

**How to do Business with
NAVAL FACILITIES
ENGINEERING
COMMAND
for
Architect Engineer
Contracts**



**Washington Navy Yard
1322 Patterson Avenue SE
Washington DC 20374-5065**

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GENERAL INFORMATION:

STEP 1: Obtain a DUNS number www.dnb.com and ensure your firm is registered with the Central Contract Registration (CCR). All firms contracting with the Department of Defense must be registered in the CCR www.ccr.gov. It is important to know your federal supply or service code www.dlis.dla.mil/h2 and your North American Industry Classification System code www.census.gov/naics to enable you to enter your information correctly and to assist you in searching for contract opportunities.

STEP 2: If you believe your firm is a small disadvantaged business (SDB), you must submit your application to the SBA to be certified as a SDB. When your firm is certified, the certification information will be included in CCR. www.sba.gov/sdb.

STEP 3: If you are located in a HUBZone, the SBA must certify you to take advantage of the HUBZone programs. www.sba.gov/hubzone.

STEP 4: Complete the Standard Form (SF) 330, "Architect-Engineer Qualifications" and return it to the contracting office(s) with which you desire to do business. Your form provides the information necessary to place your company on file for those A-E disciplines and services in which you have indicated interest and capability. An electronic version of the form may be obtained from www.gsa.gov/forms.

STEP 5: Review the Federal Business Opportunities (FEDBIZOPPS) web site to identify projects you may have an interest in performing www.fedbizopps.gov. The majority of proposed procurements \$25,000 or more issued by all Federal Agencies advertised on FEDBIZOPPS. This site will also list all awards of contracts by the Department of Defense of \$25,000 or more for potential subcontracting opportunities. All NAVFAC solicitations are available at the Navy Electronic Commerce Online (NECO), www.neco.navy.mil and or FEDBIZOPS, <http://www.fedbizopps.gov/>.

STEP 6: Check command homepages for potential projects.

STEP 7: Participate in Business Opportunity Conferences, Trade Fairs, and other federally attended and sponsored industrial liaison meetings in your area. These are opportunities to network with other firms and to meet the government agencies you wish to market. You can find a list of upcoming conferences at www.hq.navy.mil/sadbu, or www.acq.osd.mil/sadbu.

HOW TO BE CONSIDERED

Architect-Engineer firms interested in Naval Facilities Engineering Command (NAVFAC) contracts must indicate their availability by filing data describing their qualifications, capabilities, and experience with the NAVFAC offices listed for the geographic area where they wish to do business. Submit the qualifications data on the Standard Form 330, "Architect-Engineer Qualifications" Part II, and when applicable, the SF 330, Part I. It is not necessary to employ agents or prepare elaborate brochures to supplement the basic qualifications, as electronic submittal is preferred. The SF 330 is to be submitted in response to a publicly announced solicitation notice posted in NECO or FEDBIZOPS. However, for smaller projects, SF330's are also pulled from the history file located at each office, for competition and selection.

Normally, architect-engineer firms are selected from the region or area in which the project is located. If enough qualified firms are not available in a particular region or area, firms from adjacent or other regions or areas are considered for selection. For very large or highly specialized projects, applications may be considered on a nationwide basis.

More detailed information on the selection procedures for A-E contracts is in Part 36 of the Federal Acquisition Regulations and Defense Federal Regulation Supplement.

HOW TO BE SELECTED

The selection of architect-engineer firms, for the preparation of plans and specifications for military construction projects or for other professional services such as master or preliminary planning and architect-engineer studies, primarily is based upon the professional qualifications necessary for the satisfactory performance of the services required, and not on competitive bidding procedures. Selections are made using the Brooks Act procedures. In general, we attempt to select "the best qualified firm to perform the required services for the instant requirement." The fact that a firm is not selected for a particular project does not mean it will not be selected for similar work in the future. Selection is subject to the following considerations:

- Professional qualifications necessary for satisfactory performance of required services.
- Specialized experience and technical competence in the type of work required.
- Capacity to accomplish the work in the required time.
- Experience in sustainable design.
- Established quality control program.
- Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, subcontracting and compliance with performance schedules.
- Location in the general geographical area of the project and knowledge of the locality of the project, provided that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.

- Demonstrated success in prescribing the use of recovered materials and achieving waste reduction and energy efficiency in utility design.
- Acceptability under other appropriate evaluation criteria.

