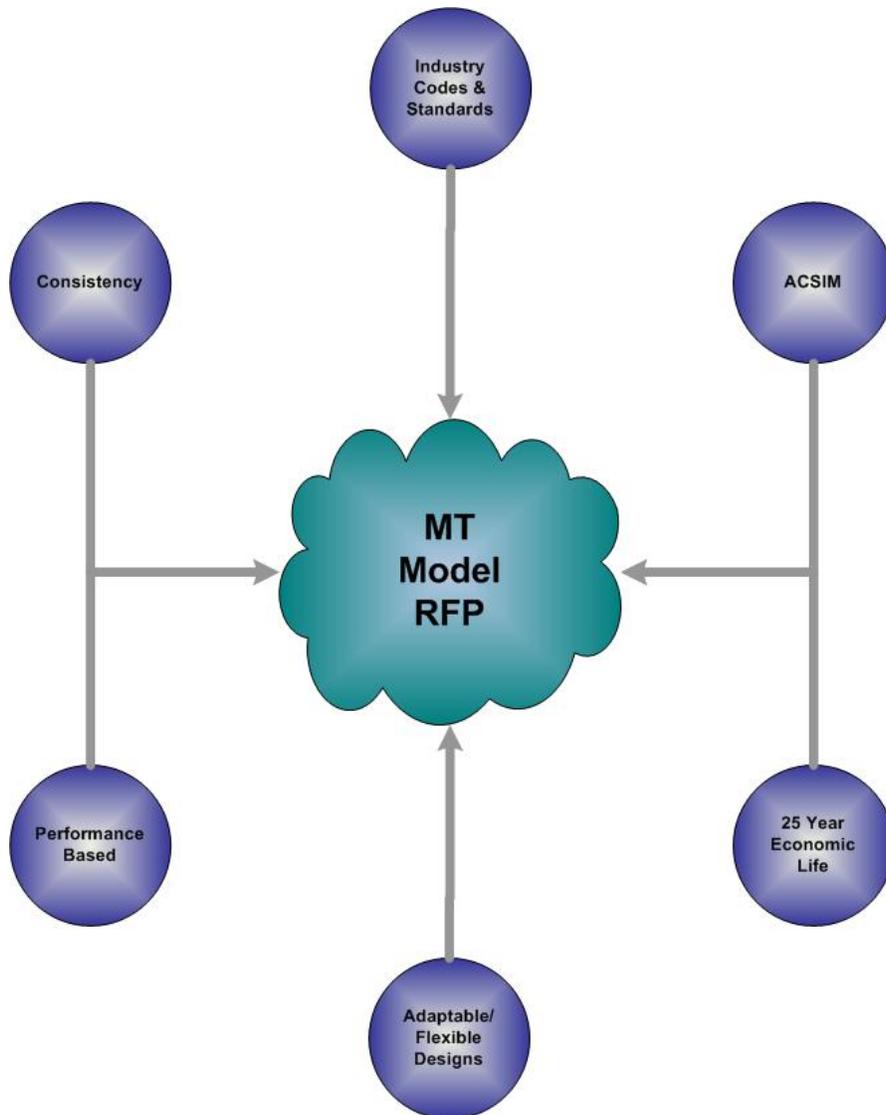




US Army Corps
of Engineers®

MILCON BUSINESS PROCESS MODEL RFP IMPLEMENTATION GUIDE



(VERSION 4.0)

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1.0 RFP Intent

The purpose of the Implementation Guide is to provide mandatory guidance for developing the “Request For Proposal” documents for all Army Military Construction (MILCON) projects utilizing the Model RFP. Use of the RFP Wizard is mandatory for all Army MILCON projects executed using the Design-Build (D-B) acquisition process regardless of the facility type. The Wizard is capable of producing non-standard facility type RFPs.

Additionally, the guide provides information on the MILCON Business Process (MBP), Information on Type of Construction, Program Intent, and Implementation DO's and DON'Ts. The entire PDT should be familiar with this guide. It is extremely important that all PDT members understand the intent in order to make decisions that will meet the Army's mandates.

1.1 Department of Army's Requirements for the MILCON Business Process

The MILCON Business Process (MBP), formally known as MILCON Transformation (MT), is the project delivery process the Army uses to provide quality, adaptable and sustainable facilities in less time and at lower cost. Key to this effort is the standardization of processes and facilities as well as the adoption of private sector best practices.

The MBP puts an increased emphasis on:

- Master planning and requirements definition
- Consistency and standardization of both processes and facilities
- Communications between the Army and industry partners
- Begin construction (turn dirt) within the year of the appropriation
- Complete construction within 18 months of contract award
- Use best-value design build as the acquisition strategy
- Maximize the use of industry standards, codes, and practices

MBP will ensure the Army has facilities and infrastructure necessary to provide Commanders with the capabilities to achieve national defense strategy objectives. These facilities will ensure Soldiers and their families have the quality of training and quality of life facilities commensurate with their service.

1.1.1 Design-Build

The Corps and the Office of the Assistance Chief of Staff of Installation Management (OACSIM) have concluded that D-B acquisition is an effective tool to meet the schedule constraints associated with the Army's initiatives.

1.1.2 Performance-Based

The RFP Wizard technical requirements are primarily performance based. This leaves creativity and innovation open to the contractor – thus allowing for greater cost and time savings. Additionally, it allows for the contractor to make decisions regarding materials and methods given the current economic climate.

