

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE U	PAGE OF PAGES 1   30
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 06-Nov-2002	4. REQUISITION/PURCHASE REQ. NO. W81W3G-2247-6886		5. PROJECT NO.(If applicable)
6. ISSUED BY CONTRACTING DIVISION PO BOX 1715 BALTIMORE MD 21203-1715	CODE CA31	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. DACA31-02-R-0052	
		X	9B. DATED (SEE ITEM 11) 25-Sep-2002	
			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>2</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 PROPOSAL DUE DATE IS EXTENDED TO 4:00 P.M., LOCAL TIME 26 NOV 2002.				
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  _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED  06-Nov-2002	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

DBER

The purpose of this amendment is to incorporate changes, corrections, additions, and questions and answers pertaining to the solicitation.

1. The solicitation is amended as follows:

- A. Section B, page 3, Paragraph B.2, second paragraph, change Cost-Plus-Award- Fee to read Cost-Plus-Fixed-Fee.
- B. Section L, Paragraph L.7.1.1.B.1., and add the following subparagraph “c”:
  - c. Resumes shall be included in the Management Plan and shall count toward the page limitation. No limit is set on the number of resumes, but, at a minimum, should include who the offeror see as key personnel for successful management of the DBER.
- C. Section I, Clause 52.219-1, Small Business Program Representations, Alternate 1, and add the NAIC and size standard as follows:
  - (1) paragraph (a)(1), and add the NAICS code: The North American Industry Classification System (NAICS) code for this acquisition is (562910)
  - (2) paragraph (2) the small business size standard is (500).
- D. Section L, Paragraph L.2, General Proposal Information, second paragraph, line 2, change the word “**awards**” to read “**award**”.
- E. Section M, Paragraph M.4.2, Evaluation Criteria, , delete in its entirety and substitute the following paragraph M.4.2.

2. Management Experience and Project Approach (Management Capabilities): The Government will use the information provided to evaluate the Offeror’s understanding of the staffing and personnel requirements for this contract. In addition, the Government will use the information presented in the management plan to evaluate the Offeror’s ability to effectively and efficiently manage this contract. This information should integrate the requirements of Section C, Statement of Work, and Section L.3 (proposed contract utilization). The Government will also use the information in the organization plan provided by the Offeror to support and clarify

the proposed management plan. Finally, the Government will use the information provided in the acquisition management plan to evaluate the Offeror's acquisition practices relative to providing best value.

F. Section H, Provision 52.0215-4021, Cost or Pricing Data Instructions, delete in it's entirety.

G. Section L, Paragraph L.6.3, and change to read as follows: "Fold out Page Size – 11”X17”.

H. The following attachments are attached to this amendment.

- (1) Revised Attachment J.2, Labor Cost Matrix Instructions
- (2) J.2.a., Labor Cost Matrix Worksheet
- (3) Revised Attachment J.3.a., Realistic Task Cost Summary Schedule with Burden Rates Application
- (4) J.4., Offeror Billings Past and Future Projections

F. Refer to Section L.7.1.3.a., line 4, and change the word “**thresholds**” to “**triggers**”.

## **2. QUESTIONS AND ANSWERS**

### **SECTION B:**

#### **1. Question:**

RFP Section B, Item No 0001 and Item 0002 (Page 2 of 70 and Page 3 of 70) indicate that the contracting format will be CPFF. Section B.2 "Type of Contract" (Page 3 of 70) indicates that task orders will be FFP or CPAF. Section C.1 (Page 5 of 70) paragraph beginning with "Task orders issued..." indicates that task orders may be FFP or CPFF. Could USACE please clarify what contracting formats will be used under this contract?

#### **Answer:**

Both firm-fixed-price and cost-plus-fixed-fee task orders will be negotiated under this contract.

### **SECTION C**

#### **2. Question**

Section C.3, Page 11, Refers to minimum qualifications and experience and to resumes – where are these included in the proposal and are resumes included in the page count or can they be in an appendix?

#### **Answer**

UXO qualifications are given because they are specifically mandated. There is no room for discussion on the qualifications of UXO personnel. Other personnel are not defined so as not to limit the offeror in their selection of personnel. The government has no intention of defining these qualifications. The offeror shall propose personnel that they believe have sufficient experience and qualifications to perform the work as described in the solicitation.

Paragraph L.7.1.1.B.1.c. is added to the solicitation be added to clarify resumes. Resumes shall be included in the Management Plan and shall count toward the page limitation. No limit is set on the number of resumes, but, at a minimum, should include who the offeror sees as key personnel for successful management of the DBER.

**3. Question:**

RFP Section C.3 "Project Management" Paragraph 3 (Page 11) indicates that resumes of key personnel will be evaluated, however no request for resumes is contained in the instructions provided in Section L. In addition, there is no indication in Section M of which factor resumes would be evaluated under. Could USACE please clarify if resumes are being requested, and if so for what positions? Where should resumes be placed in the proposal? Are the resumes to be excluded from the page count?

**Answer:**

Paragraph L.7.1.1.B.1.c. shall be added to clarify resumes. Resumes shall be included in the Management Plan and shall count toward the page limitation. No limit is set on the number of resumes, but, at a minimum, should include what the offeror sees as key personnel for successful management of the DBER.

**4. Question:**

Section C.3, page 11, Project Management – the third paragraph indicates that the “Offeror must identify key personnel to be assigned by the Contractor...in the organization chart. The resumes will be evaluated to determine whether the individuals meet the minimum qualifications and experience necessary to perform their roles and responsibilities under this Contract.”.

Qualifications for UXO personnel are given in C.3.1, but we do not find additional personnel qualifications. The paragraph referenced above (C.3. Project Management) implies that qualifications for personnel are given. Are you going to provide qualifications/experience requirements for additional personnel (i.e., Program Manager, Project Manager, Site Superintendent, etc.)?

**Answer:**

UXO qualifications are given because they are specifically mandated. There is no room for discussion on the qualifications of UXO personnel. Other personnel are not defined so as not to limit the offeror in their selection of personnel. The government has no intention of defining

these qualifications. The offeror shall propose personnel that they believe have sufficient experience and qualifications to perform the work as described in the solicitation.

## **5. Questions:**

Page 7, Section C.2.2.j – Please clarify the reference to NELAP in this section dealing with soils or geotechnical testing. Also, please confirm that it is required to identify the prime and secondary soils and geotechnical testing lab in this proposal.