ANNOUNCING A REQUIREMENT FOR ARCHITECT-ENGINEER SERVICES

The majority of all requirements for A-E services are publicly announced. Projects in the United States, and its possessions with estimated A-E fees of over \$25,000 are announced on NECO and FEDBIZOPPS. Projects with estimated fees of under \$25,000 are announced on the public bulletin board of the particular office involved. Projects that have an anticipated dollar value equal to or less than \$50,000 are set-aside for emerging small businesses. Architect-engineering services in support of military construction projects or military family housing projects are considered for small business set-aside if the estimated value is less than \$300,000, when an ESB set-aside is not appropriate.

The announcement consists of a brief description of the scope of services, the location of the project, and the criteria on which selection will be made. Firms meeting the criteria and interested in being considered should submit a completed SF 330, "Architect-Engineer Qualifications" Part I, and when applicable, the SF 330, Part II.

Copies of the SF 330 may be obtained from the Government Printing Office or on-line at www.forms.gov/bgfPortal/citizen.portal.

SELECTION

For contracts in excess of \$2,500 but less than \$100,000 selection of at least three firms, listed in order of preference, are recommended to the contracting officer by a selection board of senior registered architects and/or professional engineers. Selection is based on a review of qualifications and performance data of the firms on the preselection list. For contracts in excess of the Simplified Acquisition Threshold (\$100K), the responsible contracting office, through a formal board of registered architects and/or professional engineers, prepares a selection list of interested firms which are qualified for the particular project. The selection is based on a review of the available qualifications data on file and on the specific qualifications required for the project, including the size and expertise of staff, necessary past experience, and related factors. The selection board conducts oral or written discussions with the three firms considered most qualified.

Discussions are directed to the specific project under consideration and include the firm's technical qualifications, experiences, organization, capacity, current workload, availability of key individuals who will be assigned to the work, possible design approaches and other relevant factors, including subcontracting plans. The fee is not discussed at this time.

APPROVAL OF SELECTIONS

Before price negotiations are initiated, higher organizational levels may require certain approvals. These approval requirements are designed to promote equitable distribution of contracts by ensuring close adherence to established selection procedures.

NOTIFICATION OF UNSUCCESSFUL FIRMS

All firms who have responded to public announcements of proposed A-E contracts will be promptly notified of their status as follows:

- (1) Written notification to firms, which were considered by the selection board, but did not make the final slate, will be mailed within 3 working days after approval of the selection proceedings.
- (2) Written notification to firms, which were on the final slate, but were not awarded a contract, will be mailed after award of the contract.

If the procurement action is canceled, written notification will be mailed to all firms after the cancellation. If a firm is not selected, you may request in writing to the contracting officer, a debriefing on the submittal. This may assist in preparation for the next opportunity.

NEGOTIATIONS

After the selections are approved, the contracting officer negotiates with the firm selected as the most highly qualified. If the government and the top-ranked firm cannot agree on an equitable price, the contracting officer will terminate the negotiations with that firm and begin negotiating with the second best qualified firm. This process continues until a satisfactory price is mutually agreed upon, and a contract is awarded.

TYPES OF CONTRACTS

Contracts for A-E services are always negotiated. There are three types of contracts most often used for A-E services. A single project, firm-fixed price contract is an agreement to pay a specified price when the services called for by the contract have been delivered and accepted. This is usually used for a very large or very complicated project.

When several A-E projects are anticipated in support of a particular activity or installation, or in a specific discipline, but the project specifics and extent of the required services are not available in advance, indefinite-delivery/quantity contracts (IDQ) are used. Task Orders are issued off of this type of contract, with each Task Order being negotiated based on the effort. However, Task Orders, once negotiated, are firm-fixed price.

In many cases in an effort to streamline the process, reduce cost, and deliver the facility in a timelier manner, Design Build contracts are used. The contract is advertised under a North American Industry Code (NAIC) for a particular type of construction, the prime is responsible for developing a team that includes an A/E firm and construction firm. A proposal is prepared and source selection techniques are used to select the team with the best value for the Navy. These contracts are also firm-fixed price, but they are not based on Brooks Act selection procedures. About 65 percent of the NAVFACENGCOM projects are performed under design build procedures.

CONTRACTING OUTSIDE THE UNITED STATES

NAVFAC awards some A-E contracts outside the United States. Procedures used for awarding these contracts are dependent on local laws and country-to-country agreements. Any A-E firm interested in overseas work should contact the appropriate NAVFAC Contracting Office.