1.1.3 Consistency Is Essential

Industry forums have been held throughout the US where the primary frustration expressed by contractors was the inconsistency throughout the Corps, even for similar projects within the same district. In order to create as much consistency as possible, criteria for all facilities and site improvements, as well as solicitation and contract requirements have been developed and are provided by the Model Request for Proposal (RFP). The RFP criteria listed in the Statement of Work (SOW), Section 01 10 00, is divided into three parts- functional, technical, and site specific. The functional and technical requirements are established by Headquarters- USACE and cannot be modified by the executing Division/District. These criteria are provided in paragraphs 1 and 3 (functional) and paragraphs 4 and 5 (technical). Establishing mandatory SOW criteria provides design criteria consistency and uniformity for the entire program. Paragraph 3, Functional & Operational criteria, is not simply a placeholder for the Army Standard or Standard Design. It is more in line with an architectural program or translation of the standard criteria into a biddable execution package. This includes functional and space adjacencies, narrative facility specific criteria, and concept of operations. Paragraph 6 includes site specific requirements. The “site specific” and “installation specific” part of the SOW is to be modified by the executing Division/District. Site specific and installation specific items include:

- Geotechnical Reports
- Existing Infrastructure developments
- Site location
- Installation aesthetics & character desired
- Special environmental requirements
- Special vehicle access
- Acceptable construction staging locations
- Specific terrorism or other security threats
- As-built drawings of existing utilities and other facilities
- Installation permit processing
- Real Estate, Contracting, Engineering/Construction, Project and Program Management and other Divisions within the District will be required to provide project specific information

1.2 RFP Wizard

The purpose of the RFP Wizard is to provide a consistent way to meet all mandatory criteria for developing D-B RFP documents for Army MILCON.

SPS is still mandatory for sections 00 21 00 through 00 73 00. The wizard will help in developing these sections by "filling in the blanks" and saving in a rich text format for cutting and pasting into the SPS system.

For more information on the development and use of the Model RFP and the Wizard, sample RFPs, a Summary of Revisions and Model RFP Evaluation and Field Execution Guides see the following:

Model RFP Home Page at:

<http://mrsi.usace.army.mil/rfp/SitePages/Home.aspx>

Model RFP Implementation Guide at:

<http://mrsi.usace.army.mil/rfp/Shared%20Documents/Forms/MBP.aspx>

1.2.1 Benefits

- The RFP Wizard helps in speeding up the process of compiling the overall RFP both from a contractual standpoint and a project management perspective.
- Ensures consistency throughout project delivery.
- Ensures that changes to overall Corps policies regarding Design and Construction are distributed nationwide in a timely fashion as the update is done in one location.
- Allows the COS to incorporate lessons learned quickly to the overall Model.
- Capable for the use with all facility types not just standardized facilities.
- Provide consistent capability for generating amendments for each section.

2.0 Contract Line Item Schedule

2.1 Items in the Contract Line Item (CLIN) Schedule

2.1.1 Base Offer

The Base Offer consists of itemized costs for design, site work, construction costs, and furniture, fixtures and equipment (FF&E). The CLIN Schedule must be set up as simply as possible while capturing essential components of the design-build project. Design and site work are generally individual line items for the entire contract, except when costs must be broken out due to separate funding or authorization documents. The construction cost and FF&E cost for each facility type, including ancillary facilities, other than UEPH, COF, BN/BD HQ, EPDF and TEMF, shall be on separate line items. Note that Districts and Centers of Standardization are separately required to report the associated costs for "design" to HQUSACE, CECW-EC, for Cost Planning and Programming research. Please include an explanatory note in the CLIN Schedule that describes what is considered "design cost" vs. designer coordination during construction.

Here is a sample note for the CLIN Schedule:

Note: CLIN 1, "Design of ____" includes costs for efforts related to the design of the _____, as well as any related costs for the constructor's coordination during design (**see Section: Design After Award**). Distribute costs for the designer's role during construction into the construction CLIN's, as appropriate for those efforts, including any costs associated with inspections, submittals, and as-built documentation, etc. In general, include engineering and designer costs for efforts after the Design Complete or Issued for Construction documents in the construction CLIN's, not in the Design CLIN(s).

2.1.2 Options

Do not split design and construction of any project element into an Option. Design-Build is a construction contract with construction appropriations; therefore the Corps must award both design and construction, not just "design" of any project feature. Awarding only design is a violation of the Brooks Act for acquisition of design services and is also a funding violation.

2.1.3 Contract Duration

The contract duration will be established as the number of calendar days after the Notice to Proceed as proposed by the contractor in the accepted proposal not to exceed 720 calendar days, for example. Typically contract duration will not exceed the number of days as follows:

Projects under \$5M should not exceed 365 calendar days,

Projects between \$5M - \$30M should not exceed 540 calendar days,

Projects greater than \$20M should not exceed 722 calendar days.

See guidance for Section 00 73 00 for additional information.

2.2 Sample Notes for CLIN Schedule

These CLIN Notes should be revised by Contracting as applicable to the solicitation.

1. To better facilitate the receipt and proposal process, all modifications to proposals are to be submitted on copies of the latest Contract Line Item (CLIN) schedules as published in the solicitation or the latest amendment thereto. In lieu of indicating additions/deductions to line items, all Offerors should state their revised prices for each item.
2. Offerors must insert a price on all numbered items of the CLIN Schedule. Failure to do so may result in the offer being unacceptable.
3. **CONDITIONS GOVERNING EVALUATION OF OFFERS AND AWARD OF CONTRACTS:** The Government may require the delivery of the numbered line items, identified in the schedule as option items, in the quantity and at the price stated in the schedule. Subject to the availability of funds, the Contracting Officer may exercise the option by written notice to the Contractor within the time indicated below from the Notice to Proceed:

