

**PUBLIC NOTICE
REQUEST FOR QUALIFICATIONS SUBMISSION**



**NAVY LODGING PROGRAM
INTERIOR DESIGN IDIQ**

I. General Information

Single Award IDIQ Contract
Interior Design Services Requirement Public Notice
Solicitation Number: HDQMWR-18-R-2001
Posted Date: 20 August 2018
Response Date: 20 September 2018

II. Contracting Office Address

CNIC, Facilities and Construction Contracting Branch
NAF Construction Contracting Section
5720 Integrity Drive, Bldg 457
Millington, TN 38055

III. NonAppropriated Fund Instrumentality Procurement

1. Pursuant to the provisions of Department of Defense Instruction (DoDI) 4105.67 dated 26 February 2014 with Change 2 dated 1 December 2017 the following authorities do not apply to this contract:

- a) The Federal Acquisition Regulation (FAR)
- b) The Department of Defense Federal Acquisition Regulations Supplement (DFAR)
- c) Other DoD Component FAR Supplements
- d) Chapter 137 of 10 U.S.C.
- e) The Small Business Act, as amended

2. No appropriated funds of the United States are obligated, due or payable under the subsequent contract or task order(s) awarded as result of this solicitation.

IV. Description

This contract is being procured in accordance with the Selection of Architects and Engineers statute (40 U.S.C. sections 1101-1104). Firms will be selected for negotiation based on demonstrated competence and qualifications for the required work. The solicitation is being issued with the anticipation of awarding a single Indefinite Delivery/Indefinite Quantity (IDIQ) contract.

1. This will be a Firm Fixed Price, IDIQ contract for Interior Design services in support of the Navy Lodging Program to include Navy Gateway Inns & Suites (NGIS), Navy Getaways and Navy Fisher House and other DoD NAF organization and agency equivalents located in the United States, its territories and other facilities in host nations. Supported facilities may include but not be limited to hotels, cabins, cottages, and Fisher Houses

2. The Navy Lodging Program (NLP) has a continual need to support creation and maintenance of interior design specification packages for various component programs. The objective is to create and manage program level interior design packages for the NLP which may be program specific (NGIS) or project specific (Fisher House).

3. There are existing requirements for submittal formats and content on many of the requirements components. These requirements will be provided as part of Request for Price Proposal for the contract. Unique requirements will be included in a Request for Price Proposal for task order.

4. The wages and benefits of service employees performing under the contract(s) must be at least equal to those determined by the Department of Labor under the Service Contract Labor Standards Statute, as determined relative to the employee's office/performance location (not the location of the project).

5. Total cost of the task orders placed against the contract will not exceed \$2.5 million for all years or \$500,000.00 for any contract period (year). The minimum individual task order amount for which the contractor shall be required to perform will be \$1,500.00 with a maximum amount of \$200,000.00. Orders under or over these amounts may be accepted by mutual agreement between the NAFI and firm during the performance period. The NAFI will determine task order amounts by using rates negotiated and negotiate the effort required to perform the particular project.

6. The IDIQ contract will have a base period of one year and four (4) one-year option periods with a minimum guarantee of \$2,000.00 during each awarded period. Delivery and performance requirements will be specified in each task order. Task orders issued during the performance period of the IDIQ contract shall be executed as if the IDIQ contract is in full force and effect if not completed during the IDIQ contract performance period. The NAFI reserves the right to exercise the option years to extend the contract term. There will be no future public announcements in the event the options included in the contract are exercised. The NAFI reserves the right to make future awards for the same or similar services at its discretion.

7. The contract will be an IDIQ where performance will be required on an as needed basis during the life of the contract providing the NAFI and contractor agree on the amount. Each project task order will be a firm fixed price Contract.

V. Evaluation

1. Responsive qualification submissions received by the closing date will be evaluated based on the following Factors:

a) Technical (listed in descending order of importance)

1) Professional Qualifications

Identify the qualifications of all key personnel, to include but not limited to Interior Designer, for the contractor and any subcontractors. The evaluation will consider the experience, education, training, certifications/licenses, awards and longevity with the team for all key personnel.

2) Specialized Experience and Technical Competences

a. Submittals must demonstrate the recent specialized experience and technical competence of the contractor and all subcontractors in the services required for projects of a similar nature to the Navy Lodging Program. Describe the team (including subcontractors) experience in working together. A "project" is defined as either a stand-alone contract or a single task order under an IDIQ contract. Services of projects submitted must have been completed within the past 10 years.

b. Describe how the contractor ensures quality consistently across the entire team (including subcontractors). Describe internal quality assurance procedures and indicate effectiveness. Address the teams Quality Control processes for checking documents for errors, omissions and quality and incorporating and tracking review comments. The qualification submission submitted in

response to this request will be evaluated as part of the quality evaluation. Include an organizational chart with specific position titles, which clearly indicates all authority and communication lines for the prime firm and subcontractors and description of capabilities.