### **Answers:**

The reference to NELAP is in error. The laboratory to be used by the offeror shall be validated by the U.S. Army Corps of Engineers, Engineering Research and Development Center Materials Testing Center (MTC) in accordance with ER 1110-1-261 Quality Assurance of Laboratory Testing Procedures.

## **6. Questions:**

Page 11, Section C.2.4.o – Again. Please confirm that is required to identify prime and secondary analytical testing laboratory(ies) in this proposal.

### **Answers:**

The laboratory to be used by the offeror shall be validated by the U.S. Army Corps of Engineers, Engineering Research and Development Center (MTC) in accordance with WR 1110-1-261 Quality Assurance of Laboratory Testing Procedures.

## **7. Question:**

RFP C.2.2 – Engineering Support and Remedial Design, first paragraph states that “All Engineering documents produced by the Contractor shall be stamped by a licensed Professional Engineer...” Does the Professional Engineer have to be licensed within the specific state for which documents are produced?

### **Answer:**

Yes, registered in the appropriate state.

## **8. Question:**

RFP C.2.2 – Engineering Support and Remedial Design, Item j – Is there a list of approved Geotechnical laboratories that could be provided?

### **Answer:**

Following is the link for the website:

<http://www.wes.army.mil/SL/MTC/ValidatedLabsList.htm>

**9. Question:**

RFP C.2.4 – Investigation and Field Studies (and 52.0246-4003) – Is there a list of approved analytical testing laboratories that could be provided?

**Answer:**

Following is the link for the website:

<http://www.wes.army.mil/SL/MTC/ValidatedLabsList.htm>

**SECTION H**

**10. Questions:**

Page 27, Section H, Cost or Pricing Data Instructions – Please clarify when the SF 1411 will be required to be submitted. Please note that it was not included with the RFP, although it was stated that it was attached.

**Answers:**

Clause 52.0215-4021 is deleted from the solicitation.

**11. Questions:**

Page 29 and 30, Section H, Wage Determination – What is the reason that only Service Contract Act Wage Determinations have been included in Section J, and no Davis Bacon Wage Determinations have been included?

**Answers:**

When a place of performance is established, and the work called for in that task order is construction, the Davis Bacon Wage Determination will be issued at that time.

**SECTION J**

**12. Question:**

Attachment J.2 - Labor Cost Matrix Instructions, number 1. a. references "... personnel .... in Paragraph C.14". C.14 addresses requirements for daily cost tracking under cost reimbursement

task orders. The Labor Cost Matrix Worksheet lists six Government Categories of labor. Please clarify. Is it the Government's intent for the Offeror to cost the six categories listed on the worksheet plus any additional categories determined by the Offeror to be key personnel?

**Answer:**

Attachment J.2, Instructions for Labor Cost Matrix is corrected.

### 13. Question

Attachment J.2 – Is the Labor Cost Matrix required only from the offeror (prime contractor) or is also required from Team Subcontractors? Can you provide an indication of the number of categories that you would like to see included in this matrix? Please note that items 1 and 2 of the instructions to J.2 make reference to C.14. Contractor Personnel and Qualifications, but this reference is incorrect. Also, please note that the PDF copy of the matrix cut off at column (7).

**Answer**

Required from Prime Offeror only at this time. A corrected J.2 Instructions for Labor Cost Matrix is attached.

:

### 14. Question:

Attachment J.3.a – Please clarify what type of labor is included under Home Office and Project (Field) Office. Are these both assumed to be SCA type of labor or is the Project (Field) Office Labor to be DBA type labor? Please note that the PDF copy of this table cut off at column (5).

**Answer:**

For purposes of this exercise, the Service Contract Act is applicable.

### 15. Question:

Attachment J.4 – PDF copy of this attachment did not include labels for various lines, nor did it include instructions referenced in Section L. Can this be provided by amendment?

**Answer:**

Attachment J.4 is an attachment to this amendment. Instructions are included in Section L, Paragraph 2.d.2 of the solicitation.

### 17. Question:

Attachment J.1, Disclosure of Lobbying Activities (Standard Form LLL) – Does this form have to be completed and submitted with the proposal? If so, where should it be included? The only place we could find it referenced was on page 44, the Representations and Certifications. It was not called out in Section L.7.

**Answer:**

Yes, include in Section K, Representations and Certifications.

**18. Question:**

Attachment J.2.a and Attachment J.3.a Forms – Can you provide these two forms, as they seem to have been cut off on the solicitation provided over the Internet?

**Answer:**

Forms are an attachment to this amendment.

**19. Question:**

Meaning of Terms - In RFP Section J, Attachment J.3, please explain the meaning of the terms "Technician," "Labor," and "Other." Their meaning is vague and can be interpreted in many ways. Examples of positions the District assumes fits into each of those categories would be helpful.

**Answer:**

"Technician" – Field Office only. They are Nonprofessionals but not General Laborers. This would include individuals trained/educated in their field (a four year degree not required).

"Labor" – General Laborer, Truck Driver, Equipment Operator, etc.

"Other" Not Used.

**20. Question:**

Ratio of Costs - A typical ratio of dollars spent on design-build contracts is about 40% labor, 30% equipment and 30% materials. Of the 40% labor, a ratio of approximately 10-20% office to 80-90% field labor is typical. A portion of that labor may be subcontracted but often 3/4 is performed by the prime contractor. The District may wish to consider altering the distribution of costs in RFP Section J, Attachment J.3.a to more closely reflect conditions typical of remediation projects of the size contemplated in Attachment J.3.a.

**Answer:**

For purposes of this exercise, this will remain the same.

**21. Question:**

Cost/Capacity Curves - RFP Section J, Attachment J.4 requests a projection that includes a comparison of proposed direct versus subcontracted costs. The Federal Government often refers to all equipment, materials, and services procured outside the prime contractor's organization as subcontractors. Key to the District's evaluation of proposals of different Offerors is gaining an understanding of what labor will be self performed versus subcontracted. If gaining that understanding is one of the District's objectives in Attachment J4, clarification is needed to ensure that Offerors show projected self perform versus subcontracted labor rather than all subcontracted items.

**Answer:**

It is not our intention to have offerors include equipment, materials, and routine services identified as subcontracted.

**22. Question:**

RFP L.6.8 – Our company uses tab sets that are pre-printed with a section number, a photo, and a company logo on them. Is this OK? There is no text on the tab sets.