4. All the extensions of the unit prices shown will be subject to verification by the Government. In case of variation between the unit price and the extension, the unit price will be considered to be the offer.
5. CLIN 1, Design of BCT, includes costs for efforts related to the design of the complex, as well as any related costs for the constructor's coordination during design (see Special Contract Requirement (SCR): *Constructor's Role During Design*). The Offeror shall distribute costs for the designer's role during construction into the construction CLIN's, as appropriate for those efforts, including any costs associated with as-built documentation. In general, include engineering and designer costs for efforts after the Design Complete or Issued for Construction documents in the construction CLIN's.
6. Include all costs for coordination and accommodation of Government-Furnished, Government-Installed Equipment, as described in Section 01 10 00, in the Contract Line Items for construction of the associated facility type.
7. CLIN 7, the option for the Contractor to install the Furniture, Fixtures, & Equipment (FF&E), includes only the installation of Government purchased items. Payment under Item No. 10 will be at the contract lump-sum price and will constitute full compensation for the work associated with "Installation of FF&E Items". The Government will order the FF&E items using the forms developed by the Contractor in the FF&E package. The Contractor shall accept delivery of the items at the job site, unload the items, inventory it, and install it. The cost to prepare the FF&E shall be included in CLIN 1, Design of BCT.
8. The Offeror shall propose a total integrated contract duration in number of calendar days after the Notice to Proceed (NTP) is received by the Contractor, whether via electronic means or hard copy, whichever is the earliest method of delivery. The total number of proposed calendar days for design and construction through completion, ready for turnover shall not exceed 540 calendar days. The proposed duration shall become the mandatory contract duration. The Government may issue the NTP via e-mail or Facsimile (FAX) or by other means. Day number 1 is the day after the date of receipt of the NTP. See also Sections 00 22 10 and 00 22 20 and SCR: COMMENCEMENT, PROSECUTION AND COMPLETION OF WORK.
9. At the discretion of the Government, the Government may require the Contractor to perform the work identified as Optional line item(s) (CLIN(s) XXXX through XXXX) at the price(s) stated in the CLIN Schedule. The Contracting Officer may exercise one or more of the Option(s) by written notice to the Contractor within XXX calendar days after the date of the acknowledgment of the Notice to Proceed by the Contractor. There is no separate completion period for these options and the work included therein shall be completed within the contract duration as proposed above. *(ALTERNATE: As an alternate, alternate language, such as the following, may be substituted: "The Contractor and the Government may establish a separate completion period for installation of the FF&E, depending upon when the Contractor provides the information necessary for the Government to order the FF&E and for the period required to order and deliver the FF&E).* Exercise of the Option(s) shall be evidenced on Standard Form 30, citing this CLIN Schedule note as the authority for exercising the

Option. The Option shall be deemed exercised at the time the Government deposits the SF30 in the mail or, if earlier, at the time it is delivered to the Contractor.

3.0 Roles & Responsibilities

3.1 OACSIM – Office of the Assistant Chief of Staff for Installation Management

Provide policy guidance and program management on all matters relating to overall management and resourcing of Army installations worldwide. Ensure the availability of efficient, effective base services and facilities.

3.2 IMCOM – Installation Management Command

Manage Army installations to support readiness and mission execution – provide equitable services and facilities, optimize resources, sustain the environment and enhance the well-being of the Military community. IMCOM will review and be required to endorse Installation requests for deviation, variation, addition, or other modifications to the Model RFP Requirements and forward same to ACSIM for approval.

3.3 Installation – Base, Camp, Fort, Depot, or other DOD Facility

The Public Works Directorate staff at the physical location where the new facility is to be constructed.

3.4 PEO – Program Executive Office

The PEO is comprised of officially designated individuals who control changes, alterations, and additions to the Model RFP. This group also interacts with all technical and facility proponents and ACSIM in making decisions on Installation requests for changes to, or deviations from, the Model RFP. For additional information on contacting the PEO, coordinate a request through the local MSC to the HQ PID. Current PEO POCs are as follows:

Ms. Ana Ortega, HQUSACE	Program Manager and MBP Lead (CEMP-IA)
Mr. Scott Wick, HQUSACE	COS Program Manager (CECW-CE)

3.5 COS – Center of Standardization

The USACE District officially designated as the repository for expertise of a particular facility type. The COS staff are responsible for maintaining, updating, and managing criteria for the assigned facility type. COS staff shall also manage, update, and maintain the appropriate Paragraph 3 of the Model RFP to assure consistency and inclusion of any updates to the standards. COS staff shall review all facility related requests for changes to the Model RFP and provide technical advice/feedback to the PEO prior to their action.

3.6 PM – Project Manager

The individual designated as the Team Leader in the Activity responsible for the construction of the subject project. Individual is responsible for all activities related to the project and facilitates successful completion of the project within the executing Activity. Individual is the point of contact for all interfaces with higher headquarters, customers, and users.

3.7 Preparer – Agency, Office, or Activity Preparing the Project Solicitation

The U.S. Army Corps of Engineers Entity tasked with preparing the solicitation.

3.8 District – U.S. Army Corps of Engineers District

The District is the organizational entity of the U.S. Army Corps of Engineers directly responsible for execution of contracts.

3.9 USACE District – Project Delivery Team (PDT)

The assembly of technical specialists required to successfully execute projects.

4.0 Process Timing Overview

The 2 Phase approach is the expected acquisition method of execution for MILCON Design-Build contracts.

Note that “Schedule” is not a valid excuse for using the One-step approach in lieu of the 2 Phase approach. Per the USACE Acquisition Instructions (UAI), the approval to use a one-step selection procedure shall be obtained from the Headquarters USACE Chief of Construction. In addition, all conditions to use a one-step approach referenced in the UAI must be met. Per the UAI, the two-phase selection procedure is the highly preferred method.

5.0 Solicitation Development Guidance

5.1 General

The RFP Wizard has been developed to reflect a standard Design-Build package from which project specific solicitations can be created. **For non-standardized facility types, the PDT develops a custom paragraphs 1-3 for Section 01 10 00 and coordinates with the RFP Wizard team to insert it into the project RFP.** The model is completed by providing project specific and site specific information. This instruction is provided to provide insight into the appropriate level of project development necessary to complete the RFP.

5.2 Validation

The DD Form 1391 is the programmatic description of the project containing project cost and scope limitations. The preparer of the solicitation is responsible to ensure that the advertised project meets the requirements and restrictions of the DD Form 1391.

