

SECTION L – INSTRUCTIONS TO OFFERORS

L-1 PROPOSAL PREPARATION

- 1.0 General Instructions:** This section provides general guidance for preparing proposals, as well as specific instructions on the format and content of the proposal. Throughout this section, the term “offeror” means the prime contractor submitting the proposal. The offeror’s proposal must include all data and information requested and must be submitted in accordance with these instructions. Any offeror who submits an incomplete package may be considered unacceptable. The offer shall be compliant with the requirements as stated in the Request for Proposal (RFP). A proposal that is sufficiently documented to support cost/price and technical requirements in a complete, orderly, and specific detailed manner will enable the Government to perform a thorough and fair evaluation. Non-compliance with the instructions and RFP may result in an unfavorable proposal evaluation and may be grounds to eliminate the proposal from consideration for contract award.
- 1.1 Type of Acquisition:** This acquisition is a competitive Women-Owned Small Business Set-Aside. For this acquisition, selection of the best value offeror(s) will be made using Lowest Priced Technically Acceptable (LPTA) procedures with the technical factor evaluated on an acceptable/unacceptable basis.
- 1.2 Discrepancies and Ambiguities:** If an offeror believes the requirements in these instructions contain an error, omission, ambiguities, or are otherwise unsound, the offeror shall immediately notify the CO in writing with supporting rationale no later than 10 calendar days after the RFP release.
- 1.3 Mistakes:** Mistakes in offeror’s proposal shall be handled in accordance with FAR 14.407-4 as referenced in FAR 15.508.
- 1.4 Pre-proposal Questions.** All questions prior to proposal submittal must be submitted to the POC’s in paragraph 1.9 no later than 29 May 2020 by 10:00 a.m. (local San Antonio, TX).
- 1.5 Postponement of Proposal Closing Date:** If a determination is made to postpone a proposal closing date, an announcement of the determination shall be posted to the Electronic Posting System (EPS) and, if practicable, before issuance of a formal RFP amendment otherwise communicated to prospective offerors.
- 1.6 Post-Award/Pre-Performance Conference:** A post-award/pre-performance conference will be scheduled by the Contracting Officer (CO) and held prior to the commencement of any work at that installation under the awarded contract. The offeror or their duly authorized representative is required to attend the post-award/pre-performance conference.
- 1.7 Discussions:** When discussions or requests for revised offers are not conducted or requested by the Government, the prices identified in Schedule B shall be valid through the proposal acceptance period (SF 1442 Block 13D).
- 1.8 Contract Document:** Sections K, L and M apply to the solicitation phase only; therefore, they will not be a physical part of the resulting contract.
- 1.9 Points of Contact (POC):** The POC for this acquisition is Andrew S. Sorensen, Contracting Officer (CO), and Christopher Henry, Contracting Specialist (CS). Written requests for clarification may be sent to the CO/CS:

CHRISTOPHER HENRY
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502 CONS/JBKAD
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L-2 PROPOSAL PREPARATION INSTRUCTIONS