**Answer:**

It is at the offeror's discretion how they separate sections. No proposal text may be on the section dividers.

**SECTION K**

**23. Question:**

Page 47, Section K, Small Business Program Representations – Please provide an amended page that includes both the NAICS code and small business size standard. We assume that the NAICS code is 562910 (as stated in M.2, Page 69), with a size standard of 500 employees.

**Answer:**

Section I, Contract Clause 52.219-1 is amended to include the NAICS Code 562910 and the small business size standard is 500 employees.

**24. Question:**

Are subcontractors required to submit Section K? ...information on Burden Rates?

**Answer:**

**No**

**25. Question:**

Can a "fillable" electronic copy of the Reqs and Certs be made available, or should we simply fill out the form in ink or with a typewriter? A "fillable" form would simply be much more convenient for everyone. Use of the existing form is not a problem, however.

**Answer:**

A fillable electronic copy of the Reqs and Certs is not available.

**SECTION L****26. Question**

RFP Section L.1, is the whole section excluded from page count or just the project listing?

**Answer:**

Project Listing is not included in the page count. Past performance as defined under experience, and is included in the page count.

**27. Question**

Section L.7.1.1.B.3., page 60, Should teaming agreements be included in proposal? Will they be part of the page count? Can they be in an appendix?

**Answer:**

The government is evaluating whether your team partners understand and concur with the commitments you are making for them and therefore, does not need complete teaming agreements. The documentation of the concurrence is included in the page count.

**28. Question:**

Section L.6, page 58, Should dimensions for fold out page (8x17) be changed to 11x17?

**Answer:**

Fold out pages shall be 11" x 17"

**29. Question:**

Can we use 11 x 17 inch fold-out pages in Section A of the Technical Volume (the section not included in the 25 page limit), or does the 5 fold-outs we are allowed in the technical volume include this section?

**Answer:**

Fold out pages may not be used for the project listing.

**30. Question:**

In section L.7.1, the contents of Volumes 1 and 2 are detailed. However, in section 7.4, the contents of these volumes have been outlined in a different order and level of detail.

Volume 1, are we to follow the A, B, C lettering and order of sections provided in section L.7.1, or are we to follow the i, ii, iii For lettering and order of sections from L.4?

**Answer:**

The correct terminology is as shown in both sections: Project Listing, Management Capabilities and Experience. The order presented shall be as defined in Section L.4.1.a.

**31. Question:**

For Volume 2, are we to tab divide all of the sections (a through l) from L.7.1, or are we to combine items and provide them in the i through vi lettering and order of sections from L.4?

**Answer:**

L.7.1 is a detailed breakdown of what is required. This would be the preferred order of presentation and tabbing.

**32. Question:**

RFP Section L.7.1 Paragraph 1.B.b "Organization Plan - Work Load" contains an example workload matrix but no instructions on what information USACE seeks in response. The workload matrix provided differs significantly from other information provided in the RFP in several respects - specifically, it shows five Task Orders in Year-1 totaling almost \$7 million, contrasted with the Projected Annual Expenditures table shown in RFP Section L.3.2 that shows Year-1 at \$500,000 with none of the five contract years exceeding \$4 million in expenditures. Could USACE please verify that this Work Load Matrix is correct and also clarify what information is requested in the response to this Work Load section?

**Answer:**

The workload matrix is correct. The intent is for the offeror to use their workload experience and develop scenarios based on the sample workload. The government will use this information to establish whether the team has the manpower and technical ability to handle this amount of work.

**33. Question:**

RFP Section L.7.1, Paragraph 2.d.1 "Offeror's Billings, past and future projections" indicates a level and annual distribution of expenditures that differs significantly from the information provided in the RFP in the Projected Annual Expenditures table shown in RFP Section L.3.2. Could USACE please verify that this billings table is correct?

**Answer:**

Each table is intended for different purposes. L.3.2 – Proposed Contract Utilization. And L7.1. – Projected Workload for organization planning.

**34. Question:**

RFP Section L.7.1 Paragraph 1.A, "Technical Expertise and Experience (Project Listing)" requests submission of a "list" of projects. Could USACE please clarify what format and level of detail is being requested? Are full project descriptions being requested (one- or two-page per project), or should the information for each project example be short and tabularized?

**Answer:**

The government's intent is to allow the offeror to show the government that they have more experience than the five (5) detailed projects requested for past performance. Information expected shall be name of project, location, customer and BRIEF description of the services performed by the offeror. Projects for the team members may also be listed as to provide evaluation information for the government. The information in this section shall not count towards the page limitation but shall be limited to no more than ten (10) 8 ½" x 11" pages. The information may be presented in any as long as it is readily available and the page limitation is not exceeded

**35. Question:**

RFP L.6, Item 11 instructions indicate that all pages are to be numbered sequentially with a maximum of 25 pages, however the instructions for Section A contained in L.7.1 indicated that these pages are not included in the page count. Does USACE want the page numbering to begin with the number "1" for Section A and continue sequentially through the both the uncounted and counted sections?

**Answer:**

The project list, which is not counted in the page count, but limited to 10 pages shall be numbered as L-1 through L-10. The portions of the proposal that are included in the page count shall be numbered sequentially to the maximum of 25 pages.

**36. Question:**

Cost proposal – do we need to submit pricing/cost information for our named

Partners/Subcontractors? Section L, under the definition of a Identified Subcontractor, implies that cost information for Identified Subcontractors is a vital part of the proposal, but I don't see any more information on what specific information is required of the Identified Subcontractors in Section L.7.1 – Written Proposal, Volume 2 – Cost.

**Answer:**

Cost Proposals are only required for the Prime Offeror. A correction will be made to this section of the RFP.

**37. Question.**

If the award is to be based on the oral presentations, does this mean that those companies determined to be within the competitive range and invited to continue to the Phase 2, Oral Presentations, will all be considered equal going into the presentations?

**Answer:**

As defined in FAR 15.306 paragraph c, the Contracting Officer shall establish a competitive range comprised of all of the most highly rated proposals. To state that offerors will be considered equal going into oral presentations implies a ranking or order of precedence from the government. This will not be the case. More detail will be given via the amendment to those in the competitive range, but Orals will be used as the discriminating factor for selection and evaluated under the same guidelines as the written proposal. Also note that oral presentations will be considered significantly more important than the written proposal.