PERFORMANCE EVALUATIONS

Contracting Officers are required to consider past performance in the selection of contractors for all contracts. All orders for A/E requirements over \$25,000 must have a performance evaluation. The evaluations are filed in the ACASS for six years in accordance with the Federal Acquisition Regulation. When a firm completes performance on a contract, an evaluation will be completed and sent to the firm. If the firm disagrees with the evaluation, they must notify the contracting officer and provide information to rebut the evaluation.

All evaluations of A/E contracts performed for the Department of Defense agencies are maintained in the Architect/Engineer Administration Support System (ACASS) via the Contractor Performance Assessment Reporting System (CPARS) for a period of six years as required by the Federal Acquisition Regulations. A DD Form 2631 may be manually used for the performance evaluation; however the process of submission, review, and approval is electronically managed through the CPARS. A-E and contractor performance evaluations are the most effective tool the Navy has to recognize better than average performers and to establish a record of non-performance for marginal performers.

TECHNICAL INFORMATION

A contract may require preparation of specifications and other reports using Specsintact. Specsintact is distributed quarterly by the Construction Criteria Base (CCB). Contact the National Institute of Building Sciences at (202) 289-1092 or e-mail ccb@nibs.org to subscribe to the service. The subscription is available to DOD A/E contractors by Internet at www.ccb.org and other electronic formats at no charge. If you do not have access to CCB, a contractor may request the required criteria document through the following methods:

The Department of Defense (DoD) and the military services have initiated a program to unify all technical criteria and standards pertaining to planning, design, construction, and operation and maintenance of real property facilities. The objective of the Unified Facilities Criteria (UFC) program is to streamline the military criteria system by eliminating duplication of information, increasing reliance on private-sector standards, and creating a more efficient criteria development and publishing process. Both technical publications and guide specifications are part of the UFC program. UCF documents are available through the Internet at www.wbdg.org/references/pa_dod.php.

Though unification of all DOD criteria is the ultimate goal, there are instances when a particular document may not apply to all services, or some documents may have not been fully revised to reflect all service requirements before being issued in the UFC system. In these instances, NAVFAC's Standard Designs are available from the preparing Facilities Engineering Command.

To obtain hardcopies of publications through the mail follow the following procedures:

1. NAVFAC PUBLICATIONS
DESIGN MANUALS
P-PUBLICATIONS
DEFINITIVE DRAWINGS (P-272)

Write to:

ATTN: DEFENSE PUBLICATIONS
NATIONAL TECHNICAL INFORMATION SERVICE
5128 PORT ROYAL ROAD
SPRINGFIELD VA 22161

Phone: (703) 487-4684
FAX: (703) 487-4841

Toll Free: (800) 553-6847

2. DEFENSE STANDARDIZATION DOCUMENTS
MILITARY HANDBOOKS
MILITARY BULLETINS
MILITARY AND FEDERAL SPECIFICATIONS/STANDARDS
NAVFAC GUIDE SPECIFICATIONS

Write to:

DEFENSE PRINTING SERVICE
STANDARDIZATION DOCUMENT
BUILDING 4D
700 ROBBINS AVE
PHILADELPHIA PA 19111-5094

FAX: (215) 697-2978

Telephone Order Entry System (TOES):

NOTE: In order to use the TOES system, you need a customer order number. To obtain a customer order number or get information, call: (215) 697-2179.

NOTE: Military Bulletin 35, containing a complete listing of NAVFAC documents, can be ordered from the above.

SMALL BUSINESS UTILIZATION PROGRAMS

It is the policy of NAVFAC to review all acquisitions for A-E services to maximize the opportunity and participation of small business concerns. The contracting officer will make a determination that there is a reasonable expectation that responses will be received from three or more responsible A-E firms, and that award will be made at a fair market price. To perform the market research the contracting personnel will use CCR at www.ccr.gov and any other methods necessary to determine competition capabilities among small business concerns. .

Emerging Small Business

The general test for an emerging business is that the firm's average annual receipts over the past three years is less than fifty percent of the Small Business size threshold (based on the NAICS), or for an A/E firm, is no more than \$2,000,000. The Small Business Competitiveness Demonstration Program specifies that A-E service acquisitions estimated at less than \$50,000 must be restricted for emerging small business firms when there are at least three firms that are highly qualified to perform the project.

Small Disadvantaged Business

Small disadvantaged business means a small business that is at least 51% owned and controlled by one or more of these individuals who are socially and economically disadvantaged, and is managed on a daily basis by those individuals. The Small Business Administration must certify all Small Disadvantaged Business firms. Application forms and additional information is available at www.sba.gov/sdb.