5.3 Site Characterization and Validation

- 5.3.1 The determination of the suitability of the selected site to support the project must be accomplished at the beginning of the project delivery process. The RFP Preparer shall utilize historical information, information from appropriate COS, or concept level building program information to develop a basic site validation layout. This validation layout is not intended to be a 100% site design but merely a graphical display of the project parameters superimposed on the site. The purpose of this validation layout is to demonstrate that there is adequate buildable area (reasonably economical to develop) available for the project features and also can be used to help the estimator develop the Government Estimate.
- 5.3.2 Site characterization deals with the analysis required to determine site constraints through which the Offerors must develop a solution to the solicitation. Available utilities, environmental issues, geotechnical information, hazardous materials information, demolition requirements, privatization issues, and historical/archeological issues are typical concerns which would need to be addressed to characterize a site. The RFP Preparer must limit the analysis and products produced to those specifically necessary to support development of the RFP. The intent of this characterization is not to provide complete design solutions but rather to provide the Offerors with sufficient information to create a design solution to the solicitation.
- 5.3.3 The COS and Geographic District might elect to split the project site work out of the facility contract by issuing a separate site development contract. Some Districts have elected to use a separate site developer. In that event, the specifier must clearly delineate and define the interfaces between the two contracts, including LEED points assigned to each contractor, and must describe when the site will be available for the facility contractor.
- 5.3.4 In some instances, the Project Development Team (PDT) might elect to perform some of the site design effort to include in the facility RFP, such as tactical equipment hardstand and pavement design or dining facility loading areas. In that event, the Government becomes responsible for the adequacy, details and integrity of the design furnished, as well as cost implications by prescribing the design solution.

5.4 Typical Engineering/Design Products Required for Model RFP Development

The following are typical Engineering Products/Processes which are necessary to complete the Model RFP:

5.4.1 Site Topographic Survey

Existing survey information may be utilized, provided the data is less than three years old and the site is unchanged. The Offerors need this information to prepare proposal

cost estimates and preliminary design. If possible, provide this information in the applicable CADD format.

5.4.2 Subsurface Characterization

The minimum number of borings necessary to provide the Offerors with sufficient information to characterize the site and to prepare their cost proposal shall be obtained by the appropriate PDT member. Care should be taken to establish what the minimum number of borings required is. It is expected that the Offerors will perform additional borings as required to support the foundation design proposed. If the actual conditions vary from the soil characterization and the differing site condition prerequisites apply (unusual conditions not otherwise determinable, known or that could not be known from a reasonable site investigation or experience, etc.), then the design-build contractor may be entitled to a equitable adjustment, pursuant to the Differing Site Conditions Clause.

5.4.3 Utility Connection Points/Information

The appropriate PDT member shall perform the necessary analysis, research, and documentation to identify the characteristics (water, mandatory fire flow tests, natural gas pressure, central steam pressure, etc.) of the existing utilities. The RFP should provide sufficient information to the Offerors to allow preparation of preliminary design information in order to develop firm fixed price offers and to reduce contingencies. If available, furnish this in CADD files.

5.4.4 Asbestos/Lead/HTRW Survey Information

Unless the DD 1391 specifically includes this type of remediation, other sources of funding are required to pay for environmental remediation. Unless asbestos and other hazardous materials are identified within the scope of work, a contractor's insurance and bonding doesn't cover this work and it would be considered out-of-scope, if encountered during design and construction, which will cause delays and possibly require a separate abatement contract. The RFP Preparer shall include surveys of existing facilities included for demolition which identify asbestos and lead contamination. Consideration shall also be made, and information provided, for other potential contaminants (petroleum, chlordane, radon, metals, buried ordnance, etc) which the contractor may be exposed during the execution of this project.

5.4.5 As-Built Information

The appropriate RFP Preparer shall include as-built information for all utilities the Offeror is required to connect to, as well as, for any facilities which will be demolished under the project.

5.4.6 Privatized Utility Information

The appropriate RFP Preparer shall gather and document the necessary information with respect to Privatized Utility Company requirements and shall include that information in an Appendix to the Statement of Work and summarize it in paragraph 6 of Section 01 10 00.

5.4.7 Environmental Constraints

The appropriate RFP Preparer shall gather and document necessary information with respect to environmental concerns (wetlands, protected species, etc.) and shall include that specific information in an Appendix to the Statement of Work and summarize it in paragraph 6 of Section 01 10 00.

5.4.8 Completed environmental documentation including NEPA, EA/EIS documentation

The appropriate RFP Preparer shall ensure all applicable documentation is included in an Appendix to the SOW.

5.4.9 Traffic Impact Analysis

The appropriate RFP Preparer shall gather and document the traffic considerations with respect to the integration of the new facility on the existing roadway infrastructure. Analyses shall be performed at a conceptual level and the constraints identified included in the RFP to allow the Offerors to offer innovative solutions. Include Traffic function, traffic type and volume and design life of pavements.

5.5 Historic or Archeological Resource Analyses

The appropriate RFP Preparer shall investigate, gather, and document all constraints associated with historical or archeological requirements and summarize it in paragraph 6 of Section 01 10 00.

5.5.1 Site Boundary Determination

The appropriate RFP Preparer shall utilize the current topographic survey to identify the construction site boundaries for the subject project. This site boundary drawing may identify other site constraints as identified in the preceding sub-paragraphs.

5.5.2 Land use plan (bubble diagram level of development)

A conceptual level site plan may be included if desired by the Installation.

5.5.3 Telecommunications Impact Analysis

The appropriate RFP Preparer shall gather and document the telecommunications infrastructure considerations with respect to the integration of the new facility on the existing infrastructure. Analyses shall be performed at a conceptual level and the constraints identified included in the RFP to allow the Offerors to offer innovative solutions. Note that USAISEC must review and approve all installation specific telecommunications requirements, the RFP and the contractor's design, per AR 420-1, Army Facilities Management, Chapter 4.

5.6 Typical Engineering/Design Products Not Required

The following are typical Engineering Products which are not necessary, nor desired, to complete the Model RFP:

5.6.1 Site Development Plans

Fully developed site plans showing parking, roadways, pedestrian pathways, building footprints, utility connections, etc., are not required or desired, and should not be included in the RFP, unless the Geographical District (GD) will be providing the site work by a separate site development contract.

5.6.2 Facility Floor Plans and Elevations

DO NOT include developed floor plans and/or proposed building elevations, even if included only for information, **unless** the applicable COS has developed a standard design package.

5.6.3 Engineering Analysis and Systems/Materials Selections

The Model RFP does not unnecessarily limit the choices available to the Offerors for systems and materials. **DO NOT** conduct engineering analyses to select/support specific systems selections or material limitations during the preparation of the RFP.