**38. Question:**

On page 58, the page limitation for Volume 1 is discussed. When the RFP states that the 25 page limitation “does not include the experience list or job experience” does this mean that the Project Listing requested under paragraph A of L.7.1 as well as the Past Performance (Experience) examples requested under paragraph C of L.7.1 are not included in the page count, or just the Project Listing requested under paragraph A of L.7.1?

**Answer:**

The only item not included in the page count is the project listing. Section L.6 is amended as such. Paragraph L.6 shall be revised to read “The total number of pages shall not exceed twenty five (25) pages. This does not include the experience list.”

**39. Question:**

Page 60, paragraph C under Acquisition Management Plan, discusses letters of commitments from Team Members, etc. Are we to provide complete copies of the Teaming Agreements and will these count in the page limitations?

**Answer:**

The government is evaluating whether your team partners understand and concur with the commitments you are making for them and therefore, does not need complete teaming agreements. The documentation of the concurrence is included in the page count.

**40. Question:**

Section L.7.1, Item 1, Technical Expertise and Experience (Project Listing) - Evaluation criteria M.4, item 1, Technical Expertise and Experience (Project Listing) indicates that this section will be evaluated to determine the offeror's ability and approach to perform the work identified in Section C, Statement of Work. In addition to the project listing/descriptions provided in this section, are we allowed or expected to provide additional information in this section to address our ability and approach to perform the scope of work identified in Section C or will only the project listing/descriptions be evaluated to determine our ability and approach.?

**Answer:**

Paragraph L.7.1. lists the information required for this section. If you are referring to paragraph L.7.1.A, the project listing is all that is required by this particular paragraph.

**41. Question:**

Page 56, Section L.2 –

This section refers to “awards.” Will there be more than one DBER contract award?

**Answer:**

There will only be one award made under this solicitation.

**42. Question:**

Please provide an estimate of the various phases of the proposal and proposal review schedule; i.e. duration of Phase 1 review; length of time between notification of competitive range and oral presentations; length of time after orals and notification of contractor selection; time to contract award.

**Answer:**

Offeror's determined to be within the competitive range will be notified of all required development timeframes via amendment to the solicitation.

**43. Question:**

Page 58, Section L.6, Proposal Length –

- a. Does the phrase “job experience” in the first sentence refer to resumes or to project experience?

**Answer:**

The only item not included in the page count is the project listing. Section L.6 will be amended as such. Paragraph L.6 shall be revised to read “The total number of pages shall not exceed twenty five (25) pages. This does not include the experience list.”

**44. Question:**Page 59, Section L.7.1, Technical Expertise and Experience (Project Listing) –

Can further guidance be provided about the level/type of information to be provided? On one hand, the RFP calls for a “list of projects”, but on the other it requires “sufficient detail to demonstrate satisfactory experience with tasks identified in Section C.”

**Answer:**

The government’s intent is to allow the offeror to show the government that they have more experience than the five (5) detailed projects requested for past performance. Information expected shall be name of project, location, customer and BRIEF description of the services performed by the offeror. Projects for the team members may also be listed as to provide evaluation information for the government. The information in this section shall not count towards the page limitation but shall be limited to no more than ten (10) 8 ½” x 11” pages.

**45. Question:**

Can this information be provided on 11”x17” foldouts? If so, will these foldouts count against the allowed 5 in Volume 1?

**Answer:**

No, foldouts may be used for this section.

**46. Question:**Page 60, Section L.7.1, Acquisition Management Plan, Letters of Commitment –

Will letter(s) be included in the page count?

**Answer:**

Letters of commitment will be counted towards the page limitation.

**47. Question:**

From the wording of this section (“provide all terms and conditions of the commitments to the Identified Subcontractors”), it appears that the full teaming agreement is desired. Is this the case? If so, can the teaming agreement be excluded from the page count? (Recommend reviewing amended requirement provided in the Baltimore MARC RFP.)

**Answer:**

The government is evaluating whether your team partners understand and concur with the commitments you are making for them and therefore, does not need complete teaming agreements. The documentation of the concurrence is included in the page count.

**48. Question:**

Page 60, Section L.7.1, Past Performance –

Are the five past performance projects to be from the prime contractor only, or can several be from a team subcontractor?

**Answer:**

The government must be able to evaluate the entire team.

**49. Question:**

Are these to be specific projects (and task orders) only, or can they also be full IDIQ type contracts?

**Answer:**

IDIQ contracts are acceptable but can not be used as a way to describe many projects under a past performance reference. The past performance information on the IDIQ contract shall describe the scope of work under that contract only and shall not include descriptions of task orders performed under the IDIQ contract.

**50. Question:**

Page 61, Section L.7.1, Cost –

- a. Please clarify in sub paragraph a. what is required in the completion of “Section B, Supplies or Services and Prices/Costs.”

Answer: Total Value of Contract is \$12.5 M. No breakout for Base and Option is required

- b. Please clarify whether the information required in this whole Cost section is required from the prime contractor only.

Answer: Yes, however it has been completed.

- c. If any of the information in sub paragraphs a. through k. is required from team subcontractors, please specify.

Answer: None.

- d. In paragraph 2.b.1, shouldn't the chart shown here be replaced with the chart included on Page 57, item L.3.2?

Answer: No

- e. Also in the note to this chart, a statement is made "This narrative will be considered as a part of the page count." There is no indication in this Section that there is a page limitation to the Cost Proposal. Please clarify.

Answer: See L.6, Cost – One three inch loose leaf binder.

**51. Question:**

Page 63, Section L.7.2 – How much time will be allowed between issuance of the Phase 2 notification and amendment and the oral presentation? Will the Cost Information be required to be submitted at the same time as the Oral Presentation?

**Answer:**

A minimum of 14 calendar days. Cost information shall be submitted at the same time.

**52. Question:**

Pages 69 and 70, Section M – Will the evaluation of the Phase 1 proposal be used only to establish the competitive range (those bidders going to oral presentation stage), or will the Phase 1 proposal evaluation also be considered along with the oral presentation in making the final DBER contract award? If both will be considered, what will be the relative importance of each phase?

**Answer:**

As defined in FAR 15.306 paragraph c, the Contracting Officer shall establish a competitive range comprised of all of the most highly rated proposals. More detail will be given via the amendment to those in the competitive range, but Orals will be used as the discriminating factor for selection and evaluated under the same guidelines as the written presentation. Oral presentations will be considered significantly more important than the written proposal.