Women Owned Small Business

There is a statutory goal of five (5) percent assigned to each DOD procuring office to provide more opportunities for Women Owned Small Business firms. However, there are no preference programs to help DOD procuring offices attain the mandatory goal. Therefore, it is important for firms in this category to provide a SF 330 to the procurement offices and to prime contractors to ensure potential clients are aware of the firm's capability. Additional information on Women Owned Small business programs is available at www.sba.gov/womeninbusiness.

Contracting with the Small Business Administration (SBA)

An 8(a) firm is a small disadvantaged business, certified in the SBA's Section 8(a) Program. Contracting officers are authorized to award A-E contracts to the SBA for subcontracting with 8(a) firms. At least, three highly qualified 8(a) firms must be available for evaluation in accordance with the Brooks Acts selection procedures.

HISTORICALLY UNDERUTILIZED BUSINESS Zone HUBZone

The Department of Defense is included in a program to identify opportunities for firms that meet the specific criteria of the HUBZone Program. Under recent legislation, a small business applying for HUBZone certification no longer needs to be owned and controlled exclusively by U.S. citizens. Now, the level of required ownership by U.S. citizens is 51 percent. Its principal office must be located within a HUBZone, which includes lands on federally recognized Indian reservations and 35% of their employees must reside in a HUBZone. Additional information is available at www.sba.gov/hubzone. NAVFAC HUBZone goals for direct contract awards are as follows:

FY 2005 - 7.50%
FY 2006 - 8.18%
FY 2007 – 8.29%

The contracting officer may give priority to an 8(a) firm located in a HUBZone, or set aside an A/E requirement for HUB Zone firms if there are 3 highly qualified firms located in a HUBZone.

Service Disabled Veterans Program

This program was established to assist firms owned by service-disabled veterans in finding opportunities for federal contracts. This program became effective in 2000. There is also a goal for Veteran Owned Firms for subcontracting opportunities. The federal statute provided for a 3 percent goal for each program.

NOTE: Parity exists between the 8(a), HUBZone and SDVOSB programs, which provides that achievement of small business prime contract targets may dictate order of precedence. Work can be set-a-side for 8(a), HUBZone or SDVOSB at the discretion of acquisition team.

Subcontracting

A-E contracts awarded in excess of \$550,000 to large businesses must include a subcontracting plan that provides maximum practicable opportunity for subcontracting with small and small disadvantaged businesses. The negotiable percentages are based on the total subcontract valued and are applicable for each contracting period. Where less than 5% is planned for award to small disadvantaged business firms, approval levels above the procuring contracting

officer are required. To evaluate the threshold of \$550,000, the amount of the basic contract and all options are included. Subcontract plans are negotiated and require approval of the contracting officer prior to contract award. A contractor's prior performance under a subcontracting plan is reviewed to assist in negotiating goals for new awards.

DOD Mentor Protégé Program (MPP)

DOD has the only congressional mandated and funded Mentor Protégé Program. This program provides opportunities for large prime contractors with an active subcontracting plan to provide mentoring to a certified small disadvantaged business firm. This program is described in the Department of Defense Federal Acquisition Regulations Appendix I and www.acq.osd.mil/sadbu/.

Native Indian Incentive

If the contract so authorizes, incentives are provided for prime and subcontractors that subcontract with an Indian organization, Indian-owned economic enterprise, or Native Hawaiian small business concern. The contractor may ask for 5% of the total subcontract award value by forwarding a request to the contracting officer prior to completion of the prime contract. The subcontract value must exceed the simplified acquisition threshold; currently \$100,000. The request is reviewed and forwarded to Office of the Secretary of Defense Small and Disadvantaged Business Utilization Office for approval and funding. See www.acq.osd.mil/sadbu/programs/iip/index.htm

ADDITIONAL SOURCES

Access the following Web Sites to learn more about doing business with NAVFAC and DOD.

Naval Facilities Engineering Command Web Site www.navfac.navy.mil

DoN Acquisition One Source Web Site www.abm.rda.hq.navy.mil

Federal Acquisition Reform www.arnet.gov/

U. S. Navy Acquisition Reform Web Site www.acq-ref.navy.mil/

Joint CADD/GIS Technology Center (U.S. Navy, U. S. Army, U. S. Air Force, NASA, FAA, GSA, U. S. Coast Guard, U. S. State Department) <http://tsc.wes.army.mil/>

NAVFACENCOM Small Business Specialist Directory, attached

Websites, attached