

REQUEST FOR PROPOSAL – SAQMMA10R0020

The Department of State (DOS), Office of Logistics Management, on behalf of the Office of Real Property Management and Special Projects Division anticipates awarding up to eight indefinite quantity/indefinite delivery contracts to qualified firms or teams to provide architectural and engineering services for renovation projects at various locations in the United States. Most projects will be in the Washington, DC metropolitan area, with limited work at other Department of State facilities nationwide (e.g. U.S. Passport Agencies).

A minimum of two (2) contracts will be set aside for a small business. The small business size standard is \$4.0 million or less based on the annual average gross revenue of a firm which has been in business for three or more complete fiscal years. The NAICS is 541310. Large business firms responding to this solicitation may be required to submit a small business subcontracting plan. The DOS's Fiscal Year 2009 subcontracting goals are: small business 49.6%; small disadvantaged business 5%; and small women-owned business 5%; HUBZone business 3%; and service disabled veteran business 3%.

Each contract will be for a one-year period from the date of contract award with four one-year option periods. The Government guarantees a minimum of \$10,000 in task orders over the life of each contract. The total amount of task orders issued under the contract shall not exceed \$10 million per year.

The scope of work includes, but is not limited to, the following: facilities analyses; data collection; engineering/building systems (mechanical and electrical), and structural surveys; space situation summaries; space requirements reports; performance specifications and budgets; block and stack plans; space plans/layouts; interior design; design; construction drawings and specifications; construction review and punch lists; furniture review and punch lists; design of system upgrade and replacement projects; design of physical security and surveillance systems, special forced entry, and ballistic resistant construction; hazardous material abatement and removal design/specification, and its existing condition documentation are required. Additionally, relocation planning and management/oversight services, and furniture procurement and installation management/oversight services are required.

Services include: architectural, including space planning and interior design; master planning; treatment of historic/cultural resources; facilities programming; electrical engineering; mechanical engineering; structural engineering; blast; civil engineering; security systems engineering; lighting system design, acoustical engineering, chem-bio [Nuclear, Biological, Chemical (NBC)] engineering; cost estimating and planning; value engineering; landscape architecture; other specialties when needed; administrative and technical coordination of the various disciplines involved; working within the U.S. Government's requirements, and with the applicable laws, codes, and standards at the each project site. Familiarity with sustainable design through an integrated design approach is required; experience with LEED certification is required. The preparation of construction documents via alternative documentation methods (e.g. design-bid-build plans, specifications, and design-build) is required. Construction documents shall be prepared with AutoCAD version 2009 or later for each submission. Written

documents shall be prepared with MS Office (Word, Excel, etc.) 2007 or later. Transmission of files and comments shall be handled by using ProjNet.

In order to be eligible to perform under this contract, the successful offeror must possess or be able to obtain a Department of Defense (DoD) Secret facility clearance (FCL), issued in accordance with the National Industrial Security Program Operating Manual (NISPOM), DOD 5220.22-M. Contractor personnel requiring access to classified information or controlled access areas (CAA) must also possess Secret personnel security clearances. Subcontractors who will require access to classified information must also possess a DoD Secret FCL. If a selected offeror does not possess the necessary FCL, the Department of State will sponsor the firm for an FCL. Sponsorship does not guarantee that the firm will receive the clearance. A period of 90 days from the date of final selection of the final offeror will be allowed for the selected firm to obtain the necessary FCL. After this period, the Government may, at its discretion, consider awarding the contract to another firm or awarding less than eight contracts. A minimum of two (2) contracts will be awarded to firms already possessing Interim or Final Secret FCLs. Firms, which form joint ventures, must also comply with the above FCL and personnel security clearance requirements to be cleared as a joint venture. Due to time constraints, the Government will not delay award of contracts to selected firms already in possession of Interim or Final Secret FCLs.

The offeror's facility location shall not exceed a 50 road-mile radius from the Department of State main building located at 2201 C Street, Washington, DC 20520. If the offeror's location does not comply with this requirement, the offeror will not be given further consideration for contract award.