3) Past Performance

The information provided in the submission may provide the major portion of the information used in the NAFI evaluation for past performance. The NAFI however, is not restricted to the information provided by the submission and may use other sources to assess past performance information such as the Past Performance Information Retrieval System (PPIRS), Architect Engineer Contract Administration Support System (ACASS) and inquiries with previous customers/owners. If the contractor or subcontractors received any less than satisfactory past performance evaluations from customers/owners, it is incumbent upon the contractor to provide an explanation of the rating and what the contractor has done or will do to preclude less than satisfactory ratings on future contracts. No less than five (5) or more than ten (10) Past Performance References (See Section IX) completed for projects within the last ten (10) years shall be submitted. Performance Survey shall be from the contracting agent and/or their representative responsible for the contract administration, or from the program and/or facility owner/user. It shall not be from a prime contractor to a subcontractor.

VI. Selection

1. A technical evaluation board will review the factors above and apply the same to all submissions received prior to making its recommendations for interviews.

2. Those contractors recommended by the board will be invited to participate in in-person interviews, at NSA Mid-South, Millington, TN, or as directed by the Contracting Officer, prior to the final ranking of the most highly qualified firm.

3. Upon completion of the ranking of the most highly qualified contractor a Request for Price Proposal will be issued to the most highly qualified contractor for a proposal which will be negotiated for fair and reasonable prices. In the event a fair and reasonable price is not obtainable through negotiations with an individual contractor(s); negotiations will be terminated and the Request for Price Proposal issued to the next highest qualified contractor and so on until such time as the NAF obtains a fair and reasonable contract.

VII. Clarifications

Any clarifications shall be requested by email to the Contracting Officer at christina.lemartin@navy.mil not later than 10 calendar days prior to the response date and time.

VIII. Submission

1. Interested firms having the capabilities to perform this work must submit the below for the prime firm and all consultants.

- a) Volume I, SF 330 Part I
- b) Volume II, SF 330 Part II
- c) Volume III, Past Performance Reference

2. Assemble the submission into 3-ring binder(s) appropriately tabbed and sequentially page numbered for easy identification of sections and subsections of the documents. The SF 330 Part I shall not exceed 150 pages (8.5" x 11") excluding dividers, including no more than 100 pages for Section H. Each side of a sheet of paper shall be counted as a single page. Use no smaller than Times New Roman, 12 font type. Firm shall provide five (5) copies, one (1) original and two (2) data discs of the submission.

3. The submission shall be submitted not later than **3:00PM CT, 20 September 2018**, in sealed packages clearly marked as:

Navy Lodging Program Interior Design Qualifications
Solicitation No.: HDQMWR-18-R-2001

4. The delivery address for submissions:

a) That are sent via a commercial carrier, (i.e., other than the U.S. Postal Service) is:

CNIC (N944)
Facilities & Construction Contracting
ATTN: Ms. Christina Le Martin
7736 Kitty Hawk Ave., Lassen Bldg. 457
Millington, TN 38055-6500

b) The U.S. Postal Service mailing address is

CNIC, Facilities and Construction Contracting
NAF Construction Contracting Section
Attn: Ms. Christina Le Martin (N944)
5720 Integrity Drive, Bldg 457
Millington, TN 38055

