

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 3
2. AMENDMENT/MODIFICATION NO.: 0001	3. EFFECTIVE DATE 4 December 2003	4. REQUISITION/PURCHASE REQ. NO. W81W3G-3289-3499	PROJECT NO. (If applicable)	
6. ISSUED BY USAED-Baltimore District Contracting Division P.O. Box 1715 Baltimore MD 21203-1715	CODE W912DR	ADMINISTERED BY: CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)	9A. AMENDMENT OF SOLICITATION NO. W912DR-04-R-0001	
		X	9B. DATED (SEE ITEM 11) 17 NOV 03	
			10A. MODIFICATION OF CONTRACT/ ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ___ is extended X is not extended.

Offers 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 1 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. 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 FAR43.103(b)
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ___ is not, ___ 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.)

IDIQ Service Contract for Project Controls Support Contract for the Baltimore District

See attached continuation pages.

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)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
BY _____ (signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)	

Amendment No. 0001 to RFP W912DR-04-R-0001
Effective Date: 4 December 2003

Solicitation

Section C – Scope of Work

(1) Paragraph 7.2

Delete paragraph in its entirety and replace with the following:

“The terms of this contract shall be in force for a period of one year, and two options years (if exercised). Following the initial one year period, NAB shall have the option to exercise the option years as needed in accordance with Contract Clause “Option to Extend the Term of the Contract”.”

Section H – Special Contract Requirements

(2) Local Clause, Paragraph entitled “Minimum/Maximum Amount of Contract”

Delete paragraph in its entirety and replace with the following:

“The government guarantees to pay a minimum total of \$20,000.00 (2% of the base year value) under this contract for the base year. The cumulative (maximum) amount of orders for the same period will not exceed \$1,000,000.00 per year. The government guarantees to pay a minimum total of \$10,000.00 (1% of the option year value) under this contract for each additional option year should they be exercised. Maximum limitation for each of the option years, should they be exercised, shall not exceed \$1,000,000.00 per option year.”

Section I – Contract Clauses

(3) Delete Contract Clause 52.219-3, entitled “Notice of Total HUB Zone Set-Aside” in its entirety.

(4) Delete Contract Clause 52.222-44, entitled “Fair Labor Standards and Service Contract Act – Price Adjustment” in its entirety.

Section J – List of Documents, Exhibits and Other Attachments

(5) Exhibit A

Delete Exhibit A in its entirety and replace with the attached revised Exhibit A, entitled “Proposal Submittal Instructions dated 4 December 2003.”

Section L – Instructions, Conditions and Notices to Bidders

(6) Insert the following Local Clause entitled “Discussions”

DISCUSSIONS

Any oral or written communication between the Government and an offeror, (Other than communications conducted for the purpose of minor clarification) whether or not initiated by the Government, that (a) involves information essential for determining the acceptability of a proposal, or (b) provides the offeror an opportunity to revise or modify its proposal will be considered discussions. Such inquiries and resulting clarification, furnished by the offeror, shall be considered part of its proposal.

End of Clause

(CENAB-CT FEB 93)
(FAR 15.601)
(52.215-4060)

(7) Insert the following Local Clause entitled “Competitive Range Determination”

Amendment No. 0001 to RFP W912DR-04-R-0001
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COMPETITIVE RANGE DETERMINATION

The Contracting Officer shall establish a competitive range comprised of the most highly rated proposals, unless the range is further reduced for purposes of efficiency. After evaluating all proposals, the contracting officer may determine that the number of the most highly rated proposals, which might otherwise be included in the competitive range, exceeds the number at which an efficient competition can be conducted.

(CENAB-CT – MAY 00)
(FAR 15.306(c))
(52.215-4051)

ATTACHMENTS:

Revised Exhibit A, entitled “Proposal Submittal Instructions dated 4 December 2003”

PROPOSAL SUBMITTAL INSTRUCTIONS
Revised 4 December 2003

1. General Information:

In response to the solicitation the offerors are required to submit technical, cost and subcontracting plan proposals in accordance with the instructions herein. It is the intent of the solicitation to seek proposals from qualified offerors with experience and excellent performance ratings. The successful offeror will be selected based on the "Best Overall Value to the Government". Proposals will be evaluated on their own merit based upon the criteria factors listed herein, which are described in a descending order of importance.

This source selection may result in award being made to a higher rated, higher priced offeror where the decision is consistent with the evaluation factors and where it is deemed by the Source Selection Authority that the technical superiority, overall business approach, and/or the past performance of the higher priced offer outweighs the benefits of any price difference. The Source Selection Authority, using sound business judgement, will base the source selection decision on a trade-off analysis of the proposals submitted in response to this solicitation in accordance with the evaluation factors established for this solicitation.