Firms/teams responding to this announcement on or before the closing date will be considered for selection using the following evaluation criteria – (100 pts. maximum):

a) Professional Qualifications (25 Points)

Professional qualifications necessary for excellence in the performance of the required services as listed above. Show the qualifications of personnel with an emphasis on those in key roles. Demonstrate applicable licenses, registrations and certification as well as other indicators of high quality professional performance.

b) Specialized Experience and Technical Competence (25 Points)

Specialized experience and technical competence in facility rehabilitation and system replacement projects involving multiple disciplines, e.g. architectural, mechanical, civil/ geotechnical, structural, and electrical in office buildings and other support facilities. The firms' expertise in furniture, furnishings, and equipment management, including GSA federal schedules procurement, plus relocation planning, along with security and telecommunications systems integration into design documents will also be evaluated. Provide back-up data for five examples of recent projects, and the dates completed, which would demonstrate examples of creative solutions in facility rehabilitation, including such things as adaptive reuse, sustainable design, energy conservation, pollution prevention, waste reduction, the use of recovered materials, and accommodating organizational and technical change.

c) Management Plan (20 Points)

Demonstrate experience in providing and coordinating a multi-discipline effort either in house or with consultants. If using consultants, must demonstrate that they have worked successfully as a team in providing similar services by providing information for five examples of recent projects, and the dates completed, performed by the team. Submit a management plan that explains how you propose to manage and coordinate Department of State projects. Provide an Organization Chart that reflects key management function and managerial authority for prime and subcontractors.

d) Past Performance (20 Points)

Previous records of performing work on schedule and of effective cost and quality control. Briefly describe internal quality assurance and cost control procedures and indicate effectiveness by listing the planned and actual design duration, client's construction budget, design construction estimate, construction award amount, and construction change order rate in tabular form for five recent projects. For each project identified in the responses to evaluation criteria, provide the name, address, and current telephone number of a client representative and identify which members of the proposed design team participated in the project. Although previous or ongoing performance of a similar U.S. Government contract is not a requirement for firms responding to this solicitation, if such contracts have been performed, the offeror must have performed at a satisfactory level at a minimum.

e) Previous Government Experience (10 Points)

Previous experience with Federal agencies and understanding of GSA and other Federal Property Regulations.

Firms responding to this announcement must specifically address each of the above criteria under separate headings. Failure to address each of the evaluation criteria, in writing, will result in failure to qualify. Additionally, failure to provide the requisite information will result in failure to qualify.

Firms which meet the requirements of this solicitation are invited to submit the following: (1) three copies of Standard Form 330, Architect-Engineer Qualifications and (2) three tabbed section copies of a qualification statement, in Block H of the SF-330, addressing the evaluation criteria a through e listed above. A maximum of 100 pages are allowed for the entire submission. The page limitation includes 100 single-sided pages or 50 double-sided pages, printed on standard 8.5 x 11 sheets of paper. Also submit three electronic PDF indexed copies on a CD or DVD. Firms responding to this announcement on or before the closing date shall be considered for selection.

Selection shall be in accordance with the Brooks Act, P.L. 92-582 (40 U.S.C. 1101-1104). After short-listing by a Pre-Selection Board, firms may be required to make a presentation to the A/E Selection Board in Rosslyn, VA. The Selection Board may also perform a site visit of all short-listed firms

Upon notification of selection, the A/E will be required to submit a copy of its Quality Management Plan (QA/QC) Plan within 10 working days for review and approval.

Requests for clarification must be submitted, in writing, to James K. Kimmel, no later than 3:00 p.m., Eastern Daylight Time, on November 18, 2009. The e-mail address to submit clarification questions is Kimmeljk@state.gov. Submittal materials must be received by 3:00 p.m., Eastern Daylight Time, on December 17, 2009. Courier address (Federal Express, UPS, etc. – No USPS delivery): James K. Kimmel, U.S. Department of State, Office of Logistics Management, 1701 North Fort Myer Drive, Room L-600, Arlington, VA 22209. Note: The Post Office does not deliver to 1701 N. Fort Myer Drive.