5.6.4 Installation Design Guides

The purpose of the IDG is for installation master planning, land use design, and identification of installation architectural themes. These broad-scope documents contain both useful and prescriptive information that conflicts with the RFP or drives cost. **DO NOT** include or reference IDG's (in whole) in the RFP. The Installation Design Guide should be approved (signed) by the IMCOM Region after 1 March 2007. IDG excerpts, including a summary of the Architectural theme for the given project, exterior signage, color scheme, acceptable plants list excerpts, and other pertinent information may be included in paragraph 6 of Section 01 10 00.

5.6.5 Installation Technical Guides

DO NOT INCLUDE OR REFERENCE in the RFP Installation Technical Guides for design and/or construction.

6.0 RFP Overview

For more detailed information on execution, please see the RFP Field Execution Guide.

6.1 Section 00 20 00: Instructions, Conditions and Notices to Offerors

The content of this section is filled in through the wizard. See section 7.0 for instructions on using the wizard. (This section will be different for an ID/IQ contract).

6.2 Section 00 22 10: Proposal Requirements and Evaluation (2 Phase Approach)

6.2.1 General

The Model RFP has been developed to reflect a standard package from which project specific solicitations can be created for either a C-Type (single project) or ID/IQ type contract. Sections 00 22 10 and 00 22 20 have been created specifically for the RFP Wizard and include all necessary information to define proposal submission requirements, evaluation criteria, and processes.

See Section 8.0 for Proposed Changes and Deviations from the Model RFP. This describes the procedures for requesting changes to the Model RFP that may not be edited locally.

6.2.2 Phase 1 of 2 Selection Procedures

This section is primarily concerned with describing the requirements for submission and the associated evaluation. No price or technical information is included in the Phase 1 processes. The primary goals and intent of Phase 1 is twofold: 1) attract the best design-build teams and firms to compete for the contract and 2) short-list only the most qualified firms for phase 2 in order to increase the competition and quality of proposals in Phase 2. By using the 2 Phase process, you will find that the level of interest for Phase 1 should increase if you limit the number of short-listed firms to about 3 or 4 maximum.

The Phase 1 RFP consists of the notice to Offerors, the clauses and standard Special Contract Requirements (SCRs), Section 00 22 10, with remaining sections as "For Information Only", using the generic print-out of the standard sections, noted as "For Information Only, Subject to Revision". Other than a generic description of the actual project or seed task order, **no project specific information is necessary or desired for Phase 1.**

Phase 1 should be timed to be out on the street for proposals during the preparation of the Phase 2 RFP. Do not hold up issuance of the Phase 1 RFP waiting for preparation of Biddability, Constructability, Operability, Environmental and Sustainability reviews. These reviews are performed during Phase 2 preparation. The short-listing of Phase 2 Offerors should be timed with the issuance of the Phase 2 RFP.

Proposal submission requirements are outlined by type and the Offerors are required to submit their proposal information in "tab" format to allow easy review and evaluation by the Government. Review and edit the section to eliminate references to inapplicable facility types. Facility specific information is designated by brackets. Only minimal fill-in-the blank edits are permitted.

The RFP Preparer should determine whether 3, 4, or 5 offers will be used as the upper limit to be short-listed to Phase 2 in a C-Type contract. For an ID/IQ contract, short-list at least two more firms than will be awarded an ID/IQ base contract. The following is background and guidance for choosing the number to short-list for the C-Type contract. For most purposes, "three" is the recommended number to use. FAR 36.303-1 allows the Contracting Officer to select a maximum number of Offerors, not to exceed five.

The proposal evaluation information is provided for each tab specifically. The evaluation criteria provided sets the bounds for how the Offeror's proposal will be evaluated with respect to the needs expressed in the RFP. Consistent application of the evaluation criteria will focus the evaluators and provide a reasonable outline for Offeror selection.

The section further describes the evaluation process, possible interactions with Offerors and the selection process for continuation to Phase 2. At the end of the section, standardized proposal data forms are included for use by the Offerors.

6.3 Section 00 22 11: Proposal Requirements and Evaluation (One Step Approach – THIS MUST BE APPROVED BY HQUSACE)

(This section is not used for an ID/IQ contract. Use the 2 Phase acquisition method for all new ID/IQ contracts.) *Note that the PDT is expected to use the 2 Phase approach rather than the One-Step approach, in accordance with good business practice and as generally required by FAR 36.3. Schedule is not a valid excuse for using the One-Step approach in lieu of the 2 Phase approach. The key to successfully executing the 2 Phase approach in the same amount of time as a One-Step approach is to key in the general project information, obtain necessary approvals, then advertise Phase 1 while developing the Phase 2 RFP. This allows the completion of Phase 1 to coincide with the schedule for issuing the Phase 2 RFP to the firms that were short-listed in Phase 1.*

6.3.1 General

The Model RFP has been developed to reflect a standard package from which project specific solicitations can be created. This section has been created specifically for this RFP and includes all necessary information to define proposal submission requirements, evaluation criteria, and processes.

Use of the One-Step approach for MILCON Design-Build projects should be very limited. This process increases the cost to propose for Offerors and may in fact discourage competition. Since the Model RFP includes all of the documents necessary to successfully complete a 2-Phase procurement, it is the intent that 2-Phase processes should be utilized.

See Section 8.0 for Proposed Changes and Deviations from the Model RFP. This section describes the procedures for requesting changes to the Model RFP that may not be edited locally.

6.3.2 Section Specific Information

This section is primarily concerned with describing the requirements for technical and price submission and its evaluation and submission requirements.

Proposal submission requirements are outlined by type and the Offerors are required to submit their proposal information in "tab" format to allow easy review and evaluation by the Government.

The proposal evaluation information is provided for each tab specifically. The evaluation criteria provided sets the bounds for how the Offeror's proposal will be evaluated with respect to the needs expressed in the RFP. Consistent application of the evaluation criteria will focus the evaluators and provide a reasonable outline for Offeror selection.

The section further describes the evaluation process, possible interactions with Offerors and the selection process. At the end of the section standardized proposal data forms are included for use by the Offerors.