Each offeror is required to submit its proposal consisting of the following volumes:

- Volume I – Technical Proposal (3 copies plus original)
- Volume II – Cost Proposal (2 copies plus original)
- Volume III – Subcontracting Plan (1 copy plus original)

Proposal submission envelopes and/or boxes shall be properly identified with the following information:

Date of Opening: _____

Time of Opening: _____

Proposal for: W912DR-04-R-0001

a. The offeror is expected to completely analyze the information contained in this Request for Proposal (RFP) as guidance for the preparation of the proposal. The Offeror's proposal must reflect a thorough understanding of the requirements and display a logical plan to accomplish the tasks of the contract.

b. The objective of these proposal requirements is to define format and content requirements to provide a uniform basis for evaluation of the technical areas. A clear, concise response to all requirements is required. Merely stating intent to comply with the specification or to perform the stated tasks is insufficient and may result in the proposal being evaluated as unacceptable.

c. The proposal shall be prepared as an independent, self-contained document. The offeror shall develop a plan conforming to the requirements of the specification and directions contained in the proposal requirements. The proposal shall be printed in the following format:

- (1) 8.5" x 11" paper printed on one side only
- (2) Pages should be sequentially numbered.
- (3) Top and bottom margins set at 1.0" exclusive of headers and footers
- (4) Left and right margins set at 1.0"
- (5) Minimum font size: 12 point
- (6) Minimum line height (font height plus leading): 1 standard or normal line as defined by offeror's word processing software
- (7) The Technical proposal shall not exceed 50 pages and the cost proposal has no page limitation
- (8) Each volume shall be separately bound in such a fashion that the Government can detach sections and subsections without tearing pages.

(9) No cost or pricing information will be included in the technical proposal

d. Price, Technical and the Subcontracting Plan Proposal Volumes must be received no later than 4:00 P.M. local time on the date established on the SF 33 of this solicitation. The envelope shall be clearly marked with the request for proposal number W912DR-04-R-0001, and submitted to the following address:

Contracting Division
ATTN: CENAB-CT-A
Civil Works Team (D. Leketa)
10 S. Howard Street, Room 7000
Baltimore, MD 21201

e. A cover letter may accompany the proposal to set forth any information the offeror wishes to bring to the attention of the Government. **Any exceptions or deviations** to the Scope of Work Statement (Section C) or other provisions of this solicitation shall be clearly set forth in this cover letter.

2. Evaluation Process

Proposal Compliance Review. This review will assure that all required forms and certifications are complete and that the technical, price and subcontracting plan proposals have been received. Offerors are advised that the evaluation and rating of all proposals will be conducted in strict confidence.

Technical Qualifications. Volume I shall be reviewed, evaluated and rated by a Technical Evaluation Committee (TEC) established by the Source Selection Authority (SSA). Offerors submitting proposals for this project should limit submission to data essential for evaluation of proposals. Incomplete proposals or failure to submit all data indicated below might result in a lower rating, and/or be cause for determining a proposal to be incomplete and therefor not considered for subsequent award. Technical proposals shall be evaluated based upon the following factors. All factors will be rated and are listed in a descending order of importance.

- A. Past Performance
- B. Experience
- C. Management and Administrative Plan and Strategy

Price. Volume II will be evaluated by a Cost Evaluation Committee (CEC) established by the Source Selection Authority (SSA). Proposal shall be evaluated utilizing price analysis techniques. Prices in an offeror's proposal are required to be reasonable for the work to be performed and consistent with relevant elements of the technical proposals. The Government will evaluate price proposals separately and simultaneous to the technical proposal evaluation. Price will not be scored.

Subcontracting Plan. Volume III shall be reviewed by the Small Business Evaluation Committee (SBEC) established by the Source Selection Authority (SSA). The committee will evaluate the subcontracting plans submitted in accordance with FAR 19.7. To be considered qualified, Large Businesses must submit a satisfactory subcontracting plan. Failure of a Large Business to submit and negotiate an acceptable Subcontracting Plan shall make the offer ineligible for award of a contract.

Trade-off Analysis: After all above evaluations are complete, the Source Selection Evaluation Board (SSEB) will then consider all factors to determine which offeror has the proposal that represents the best value to the Government. The Government intends to award a contract to the offeror offering the most advantageous proposal to the Government considering that all the Technical Evaluation Factors when combined are significantly more important than price.

The Government reserves the right to reject any or all proposal at any time prior to award, to negotiate with offerors in the competitive range, and to award a contract to the offeror with the most advantageous proposal.

Offerors are advised that it is the intent of the Government that an award will be made without discussions. However, the Government reserves the right to hold discussions if it determines that discussions are necessary.

Therefore, proposals should be submitted on the most favorable terms which the offeror can submit to the Government. Do not assume you will be contacted or afforded an opportunity to clarify, discuss, or revise your proposal.

Offerors submitting proposals for this project should limit submissions to data essential for evaluation of proposals. However, in order to be effectively and equitably evaluated, the proposals must include information sufficiently detailed to clearly describe the offeror's past performance, experience and management and administrative plan and strategy to successfully complete the project. Requirements stated in this Request for Proposal (RFP) are minimums, unless otherwise stated. Innovative, creative or cost-saving proposals that meet or exceed these requirements are encouraged and will be rated accordingly.