- 2.0** The proposal package must be completed and returned to the address in Block 7 of the SF 1442 addressed to the POC's in Section 1.9, prior to the time set for closing of proposals, see Block 13A of the SF 1442.
- 2.1** To assure timely and equitable evaluation of proposals, offerors must follow the instructions contained herein. Proposals must be complete, self-sufficient, and respond directly to the requirements of this solicitation. Alternate proposals will not be accepted. The response shall consist of two (2) separate volumes; **Volume I** – Executed Contract Documentation and Price Proposal, **Volume II** - Technical Proposal.
- 2.2** The Contracting Officer has determined there is a high probability of adequate price competition in this acquisition. Upon examination of the initial offers, the Contracting Officer will review this determination and if, in the Contracting Officer's opinion, adequate price competition exists no additional cost information will be requested and certification under FAR 15.406-2 will not be required. However, if at any time during this competition the Contracting Officer determines that adequate price competition no longer exists; offerors may be required to submit information to the extent necessary for the Contracting Officer to determine the reasonableness of the price.
- 2.3 Format for proposal Volumes I and II shall be as follows:**
- 2.3.1** USE OF USPS, UPS, FedEx or any other COMMERCIAL SYSTEMS TO TRANSMIT SOURCE SELECTION SENSITIVE INFORMATION: To facilitate review and evaluation for this source selection the Government proposes to transmit data via commercial systems. Distributed material will be identified as source selection sensitive and distribution will be strictly limited to appropriate personnel, and shall be encrypted per AFFARS MP 5315.3 paragraph 1.4.2.2.3. Should any contractor object to their proprietary information being shared between source selection evaluators and advisors via commercial email as described above, please advise the either of the Contracting Specialists or the Contracting Officer using the contact information above.
- 2.3.2** *HAND-CARRIED PROPOSALS NOTICE:* Offerors are cautioned that Joint Base San Antonio - Lackland (JBSA - LAK) has stringent visitor control procedures requiring individuals not affiliated with the installation to obtain a visitor pass and be cleared by the Government point of contact to be visited prior to entrance. A request with at least **3 business days prior to entry** must be received for an offeror to gain entrance onto JBSA - LAK. If within 3 business days prior to the proposal due date and time, offerors may try and schedule a time with the points of contact to pick up the proposal at the Visitor Center. It is possible the point of contact may not be available to clear offerors for entrance or pick up proposals, which may prohibit submission of hand-carried proposals; consequently, offerors electing to hand-carry their proposals for submittal just prior to closing time do so at their own risk.

2.3.3 The proposals will be on 8 1/2" x 11" paper, white or ivory stock. Charts, tables or diagrams may not exceed 11" x 17."

2.3.4 A page is defined as one face of a sheet of paper containing information. This includes all appendices, charts, graphs, diagrams, tables, photographs, etc., unless placed on 11" x 17" sheets, in which case they will be counted as two pages. Covers for factors, tables of contents, indices, title pages, cross reference indices, and section dividers/tables will not be included in the page count if they are inserted solely to provide ease to the reader in locating factors/sections of the proposal. They will be counted if they contain any other information, (e.g. diagrams, extraneous data, etc.). Pages marked "This page intentionally left blank" will not be counted.

2.3.5 Type face shall not be less than 12 font, with 1" margins on all sides. Smaller, legible font size, no smaller than 6 point, may be used for charts and tables.

2.3.6 Elaborate formats, bindings or color presentations are not desired or required. Company Name and solicitation number shall be included in the header of each page. Each volume will be labeled with the following format: FA301620R0036, Volume I Executed Contract Documentation or Price Proposal and Volume II Technical Proposal. See Table Below for specific number of copies and pages, etc.

TITLE	# OF COPIES	MAXIMUM # OF PAGES
Volume I: Executed Contract Documentation and Price Proposal	Original, 1 DVD or CD disk, and 1 paper copy.	No page limitation
Volume II: Technical Proposal	Original, 1 DVD or CD disk, and 1 paper copy.	10 pages

2.3.7 Pages Counted. Each page shall be counted except for the following:

- (a) Cover pages
- (b) Table of Contents
- (c) List of Figures
- (d) Glossaries
- (e) Tabs
- (f) Dividers
- (g) Blank pages

2.3.8 Electronic copies shall be searchable documents compatible with Adobe Reader 9 and/or Microsoft 2007. The documents shall be delivered in a DVD or CD disk; no other electronic storage medium will be acceptable.

2.3.9 Proposal revisions shall conform to the requirements of this section and must be clearly marked to show the changes, on different color stock as directed by the Contracting Officer.

