBMISSION ON USACE SOLICITATIONS. CLIENTS ARE HIGHLY ENCOURAGED TO SUBMIT QUESTIONNAIRES DIRECTLY TO THE OFFEROR. HOWEVER, QUESTIONNAIRES MAY BE SUBMITTED DIRECTLY TO USACE. PLEASE CONTACT THE OFFEROR FOR USACE POC INFORMATION. THE GOVERNMENT RESERVES THE RIGHT TO VERIFY ANY AND ALL INFORMATION ON THIS FORM.**

***ADJECTIVE RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE***

<b>RATING</b>	<b>DEFINITION</b>	<b>NOTE</b>
<b>(E) Exceptional</b>	Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.	An Exceptional rating is appropriate when the Contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
<b>(VG) Very Good</b>	Performance meets contractual requirements and exceeds some to the Government's/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.	A Very Good rating is appropriate when the Contractor successfully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified.



<b>(S) Satisfactory</b>	<b>Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.</b>	<b>A Satisfactory rating is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.</b>
<b>(M) Marginal</b>	<b>Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.</b>	<b>A Marginal is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner.</b>
<b>(U) Unsatisfactory</b>	<b>Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.</b>	<b>An Unsatisfactory rating is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating.</b>
<b>(N) Not Applicable</b>	<b>No information or did not apply to your contract</b>	<b>Rating will be neither positive nor negative.</b>

TO BE COMPLETED BY CLIENT PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE.

<b>1. QUALITY:</b>					
a) Quality of technical data/report preparation efforts	E N	VG	S	M	U
b) Ability to meet quality standards specified for technical performance	E N	VG	S	M	U
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E N	VG	S	M	U
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E N	VG	S	M	U
<b>2. SCHEDULE/TIMELINESS OF PERFORMANCE:</b>					
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. <i>(If liquidated damages were assessed or the schedule was not met, please address below)</i>	E N	VG	S	M	U
b) Rate the contractor's use of available resources to accomplish tasks identified in the contract	E N	VG	S	M	U
<b>3. CUSTOMER SATISFACTION:</b>					
a) To what extent were the end users satisfied with the project?	E N	VG	S	M	U
b) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E N	VG	S	M	U
c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer?	E N	VG	S	M	U
d) Overall customer satisfaction	E N	VG	S	M	U
<b>4. MANAGEMENT/ PERSONNEL/LABOR</b>					
a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force?	E N	VG	S	M	U
b) Ability to hire, apply, and retain a qualified workforce to this effort	E N	VG	S	M	U
c) Government Property Control	E N	VG	S	M	U
d) Knowledge/expertise demonstrated by contractor personnel	E N	VG	S	M	U
e) Utilization of Small Business concerns	E N	VG	S	M	U
f) Ability to simultaneously manage multiple projects with multiple disciplines	E N	VG	S	M	U

<b>g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changes</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>h) Effectiveness of overall management (including ability to effectively lead, manage and control the program)</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>5. COST/FINANCIAL MANAGEMENT</b>					
<b>a) Ability to meet the terms and conditions within the contractually agreed price(s)?</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns)</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>d) Is the Contractor's accounting system adequate for management and tracking of costs? <i>If no, please explain in Remarks section.</i></b>	Yes No				
<b>e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i></b>	Yes No				
<b>f) Have there been any indications that the contractor has had any financial problems? <i>If yes, please explain below.</i></b>	Yes No				
<b>6. SAFETY/SECURITY</b>					
<b>a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.)</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>b) Contractor complied with all security requirements for the project and personnel security requirements.</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>7. GENERAL</b>					
<b>a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues).</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>b) Compliance with contractual terms/provisions (<i>explain if specific issues</i>)</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
<b>c) Would you hire or work with this firm again? (<i>If no, please explain below</i>)</b>	Yes No				

<b>d) In summary, provide an overall rating for the work performed by this contractor.</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
	<b>N</b>				

**Please provide responses to the questions above (*if applicable*) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk (*please attach additional pages if necessary*):**

(End of Summary of Changes)