**53. Question:**

On page 61 and 62 of 70, Section L.7.1.2.d, Offeror's Billings, Past and Future Projections, in the instructions for the development of the curves required, there is an inconsistency of the dates in subparagraph 1 (1 November 2002), subparagraph 2.i (March 31, 1998) and subparagraph 2.ii (1 August 2002). With the extension of the proposal due date, we recommend the following dates be considered:

- Subparagraph 1 - 1 January 2003
- Subparagraph 2.i - 1 January 1999
- Subparagraph 2.ii - 1 January 2003
- 

**Answer:**

We anticipate no changes to these dates at this time.

**54. Question:**

Page 60, Section L.7.1.1.B.2.b, Work Load - The table presented indicates Year 1 for all five Task Orders. Does this imply that all five Task Orders are awarded in year 1 and/or that all five task orders (at the values indicated) are performed and completed during year 1 of the contract?

**Answer:**

Offerors shall assume that all five (5) task orders are awarded and completed in year 1.

**55. Question:**

Sec. L.1.1, pg. 56/70 Defines the Offeror as the Prime Contractor only. However, Sec. L.1.3 defines the identified Subcontractor (Team Member) and states that "this subcontractor's technical qualifications and cost information is a vital part of the Offeror's proposal and basis for award.

**Answer:**

Offeror is defined as any entity that submits a proposal. A Joint Venture will be considered an Offeror. Subcontractor's either identified or non-identified are considered team members, not offerors.

**56. Question:**

When are a subcontractor(s) cost information to be provided

**Answer:**

If and when determined necessary during the evaluation process.

**57. Question:**

Assuming the technical qualifications are based upon personnel, how are these personnel identified as Key Persons, what format for their resumes do you want, where are the resumes placed in the Volume I or II, and are these pages counted?

**Answer:**

Personnel are not defined as key persons as not to limit the offeror in their selection of personnel. The government has no intention of defining these qualifications. The offeror shall propose personnel that they believe have sufficient experience and qualifications to perform the work as described in the solicitation. Resumes shall be in Volume I and count towards the page count.

No standard resume format is required, but information presented shall be included as a minimum, the persons work history (including other employers if applicable), certifications, licenses, experience, etc.

Paragraph L7.1.1.B.1.c is added to clarify resumes. Resumes shall be included in the Management Plan and shall count toward the page limitation. No limit is set on the number of resumes, but, at a minimum, should include what the offeror sees as key personnel for successful management of the DBER.

**58. Question:**

Sec. L.1.7, pg. 56/70 Defines a Key Position. I assume that this translates to Key Person(s). If so,

Where are these positions identified in the solicitation?

**Answer:**

Key positions are defined in Paragraph L.1.A. Key person may nor may not fill a key position.

Personnel are not defined as key persons as not to limit the offeror in their selection of personnel. The government has no intention of defining these qualifications. The offeror shall propose personnel that they believe have sufficient experience and qualifications to perform the work as described in the solicitation.

What format is to be used for their resumes?

No standard resume format is required, but information presented shall include at a minimum, the persons work history (including other employers if applicable), certifications, licenses, experience, etc.

Where are the resumes to be placed in the proposal?

Paragraph L.35.1.A.3.a.3 shall be added to clarify resumes. Resumes shall be included in the Management Plan and shall count toward the page limitation. No limit is set on the number of resumes, but, at a minimum, should include what the offeror sees as key personnel for successful management of the DBER.

**59. Question:**

Sec. L.3.1, pg. 56,57/70 provides a geographical utilization.

Are these given to the Offeror to blend labor category rates for the cost portion of the proposal?

**Answer:**

Geographic utilization is intended to give the offeror an idea of where work may occur. The offeror may use this information however they like, but the primary purpose is to permit the offeror to formulate a plan as to how they may cover workload over this geographic area.

**60. Question:**

Sec. L.4.1.a, pg. 57/70, lists the information to be included in Volume1 –p Technical. The sequence and terms (Project Listing, Experience, Management Capabilities) are not consistent with the information in Sec. L.7.1.1.A Technical Expertise and Experience (Project Listing), B Management Experience and Project Approach (Management Capabilities), C Past Performance (Experience). Which sequence and terminology is to be used?

**Answer:**

The correct terminology is as shown in both sections: Project Listing, Management Capabilities and Experience. The order presented shall be as defined in Section L.4.1.a.

**61. Question:**

Sec. L.4.1.b, pg. 57/70 lists the information to be contained Volume 2 – Cost (Items i – vi).

Could you clarify what information listed in Sec. L.7.1.2, pg. 61/70, should be included in each of the items (i – vi)?

**Answer:**

L.7.12 a-k is specific cost information required. L.4.1b (I-vi) is an overall summary.

**62. Question:**

Sec. L.7.1.1.A, pg. 59/70, Technical Expertise and Experience

Is the list of projects limited the Offeror solely, or can it include the experience of the Team?

**Answer:**

The government must be able to evaluate the entire team.

**63. Question:**

Is USACE going to rank the many activities in Section C so that the Offeror can prioritize its list of relative experience?

**Answer:**

The offeror should be able to show the requisite experience or show how the offeror will supply the required services as defined in Section C. There is no priority of experience.

**64. Question:**

Sec. L.7.1.1.B, pg. 59/70, Management Experience

Given the page limit, is USACE looking for a detailed presentation of each plan, or an overview?

**Answer:**

The offeror needs to present sufficient information to allow the government to make a determination whether or not the offeror has sufficient ability to perform the work.

**65. Question:**

What are the relevant “identified” positions listed or defined?

**Answer:**

Key personnel are not defined so as not to limit the offeror in their selection of personnel. The government has no intention of defining these. The offeror shall propose personnel that they believe have sufficient experience a qualifications to perform the work as described in the solicitation.

**66. Question:**

Sec. L.7.1.1.B.2.b., pg. 60/70, Work Load

The workload is expressed in terms of dollars. How can the labor mix, ODCs and subcontractors selection be determined if there is no scope of work?

**Answer:**

The intent is for the offeror to use their workload experience and develop scenarios based on the sample workload. The government will use this information to establish whether the team has the manpower and technical ability to handle this amount of work.

**67. Question:**

Sec. L.7.1.1.B.3., pg. 60/70, Acquisition Management Plan

Does the “**NOTE**” mean that USACE is willing to accept the Team as a non-competitive subcontracting arrangement between the Offeror (Prime) and selected Team Members (Identified Subcontractors)?