Finally this section allows for the inclusion of up to five (5) preferences or "betterments" listed as desirable or preferred. These items will be evaluated as additional consideration during the evaluation process, provided that they are included within the contract cost limitation (CCL) identified in the Solicitation. Coordinate these preferences or betterments with the Installation.

6.4 Section 00 22 20 – Phase 2 of 2 Phase Design Build Selection Procedures

(This section will be different for an ID/IQ contract). Prepare the Phase 2 RFP so that completion and Ready to Advertise package coincide with completion of Phase 1 short-listing procedures.

This section primarily describes the requirements for submission of the Offeror's technical and remaining performance capability information, its evaluation, and price.

Phase 2 proposal submission requirements are outlined by type and the Offerors are required to submit their proposal information in "tab" format to allow easy review and evaluation by the Government.

The proposal evaluation information is provided for each tab specifically. The evaluation criteria provided sets the bounds for how the Offeror's proposal will be evaluated with respect to the needs expressed in the RFP. Consistent application of the evaluation criteria will focus the evaluators and provide a reasonable outline for Offeror selection.

Finally this section allows for the inclusion of up to five (5) preferences or "betterments" listed as desirable or preferred. These items will be evaluated as additional consideration during the evaluation process, provided that they are included within the contract cost limitation (CCL) identified in the Solicitation. Coordinate these preferences or betterments with the Installation.

6.5 Section 00 45 00: Representations, Certifications, and Other Statements of Bidders/Offerors

The RFP Preparer shall use the FAR Matrix included in the Model RFP to choose the applicable provisions for this section. Also use the matrix to determine if the provisions should be incorporated by reference or in full-text. Any modifications of this section must be approved by the PEO.

6.6 Section 00 72 00: Table of Contents for Contract Clauses

The RFP Preparer shall use the FAR Matrix included in the Model RFP to choose the applicable FAR clauses for this section. During the solicitation phase, only the clauses that require a fill-in-the-blank should be included in their full-text. All other clauses should be included by reference. All clauses should be included in their full-text in the contract award. The RFP Preparer should fill-in-the-blanks of any applicable clauses. The following clauses, with appropriate language are included for guidance.

6.7 Section 00 73 00: Special Contract Requirements

This section contains Special Contract Requirements (SCRs) that are included in every RFP. There is a version in the wizard for ID/IQ base contracts and one for C-Type (single award) contracts.

Use the FAR Matrix included in the Model RFP to choose any applicable clauses to include in this section. For Phase 1 of the 2 Phase process, there is no need to add all the installation/project specific SCRs. Complete those for the Phase 2 RFP.

For ID/IQ contracts, also add only those COS or District SCRs that will apply to every task order issued under the Base ID/IQ contract. See below for task order specific SCRs.

For C-Type contracts, include any Installation specific SCRs and any SCRs that are applicable to that particular District beneath the applicable clauses and SCRs from the Model. Include an SCR describing the AVAILABILITY AND USE OF UTILITY SERVICES, with applicable rates (See Section 01 50 02 Temporary Construction Facilities). **This section may be used to clarify or supplement other requirements of the RFP, but it shall not be used to modify, delete, or contradict any requirements throughout other sections of the Model RFP without the approval of the PEO.** Do not include any design criteria or other information that is to be addressed in Section 01 10 00 in this section.

COMMENCEMENT, PROSECUTION AND COMPLETION OF WORK (APR 1984) FAR 52.211-10

The Contractor shall be required to commence work under this contract within 10 calendar days after the date the Contractor receives the notice to proceed, prosecute said work diligently, and complete the entire work ready for use **not later than the proposed performance period after receipt of the contract notice to proceed. The maximum proposed performance period cannot exceed [PERFORMANCE_PERIOD**] calendar days after receipt of the notice to proceed.** The time stated for completion shall include final cleanup of the premises.

** Specifier to insert the maximum performance period that the Offerors may propose on in the Contract Line Item Schedule (generally not to exceed 540 calendar days).

PERFORMANCE OF WORK BY THE CONTRACTOR (APR 1984) FAR 52.236-1

The Contractor shall perform on the site, and with its own organization, work equivalent to at least **12 percent**** of the total amount of work to be performed under the contract. This percentage may be reduced by a supplemental agreement to this contract if, during performing the work, the Contractor requests a reduction and the Contracting Officer determines that the reduction would be to the advantage of the Government.

** Note to Specifier: Insert "12% for MILCON design-build.

LIQUIDATED DAMAGES--CONSTRUCTION (SEP 2000) FAR 52.211-12 OCT 00

a. If the Contractor fails to complete the work within the time specified in the contract, the Contractor shall pay liquidated damages to the Government in the amount of **[LIQUIDATED]** for each calendar day of delay until the work is completed or accepted.

b. If the Government terminates the Contractor's right to proceed, liquidated damages will continue to accrue until the work is completed. These liquidated damages are in addition to excess costs of repurchase under the Termination clause.

6.8 Section 00 73 10: (Task Order) Supplemental Contract Requirements

For ID/IQ task orders, including the initial, seed task order that is the basis of the competition for base award of the contract, include any Installation and Task Order specific SCRs applicable to the specific task order in Phase 2 of the RFP. Include an SCR describing the AVAILABILITY AND USE OF UTILITY SERVICES, with applicable rates (See Section 01 50 02 Temporary Construction Facilities). **This section may be used to clarify or supplement other requirements of the RFP, but it shall not be used to modify, delete, or contradict any requirements throughout other sections of the Model RFP without the approval of the PEO. DO NOT** include any design criteria or other information that is to be addressed in Section 01 10 00 in this section.

6.9 Section 00 73 46: Wage Determination Schedule

In Phase 2, include the Davis-Bacon Wage Decision(s) in this section.

6.10 Section 01 10 00: Statement of Work

(This section will be different for an ID/IQ contract).

The Model RFP is USACE's response to the Army's need for immediate change in the facility delivery process.

Standardized content, use of industry standards, and standardized RFP format are mandated in order to encourage greater industry participation, simplify doing business with the Corps of Engineers and to reduce project and program costs.