All proposal materials shall be submitted in binders with a table of contents and tabbed section dividers. The sections shall parallel the submission requirements identified.

3. Submission Criteria

A. PAST PERFORMANCE

1. Provide evidence of quality past performance of government work performed commensurate in size and scope to the Statement of Work (Section C).
2. Provide evidence of the company's sound financial management of previous government projects commensurate in size and scope to the Statement of Work (Section C).
3. Provide evidence of quality and timely past performance of government support commensurate in scope to the subject Statement of Work (Section C), including, location and performance period.
4. Provide a minimum of three (3) references from three separate past or on-going contracts. Include as a minimum, organization name, position name, title, email address, mail address, and telephone number.

B. EXPERIENCE

1. Describe your experience as the prime contractor in supporting government organizations in the manner commensurate to the subject Statement of Work (Section C) tasks, especially at the Corps of Engineers District/Division level.
2. Describe your experience with and knowledge of the Corps of Engineers project management process; relating that experience to your ability to enhance NAB's management, coordination, implementation, analysis and administration of Civil Works, Military, and Environmental programs.

C. MANAGEMENT AND ADMINISTRATIVE PLAN

1. Describe how the contract support staff would be structured.
2. Describe the educational and work experience of the individuals that would support each of the areas requested (reference Statement of Work, Section C). Provide resumes for all proposed key personnel. Identify each individual's availability and provide copies of employment agreements.
3. Describe the process you plan to recommend for use to ensure timely and effective communication, as well as quality control and process improvement. If appropriate, the contractor may reference a sample management plan.
4. Describe company policies, and any other pertinent information, on obtaining and retaining quality professionals to support government requirements commensurate in scope to the subject Statement of Work (Section C). Describe how you would address changeover in contract personnel such that impacts to the government on executing the subject Statement of Work are minimized or non-existent.

5. Provide a sample management plan addressing the two sample tasks identified at Attachment B of the Statement of Work.

4. Price Proposal requirements.

Offeror's price proposal shall include:

- (1) The Offer, Standard Form 26,
- (2) The completed Schedule, (Section B), Supplies or Service Price/Cost,
- (3) Signed and completed Representations and Certifications, Section K of the solicitation.

5. Subcontracting Plan Proposal requirements.

Large Business offerors shall submit a subcontracting plan in accordance with Contract Clauses 52.219-8 and 52.219-9. To be acceptable, plans must adequately address the six required statutory elements and provide sufficient information to enable the Contracting Officer to answer affirmatively questions A through H of Appendix DD, AFARS 5119.705. Offerors may use the attached sample Subcontracting Plan Format, which is included as an attachment in Section J of this solicitation as a guideline.

The Percentage goals for this solicitation apply only to the total dollar value of the work being subcontracted.

The current Baltimore District small business goals for this project are 45%. Of that 45% goal, at least 20% is to be placed with small disadvantaged businesses, including historically black colleges and universities or minority institutions, 10% with women owned small businesses, 3% is to be placed with veteran owned small businesses, 3% is to be placed with HUB zone businesses and 3% is to be placed with service disabled veteran small businesses.

The original subcontracting plan shall be placed in a separate envelope.

6. Evaluation of Proposals

1. PAST PERFORMANCE:

The offeror must submit information that demonstrates that they have satisfactory performance on similar projects within the last five (5) years. The Government considers that submissions of sites that are relevant in size, and have a satisfactory performance rating as meeting the minimum qualifications of this RFP.

Favorable consideration will be given for performance ratings that exceed a "satisfactory" level or performance. Submission of projects that indicate DoD or Federal experience is highly desirable.

2. EXPERIENCE:

The offeror must submit information that demonstrates that they have relevant experience of similar size and complexity or large/more complex experience with satisfactory performance on projects within the last five (5) years.

Favorable consideration will be given to an offeror that exceeds the Government's submission requirements by submitting information that demonstrates detail to planning, managing and performing quality work, and address potential risks or problems that might arise and how they would handle them.

3. MANAGEMENT AND ADMINISTRATIVE PLAN AND STRATEGY:

A proposal would be considered as minimally meeting the requirements of the solicitation if it includes a quality control plan, resumes of the project manager and key staff personnel, utilization and work load strategies, Organizational chart, and a description of the communication systems.

Favorable consideration will be given to an offeror that has considerable project controls experience amongst the submitted key personnel.

7. COST/TECHNICAL TRADE-OFF ANALYSIS

After all of the evaluations are complete, the Source Selection Evaluation Board will then consider all factors to determine the proposal that is most advantageous to the government, price and other factors considered. The Board will compare the relative advantages and disadvantages of the technical proposals and compare prices in order to conclude which proposal represents the overall best value to the government.