**Answer:**

Essentially, yes. It is the offeror’s responsibility, however, to explain why any and all subcontract arrangements are in the government’s best interest. The government reserves the right to disagree with offeror’s interpretation of “government’s best interest”.

**68. Question:**

Sec. L.7.1.1.B.3.b., pg. 60/70, Describe procedures . . .

Is the Offeror to respond based upon whether the Subcontractor has an audited Accounting System with approved purchasing limits, or a Subcontractor with an unaudited/approved purchasing program, or both?

**Answer:**

Prime offeror only at this time.

**69. Question:**

Sec. L.7.1.1.B.3.c., pg. 60/70, Letters of Commitment

Is there a template for this Letter?

**Answer:**

No. The government is evaluating whether your team partners understand and concur with the commitments you are making for them. How an offeror does that is up to them. The documentation of the concurrence is included in the page count.

**70. Question:**

Must the terms and conditions between Offeror (Prime) and Subcontractors include all trickle-down prime contract clauses?

**Answer:**

Yes

**71. Question:**

Must the terms and conditions between Offeror (Prime) and Subcontractors be limited to USACE specified conditions?

**Answer:**

No

**72. Question:**

Sec. L.7.1.1.C, pg. 60/70, Past Performance

Are the 5 projects limited to the Offeror (Prime) solely or can they include projects from the identified Subcontractors?

**Answer:**

The government must be able to evaluate the entire team.

**73. Question:**

Sec. L.7.1.2.b., pg. 61/70, Financial Capabilities

Are these capabilities limited to the Offeror (Prime) solely, or inclusive of the Team (including identified subcontractors)?

**Answer:**

Prime offeror only.

**74. Question:**

Sec. L.7.1.2.c., pg. 61/70, Financial Capabilities

Are these capabilities limited to the Offeror (Prime) solely, or inclusive of the Team (including identified subcontractors)?

**Answer:**

Prime offeror only.

**75. Question:**

Sec. L.7.1.2.d., .e., .f., .g., .h., pg. 61,2/70, Financial Capabilities

Are these capabilities limited to the Offeror (Prime) solely, or inclusive of the Team (including identified subcontractors)?

**Answer:**

Prime offeror only.

**76. Question:**

Sec. L.7.1.2.h., pg. 62/70, pg. 62/70 Attachment J.2

- The portion of Section C referred to, only identifies UXO technicians and Sweep personnel. Are these Key Persons?
- Without a sample project, is the Offeror required to list all labor categories for all possible scenarios identified as activities, or is this list supposed to be limited to selected Key Personnel?

**Answer:**

UXO qualifications are given because they are specifically mandated. There is no room for discussion on the qualifications of UXO personnel. Other personnel are not defined so as not to limit the offeror in their selection of personnel. The government has no intention of defining these qualifications. The offeror shall propose personnel that they believe have sufficient experience and qualifications to perform the work as described in the solicitation.

**77. Question:**

Could you please forward a copy of the approved laboratory list that is referenced in the specifications for the DBER contract (Clause 52.0246-4003, pp 31)?

**Answer :**

Here is the link for the website:

<http://www.wes.army.mil/SL/MTC/ValidatedLabsList.htm>

**78. Question:**

What is Sought on Offeror and Subcontractor Offices - In RFP Sections L.7.1.1.B.2.a.ii and L.7.1.1.B.2.a.iii, Offerors are asked to address location of significant organizational offices and location of relevant offices between the Offerors and their identified Subcontractor(s) organization(s). The meaning of this statement is unclear. Would you please provide additional explanation of what you're looking for in each case, i.e., if the office is relevant to ensuring effective coordination and communication between the Offeror and the subcontractor organization, wouldn't it also be a significant organizational office?

**Answer:**

The intent is geographic coverage and communication ability.

**79. Question:**

Meaning of Unidentified Subcontractor Work - In RFP Section L.7.1.1.B.2.a.vi, the Offeror is asked to “Identify organizational structure that will manage identified or unidentified subcontractor work.” Please provide further insight as to what “unidentified subcontractor work” means?

**Answer:**

The work that the offeror intends to subcontract is not assigned to a team member. The subcontractor to be used has not been determined at the time of contract award.

**80. Question:**

Meaning of Cost Thresholds - In RFP Section L.7.1.1.B.3.a, Offerors are asked to define any “...cost thresholds utilized by the Offeror in the selection of the subcontracted vehicles...” Please provide additional clarification on what is meant by “cost thresholds.”

**Answer:**

The word cost thresholds is changed to cost trigger. Refers to dollars that will or will not be subcontracted out.

**81. Question:**

Clarification of Design-Build Evaluation Criteria - Though this contract is titled “Design Build Environmental Restoration (DBER),” the Section C scope of work essentially mirrors a cradle-to-grave (TERC-type) type procurement. Does the District intend to perform any type of work under this contract individually (for example, a feasibility study of landfill closure alternatives without using the DBER contractor also for design and build aspects of the same landfill closure) or is the nature of the work to be performed more focused on design-build? If the latter, which we presume would be the case for a design-build contract, please clarify what criteria will you use to evaluate the design-build capabilities of the Offerors, as neither Section L nor Section M currently seem to outline what those criteria are.

**Answer:**

The intent is to use this contract as a design build contract. However, the government does not intend to limit its capabilities and shall use the contract to the extent the scope of work will allow.

**82. Question:**

Clarification of Evaluation of Indirect and Direct Rates of Offerors - Some Offerors treat labor for certain positions, such as those identified below, as indirect costs while others

will treat them as direct costs. To provide the District with information sufficient to perform an objective evaluation of Offerors with different policies for managing such costs, the District may wish to consider requesting that Offeror's provide direct rates in RFP Section J, Attachment J.2.a for positions where such policies vary, including:

- President or Vice President
- Contract Administrator
- Subcontract Administrator
- Purchasing Agent
- Accounts Payable Clerk
- Billing Specialist

**Answer:**

If treated as indirect, do not include as a Direct Labor Category. Include explanation in Notes.

**83. Question:**

RFP L.7.1.2.a - Because the quantity of supplies or services and prices is undefined, please elaborate on what is required for the two forms of "Section B". Is it \$8.5 million and \$4.0 million, respectively (based on projected annual expenditures) or some other number?