Section 01 10 00 contains:

Paragraph 1: Project Objectives,

Paragraph 2: Scope,

Paragraph 3: (Functional and Area Requirements,

Paragraph 4: Applicable Criteria (design and construction criteria generally applicable to all standard building, non-tactical vehicle or non-airfield pavement facility types),

Paragraph 5: General Technical Requirements (requirements generally applicable to all standard building, non tactical vehicle or non-airfield pavement facility types) and,

Paragraph 6: Project Specific Requirements (requirements for the project which are specific to the location and the project.

It contains portions that are fixed and cannot be edited (Paragraphs 1, 2, 4 and 5) as well as portions that must be edited (Paragraphs 3 and 6) to suit the project. The Wizard automatically edits out inapplicable facility types and non-applicable details. Include Paragraphs 1-5 in the Phase 1 of the 2 Phase method. Phase 2 will include paragraph 6 and other project specific requirements.

See Section 8.0 for Proposed Changes and Deviations from the Model RFP. The section describes the procedures for requesting changes to portions of the Model RFP that may not be edited locally.

6.11 Paragraph 1.0, Project Objectives

Paragraph 1 applies to all facility types. The project objective is to design and construct facilities for the military that are consistent with the design and construction practices used for civilian sector projects that perform similar functions to the military projects. Comparisons of military standard facilities to commercial or institutional are made.

It is the Army's objective that these buildings will have a 25-year useful design life before a possible re-use/re-purpose or renovation requirement, to include normal sustainment, restoration, modernization activities and a 50-year building replacement life. Therefore, the design and construction should provide an appropriate level of quality to ensure the continued use of the facility over that time period with the application of reasonable preventive maintenance and repairs that would be industry-acceptable to a major civilian sector project OWNER. The site infrastructure will have at least a 50-year life expectancy with industry-accepted maintenance and repair cycles.

The project site should be developed for efficiency and to convey a sense of unity or connectivity with the adjacent buildings and with the Installation as a whole.

The intent of the Government is to emphasize the placement of funds into functional/operational requirements. Materials and methods should reflect this by choosing the lowest Type of Construction allowed by code for this occupancy/project allowing the funding to be reflected in the quality of interior/exterior finishes and systems selected.

When the wizard is used for an approved DA Standard Design facility, the Wizard will automatically include the comparison of military to civilian facility types. For non-standard projects, the user may include a comparison. Otherwise, no editing of this section is permitted.

6.12 Paragraph 2.0, Scope

Paragraph 2 describes the scope of the contract (C-Type) or the Task Order for an ID/IQ task. The Specifier selects the appropriate standard facility type and provides input for the wizard to fill in, i.e. size, etc. If the wizard is going to be used for an approved DA Standard Design facility, the Specifier would normally work with the appropriate COS to develop the correct scope for the project.

6.13 Paragraph 3.0, Facility Specific Functional and Area Requirements

There are separate Paragraph 3 documents for each standard facility type based on an approved DA Standard Design or Criteria. Because the Army intends to standardize facilities across the Army, the PDT is not authorized to edit or to change the Army standard designs, even if the local installation or operational unit doesn't normally use or operate the facility the same as the Standard. According to ACSIM, the operational and functional characteristics of the various facilities types are being standardized for the Future Army, not necessarily for today's Army. Installations are to build, and units are to use, facilities designed for the 2015 Army operational units, for instance. According to ACSIM, it will be very difficult to obtain approval of operational and functional waiver requests.

6.14 Paragraph 4.0, Applicable Criteria

Paragraph 4 is applicable for all facility types, except non-tactical vehicles and airfield pavements. No editing is permitted. This paragraph contains standard design criteria references **generally** applicable to all facility types, except tactical vehicle pavements and airfield pavements. The intent of the MBP is to maximize use of industry design and construction standards and to limit references to DoD and government specific design references to those areas where Federal or Military special requirements require special design consideration. Even then, the federal or military unique references are limited. To the maximum extent possible, the intent is to extract the specific requirements from a UFC, for example and describe them in paragraphs 2-5, using performance requirements, wherever possible.

6.15 Paragraph 5.0, General Technical Requirements

Paragraph 5 applies to all facility types, except non-tactical vehicles and airfield pavements. The intent of the MBP is to maximize use of industry design and construction standards and to limit references to DoD and government specific design references to those areas where Federal or Military special requirements require special design consideration. Even then, the federal or military unique applicable references are limited. To the maximum extent possible, the intent is to extract the specific requirements from a UFC. For example and describe them in paragraphs 2-5, using performance requirements. Minimal references to UFC's have been made for requirements like fire protection, force protection, progressive collapse, mass notification systems, Federal disability design requirements, etc. Generally, these design criteria are standard across the Army, although there may be local conditions that vary – i.e., generally no non-equipment/ non-process air conditioning at Ft. Lewis, WA,

6.16 Paragraph 6.0, Project Specific Requirements

6.17 General

Paragraph 6 is intended to identify project and “location” specific conditions and requirements that augment requirements indicated in Paragraphs 1-5. Some examples of typical information have been provided to assist the preparer with this paragraph. Edit paragraph 6 for phase 2 to incorporate project specific requirements.

DO NOT use paragraph 6 to add to, alter or eliminate any of the Army Standard design facility requirements in paragraphs 1-5 without first obtaining formal deviation approval (see Waiver Request process contained within the MILCON process). This paragraph is not to be used by the preparer to identify design options to the facilities. It is the Army’s intent that facilities will be standardized for function and operation (paragraphs 1-3) and that local installations do not revise the Army Standard Technical Requirements (paragraphs 4-5), without an approved waiver to the Army Standards and/or Standard Design Criteria.

DO NOT use this paragraph to revise the Division 01 contract execution sections. Those are also standardized for MILCON design-build projects across the Corps. The Wizard is not designed for design-bid-build task orders.

DO write in the Active Voice rather than Passive to make it clear who the actor is and to reduce verbiage. Also, avoid using excess verbiage, such as “the Contractor shall...” or “The Contractor is responsible for...” Begin the sentence with a verb whenever possible, i.e. “construct” or “provide”. Streamline this section as much as possible.