IX. PAST PERFORMANCE REFERENCE

1.PLEASE RETURN WITHIN 5 DAYS OF RECEIPT TO: (PRIME CONTRACTOR)	2.FROM: (AGENCY/DIVISION/OWNER)			
3.NAME AND ADDRESS OF REFERENCE:				
4.CONTRACT NUMBER OR IDENTIFIER	5.TYPE OF CONTRACT*	6.AWARD DATE	7.COMPLETION DATE	8.VALUE \$
*INCLUDE ALL THAT APPLY: FIRM-FIXED PRICE (FFP); FIXED-PRICE, ECONOMIC PRICE ADJUSTMENT (FP-EPA); COST-PLUS-FIXED-FEE (CPFF), COMPLETION OR TERM; COST-PLUS-INCENTIVE-FEE (CPIF); COST-PLUS-AWARD -FEE (CPAF) ; COST; COST-SHARING; INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ); BASIC ORDERING AGREEMENT (BOA); FEDERAL SUPPLY SCHEDULE; REQUIREMENTS; LABOR HOUR; TIME AND MATERIALS (T&M); OTHER				
9.DESCRPTIONS(S) OF SERVICES PROVIDED				
USING THE ATTACHED PERFORMANCE RATING GUIDELINES CHART, PLEASE RATE THE COMPANY LISTED ABOVE ON THE CONTRACTS/PROJECTS LISTED. PLEASE PROVIDE COMMENTS FOR ALL RATINGS.				
10. QUALITY OF SERVICES <input type="checkbox"/> EXCELLENT <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> POOR <input type="checkbox"/> UNSATISFACTORY COMMENTS:				
11.TIMELINESS OF PERFORMANCE <input type="checkbox"/> EXCELLENT <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> POOR <input type="checkbox"/> UNSATISFACTORY COMMENTS:				
12.COST CONTROL <input type="checkbox"/> EXCELLENT <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> POOR <input type="checkbox"/> UNSATISFACTORY COMMENTS:				
13.BUSINESS RELATIONS: <input type="checkbox"/> EXCELLENT <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> POOR <input type="checkbox"/> UNSATISFACTORY COMMENTS:				
14.WAS/IS THE CONTRACTOR COMMITTED TO CUSTOMER SATISFACTION? <input type="checkbox"/> YES <input type="checkbox"/> NO COMMENTS:				
15.WOULD YOU SELECT THIS CONTRACTOR AGAIN AND WHY? PLEASE INCLUDE COMMENTS REGARDING ANY SPECIFIC KEY PERSONNEL ON YOUR CONTRACT(S) THAT ARE RELEVANT. ATTACH ADDITIONAL SHEET IF NECESSARY. <input type="checkbox"/> YES <input type="checkbox"/> NO COMMENTS:				
16.PRINTED/TYPED NAME AND SIGNATURE OF PREPARER OF SURVEY RESPONSE:			17.TELEPHONE NUMBER/EMAIL:	

PERFORMANCE RATING GUIDELINES

<p align="center">MEASUREMENT CATEGORIES AND APPROPRIATE CRITERIA</p>	<p align="center">QUALITY OF PRODUCTS AND SERVICES</p> <ul style="list-style-type: none"> -Compliance with contract requirements -Accurate reporting -Use of appropriate personnel -Technical excellence 	<p align="center">TIMELINESS OF PERFORMANCE</p> <ul style="list-style-type: none"> -Performance milestones & delivery schedules reliably met -Responsive to technical direction -Timely completion, including wrap-up & contract admin. -No liquidated damages 	<p align="center">COST CONTROL</p> <ul style="list-style-type: none"> -Performance within budget/targeted costs -Current, accurate and complete billings -Actual costs in line with negotiated costs -Cost efficient -No change orders due to poor cost control 	<p align="center">BUSINESS RELATIONS</p> <ul style="list-style-type: none"> -Effective management -Businesslike communications -Prompt notification of problems -Reasonable, cooperative, flexible, pro-active -Effective small/small disadvantaged business subcontracting
<p align="center">EXCELLENT</p>	<p>There were no quality problems.</p>	<p>There were no delays.</p>	<p>There were no cost issues</p>	<p>Responses to inquiries and technical/service issues were consistently effective and responsive.</p>
<p align="center">GOOD</p>	<p>Nonconformances had no effect on achievement of contract requirements.</p>	<p>Delays had no effect on achievement of contract requirements.</p>	<p>Cost issues had no effect on achievement of contract requirements.</p>	<p>Responses to inquiries and technical/service issues was usually effective and responsive.</p>
<p align="center">FAIR</p>	<p>Nonconformances required minor resources to ensure achievement of contract requirements.</p>	<p>Delays required minor resources to ensure achievement of contract requirements.</p>	<p>Cost issues required minor resources to ensure achievement of contract requirements.</p>	<p>Responses to inquiries and technical/service issues were occasionally effective and responsive.</p>
<p align="center">POOR</p>	<p>Nonconformances required significant resources to ensure achievement of contract requirements.</p>	<p>Delays required significant resources to ensure achievement of contract requirements.</p>	<p>Cost issues required significant resources to ensure achievement of contract requirements.</p>	<p>Responses to inquiries and technical/service issues were marginally effective and responsive.</p>
<p align="center">UNSATISFACTORY</p>	<p>Nonconformances compromised achievement of contract requirements.</p>	<p>Delays compromised compliance with contract requirements.</p>	<p>Cost issues compromised achievement of contract performance requirements.</p>	<p>Responses to inquiries and technical/service issues were consistently ineffective and unresponsive.</p>