**Answer:**

Just leave as is \$12.5 M for total contract, no additional breakdown is required.

**84. Question:**

RFP L.7.1 - Are resumes required for this proposal? They are specified in C.1 but are not cited in L.7.

**Answer:**

Paragraph L.35.1.A.3.a.3 shall be added to clarify resumes. Resumes shall be included in the Management Plan and shall count toward the page limitation. No limit is set on the number of resumes, but, at a minimum, should include what the offeror sees as key personnel for successful management of the DBER.

**85. Question:**

RFP L.6.6 - Can foldout pages be half text and half illustration(s) or diagram(s)?

**Answer:**

Yes. No more than 5 foldout pages are allowed.

**86. Question:**

RFP L.7.1.2.c and L.7.1.2.d – Both of these clauses call for filling out Attachment J.4, which is titled “Offeror’s Billings”. Does filling out Attachment J.4 address both L.7.1.2.c and L.7.1.2.d?

**Answer:**

Yes, L.7.1.2.d is the instructions for J.4.

**87. Question:**

RFP L.7.1.2.c – There are no instructions on Attachment J.4. Are the instructions for Attachment J.4 the same as shown in L.7.1.2.d?

**Answer:**

Yes

**88. Question:**

Section L.7.1, 1.A on page 59 requests Offerors to submit a list of projects to demonstrate experience with tasks identified in Section C. May we supply some introductory/explanatory text to our project listing? And if we may supply introductory/explanatory text to the project listing, will this text count towards the page limitation?

**Answer:**

The government’s intent of the project listing is to allow the offeror to show the government that they have more experience than the five (5) detailed projects requested for past performance. Information expected shall be name of project, location, customer and BRIEF description of the services performed by the offeror. Projects for the team members may also be listed as to provide evaluation information for the government. The information in this section shall not count towards the page limitation but shall be limited to no more than ten (10) 8 ½” x 11” pages.

Explanatory text may be included to the extent that it is directly related to the project listing and does not directly discuss abilities covered in other sections of the requirements.

**89. Question:**

While responding to proposal requirements in Section B (Management Experience and Project Approach) and C (Past Performance), may we refer USACE back to our response for Section A (Technical Expertise and Experience)?

**Answer:**

The information requested in the solicitation must be presented in the proposal. If the offeror chooses to reference back to a previous section to respond to a requirement in another section, it is acceptable as long as the location of the referenced information is specific (i.e. page number, paragraph, etc.)

## **SECTION M**

### **90-. Question:**

RFP Section M.4 Paragraph 2 "Evaluation Criteria" indicates that information provided should integrate several items including "...the information provided by the Offeror in the Introductory Narrative referenced in Section L". We have been unable to locate a specific instruction in Section L to provide an "Introductory Narrative". Could USACE please clarify which section in L is specifically being referenced as the "Introductory Narrative"?

#### **Answer:**

There is no need for an Introductory Narrative. The reference is deleted from Section M.4, paragraph 2.

### **91. Question:**

Page 70, Section M, paragraph 2 mentions an Introductory Narrative referenced in Section L. Are we allowed to submit an Introductory Narrative and if so, is this included in the page limitation requirements?

#### **Answer:**

There is no need for an Introductory Narrative. The reference is deleted from Page 70, Section M, paragraph 2.

### **92. Question:**

Page 70, Section M.4 – Item 2 indicates that an Introductory Narrative is referenced in Section L. However, an Introductory Narrative is not referenced in Section L. An Introductory Narrative would be very helpful in tying together the proposal response. Will Baltimore consider allowing an introductory narrative, and if yes, will the introductory narrative be excluded from the page count?

#### **Answer:**

There is no need for an Introductory Narrative. The reference is deleted from Page 70, Section M, paragraph 2.

### **93. Question:**

Evaluation Process – Can you provide any additional insight as to how the proposal will be evaluated and weighed in relation to the oral presentation, i.e., will contractors all start equal after the proposal or will they be ranked? Also, can you provide any information in terms of what percent the proposal and presentation will have on the overall evaluation process, i.e., proposal =50% of weight; presentation =50% of weight, or some other scheme?

**Answer:**

As defined in FAR 15.306 paragraph c, the Contracting Officer shall establish a competitive range comprised of all of the most highly rated proposals. To state that offerors will be considered equal going into oral presentations implies a ranking or order of precedence from the government. This will not be the case. More detail will be given via the amendment to those in the competitive range, but Orals will be used as the discriminating factor for selection and evaluated under the same guidelines as the written proposal. Also note that oral presentations will be considered significantly more important than the written proposal

**94. Question:**

RFP 52.0215-4302 – Key Personnel Subcontractors and Outside Associates or Consultants – Does the Contracting Officer provide consent at the IDIQ contract level, or at the task order level?

**Answer:**

Consent will be provided at the task order level.

**95. Question:**

RFP various Cost or Pricing Data clauses (and other CCPD-related clauses throughout RFP) – If the Corps anticipates receiving multiple bids and making award(s) based on adequate price competition, will clauses related to cost or pricing data be deleted?

**Answer:**

Yes

**96. Question:**

RFP 52.230-2 – Cost Accounting Standards – Since this procurement is a small business set aside, and CAS is not applicable to small businesses; will this clause be deleted?

**Answer:**

Yes, the clause is deleted.

**97. Question:**

General question – Does the Corps anticipate making multiple awards as a result of this solicitation?

**Answer:**

There will be one award based on this solicitation

SECTION A - SOLICITATION/CONTRACT FORM

The required response date/time has changed from 19-Nov-2002 04:00 PM to 26-Nov-2002 04:00 PM.

(End of Summary of Changes)

## LABOR COST MATRIX INSTRUCTIONS

The following instructions shall be used in providing the information requested.