2.3.10 Documents submitted in response to this solicitation must be consistent with the following:

2.3.10.1 Requirements of the solicitation, and government standards and regulations pertaining to the specification.

2.3.10.2 Evaluation Factors for Award in Section M of this solicitation.

2.3.10.3 Any limitation on the number of proposal pages. Pages exceeding the page limitations set forth in this Section L will be removed from the proposal and not read or evaluated.

2.3.11 The estimated magnitude of construction for this project is between \$1,000,000 and \$5,000,000.

3.0 SUBMIT THE FOLLOWING:

VOLUME I – EXECUTED CONTRACT DOCUMENTATION AND PRICE PROPOSAL

Tab 1 – SF 1442. Complete applicable blanks. In doing so, the offeror accedes to the contract terms and conditions as written in the RFP Sections A through J. These sections constitute the model contract.

Tab 2 – Section B. Insert the proposed price to provide a complete and usable end product in accordance with the terms and conditions stated in this solicitation. Offerors who do not comply with this requirement shall be considered unacceptable and not eligible for award.

Tab 3 – Section C through J. Complete applicable blanks, the offeror shall submit only those pages that require a fill-in.

Tab 4 – Section K. Complete the representations, certifications, and acknowledgments. Section K shall be returned in its entirety.

Tab 5 – Acknowledgement receipt of all amendments issued to this solicitation in box 19, print name and title of authorized person to sign offer in box 20A, and signed box 20B and date box 20C on the SF 1442 to be submitted with this proposal.

Tab 6 – The offeror shall prepare the Construction Cost Estimate Breakdown (Attachment 7) detailing their individual cost elements, including but not limited to: materials, equipment, labor, overhead, profit, and bonds. The line item estimate shall include unit prices and quantities for each cost line element prepared and submitted in a format similar to RSMeans.

Price Factor: The Total Evaluated Price (TEP), which will be calculated by multiplying the quantities for CLIN 0001 by the CLIN's unit price to determine the total amount for CLIN0001. The same calculation process will be used for any subsequent CLINs, including those marked as option. The total amount for CLIN0001 and all option CLINs will then be summed to equal the TEP.

VOLUME II -TECHNICAL PROPOSAL

Technical Proposal. Each Offeror shall submit a technical volume with its proposal IAW the format below. Offerors are cautioned that the Government will only use data provided by each Offeror in this volume in the technical evaluation. By your proposal submission, you are representing that you will perform all the requirements specified in the solicitation. It is not necessary or desirable for you to tell us so in your proposal. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation.

Technical Factor. All the requirements specified in the solicitation are mandatory. The contractor shall address the proposed approach to meeting the minimum performance or capability requirements of each technical factor. Marketing presentations are not wanted and will not be evaluated. Hard and

compelling evidence of capabilities is required to receive credit for the evaluation factor. Legibility, clarity, and coherence are very important. Offerors are strongly encouraged to provide as specifically as possible, the actual methodology to be used for accomplishing and satisfying the requirements.

Offerors must meet the standards for each sub-factor below in order to be rated “technically acceptable”. For the technical proposal to be rated as “Acceptable”, the technical factors and sub-factors must be rated acceptable. If any technical sub-factor is rated “Unacceptable,” the overall proposal will be rated as “Unacceptable.”

Tab 1 – Technical Sub-Factor 1: Proposed Schedule and Project Narrative.

Description: Provide a proposed schedule that captures the major elements of work described in the statement of work, deliverables, and specifications to complete the project at minimum within the allotted period of performance (or sooner) and any other scheduled timelines for deliverables. The project narrative shall provide additional details to milestones and clarification to the work or deliverables included in each of the major elements of work in the proposed schedule.

Tab 2 – Technical Sub-Factor 2: Redacted Project Line Item Estimate.

Description: Provide a redacted copy of the line item estimate submitted in the pricing volume. The line item estimate shall include quantities and be redacted to exclude cost elements such as unit prices and total costs for labor or materials, overhead, profit, bonds, and company name(s) / logo(s).

(End of instructions)