1. **Column one (Government Category):**
  - a. The first six categories are Standard Government positions.
  - b. Continue with those categories identified throughout Section C-STATEMENT OF WORK of the Solicitation. Labor categories are identified identified which Will be required in full or in part throughout the life of the contract. Identify only those categories on staff with the Prime Offeror.
2. **Column two (Contractor's equivalent):**
  - a. The offeror shall list the job title of the personnel which the offeror customarily uses that best matches the description of duties and qualifications listed in Column One.
  - b. The offeror may provide an explanatory note describing job duties and qualifications for those not identified in the Solicitation. (Column One)
3. **Column three (Base Rate):** The offeror shall provide the base labor rate (to be based on direct hourly rate without any mark-ups of any nature being included within the rate).
4. **Column four (Fringe Benefits):** The offeror shall provide the fringe benefit amount (to include payroll taxes, insurance, etc.).
5. **Column five (Subtotal):** The offeror shall provide the sum of columns three and four for each line.
6. **Column six (Home Office):** The offeror shall provide the overhead burden for the labor category for an employee when the normal duty station is the home office.
7. **Column seven (Project Office):** The offeror shall provide the overhead burden for the labor category for an employee when the normal duty station is the project (field) office.
8. **Column eight (G&A):** The offeror shall provide the G&A expense for the labor category.
9. **Column nine (Total Home):** The offeror shall provide the summation of columns 5 plus 6 plus 8.
10. **Column ten (Total Project):** The offeror shall provide the summation of columns 5 plus 7 plus 8.
11. **Column eleven (Note):** The offeror shall provide a reference not number to direct attention to any narrative explanation the offeror wishes to provide.

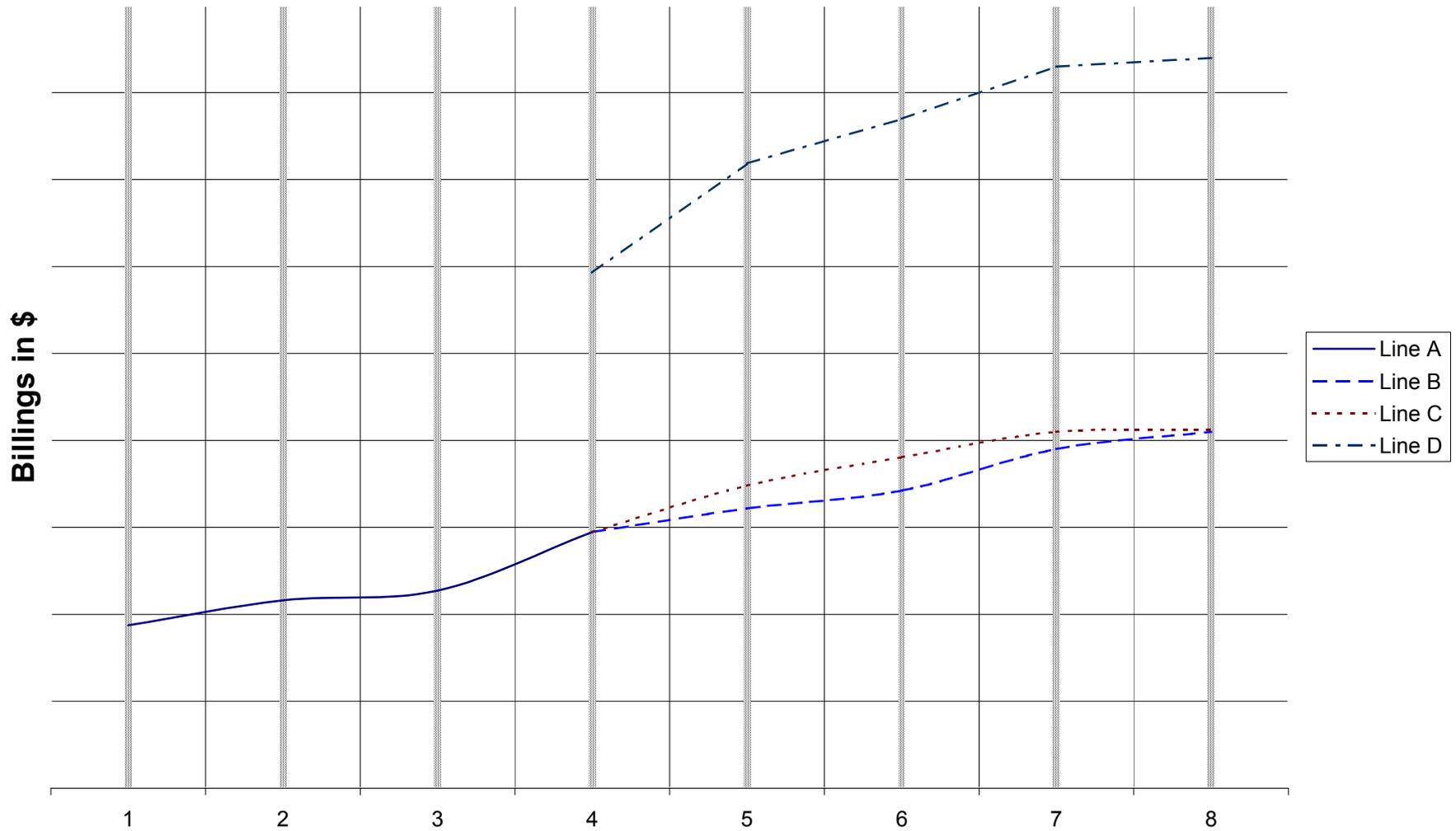
## REALISTIC TASK COST SUMMARY SCHEDULE WITH BURDEN RATES APPLICATION

**PRIME CONTRACTOR:** \_\_\_\_\_

		(1)	(2)	(3)	(4)	(5)	(6)	(7)
		PURE DIRECT COSTS	FRINGE BENEFITS	OVERHEAD	G&A	MATERIALS OVERHEAD OTHER/ETC	TOTAL	REFERENCE NOTES
			Rate (%):	Rate (%):	Rate (%):	Rate (%):		
			Base:	Base:	Base:	Base:		
<b>LABOR</b>	<i>Home Office</i>							
	Professional	\$ 20,927.00						
	Technician	\$ -						
	Labor	\$ 10,309.00						
	Other							
	<i>Project (Field) Office</i>							
	Professional	\$ 40,927.00						
	Technician	\$ 22,472.00						
	Labor	\$ 151,545.00						
Other								
<b>MATERIALS</b>		\$ 205,270.00						
<b>EQUIPMENT</b>		\$ 34,190.00						
<b>SUBCONTRACTORS</b>								
Team		\$ 75,908.00						
Non-Team		\$ 76,362.00						
<b>TRAVEL</b>		\$ 22,945.00						
<b>OTHER DIRECT COSTS (odc)</b>		\$ 4,080.00						
<b>TOTAL</b>		\$ 664,935.00						



# Offeror Billings Past and Future Projections



\*\*See definitions of Lines A, B, C, and D in Paragraph L.35.E.1(b) **Year**