DO use this paragraph to identify requirements for ancillary facility types other than the standard facility types, such as TEMFs, COF’s, Barracks, etc., if they are included in the approved DD Form 1391 for the project.

DO familiarize yourself with all functional and technical requirements in Paragraphs 1 through 5. Note that Paragraph 3 includes facility specific applicable references and technical requirements in addition to those in Paragraphs 4 and 5.

DO use Performance statements, not prescriptive statements, as much as possible.

DO NOT refer to specific dates of Applicable Criteria – the date is defined in Paragraph 4 Applicable Criteria as the latest available at the date of the RFP.

DO NOT repeat requirements that are already specified in paragraphs 3, 4, or 5 or elsewhere in the standard RFP.

DO NOT include prescriptive “minimum” design criteria statements.

DO NOT include design and construction procedures in this paragraph.

6.18 Prescriptive versus Performance Statement

Prescriptive: “All facilities shall have brick facades and standing seam metal roofs.”

Performance: “To the extent possible within the government identified contract cost limitation (CCL), the design must provide the look and feel of the Installation architectural theme identified herein. The Contractor’s architectural design development should consider any existing building forms, materials, scale, proportions, and organizational layout.”

Note that pictures of surrounding architecture are permissible and recommended as a means to establish the theme as well as providing a general description of the architectural and area development themes.

The RFP shall state that the proposed architecture shall meet the look and feel of the architectural theme described in the RFP, if the proposal is within the contract cost limitation (CCL). The architectural theme must be conveyed in performance terms, not limiting structural solutions, means and methods and not prescribing specific brand names.

6.19 Preferences

The PDT may indicate up to five preferences, other than those related to matching the Architectural theme, which is automatically described as a preference in paragraph 6. Funding may not be adequate for these items. ASCIM must approve and fund any items which cause the proposals to exceed the CCL. These approvals must be sought from the Installation, through IMCOM to the ACSIM, prior to inclusion. It is important to keep in mind that adding preferences runs the risk of not being able to award by not allowing the contractor to choose the most efficient materials based on current economic factors.

A maximum of five preferences may be indicated. These are to be prioritized in Section 00 22 20/00 22 30/00 22 11 and additional proposal evaluation consideration is allowed **only if they can be provided within the CCL.**

6.20 Approved Deviations (Paragraph 6.2)

DO list all deviations that have received official waiver approval in the proposed Changes and Deviations paragraph.

DO include a reference to the template paragraph that the deviation modifies.

DO NOT issue any solicitation containing unapproved or “approval pending” deviations.

NOTE: Minimum standards and prohibitions of materials or systems are considered deviations and require waiver approval.

6.21 Site Planning and Design (Paragraph 6.3)

6.11.5.1 General (6.3.1 site planning considerations)

DO indicate any site constraints (blast zones, historic zones, etc.)

DO include site specific functional/operational site planning for all facility types.

6.115.2 Site Structures and Amenities (6.3.2)

DO describe the Installation's desired dumpster screen wall appearance and describe location(s), etc. **DO NOT** refer to IDG, instead extract or paraphrase that information.

DO add approved additional site amenities. Examples are provided in Paragraph 6. Delete those that **DO NOT** apply to the project.

DO NOT add any references, such as UFC's, ETL's, etc.

6.21.1 Site Functional Requirements (6.3.3)

There are subparagraphs for:

- Stormwater Management Systems (6.3.3.1)
- Erosion and Sedimentation Control (6.3.3.2)
- Vehicular Circulation (6.3.3.3)

Examples are POV and organizational vehicle site access and circulation requirements, tracked vehicle tank trail connection point.

Paragraph 3 for EPDF refers to Paragraph 6 for parking requirements. If the project includes an EPDF, **DO** coordinate with the installation on hours of operation, availability of shared parking and use of buses to determined project parking requirement.

See guidance on Drawings below.

6.22 Site Engineering (Paragraph 6.4)

6.22.1 Existing Topographical Conditions (6.4.1)

Edit Existing Conditions paragraph based on availability of topographic survey.

DO provide survey data.

DO NOT add any references, such as UFC's, ETL's, etc.

6.22.2 Existing Geotechnical Conditions (6.4.2)

This paragraph refers to Appendix A for a preliminary geotechnical report.

DO NOT provide design recommendations, repeat or contradict what is already required by Section 01 33 16, Design After Award, or Section 01 10 00, paragraph 5.

6.22.3 Fire Flow Tests (6.4.3)

DO provide results of Fire Flow Tests in Appendix D so that the contractor can estimate and price pipe sizes or determine if additional measures, such as fire pumps are necessary. This will reduce contingencies in the proposal.

DO NOT require that the Contractor take these tests. This is a Government information requirement.

If the Government is providing new water mains under another contract, provide the expected design flow and pressure capability/availability under that contract. The point is to provide the Offeror a basis of design. If the actual conditions vary after completion of the other contract, that will provide a starting point in which to base any necessary changes to his design.

6.22.4 Pavement Engineering and Traffic Estimates (6.4.4)

DO describe the performance requirements for roadways, parking and other pavements, including classification, vehicle types, loadings, design volume, climatic conditions, frost penetration zones, etc.

DO review what is already specified in paragraphs 3 and 5 and **DO NOT** repeat this information.

6.22.5 Traffic Signage and Pavement Markings (6.4.5)

DO describe installation traffic signage standards.

6.22.6 Base Utility Information (6.4.6)

DO edit to indicate information that will be provided.

DO describe who owns each utility and provide all applicable information.

DO provide Utility Connection information in Appendix C (referenced in Paragraph 6) or provide utility drawings. **DO** make a CADD file available, if possible for proposal preparation and design purposes.

DO NOT add any references, such as UFC's, ETL's, etc.

6.22.7 Cut and Fill (6.4.7)

DO describe any general planning requirements for grading.

DO NOT specify minimum compaction requirements. The IBC covers this and the Contractor's geotechnical report and/or the design analyses must include the cut and fill/compaction requirements per the IBC and Section 01 33 16.

6.22.7.1 Borrow Material (6.4.8)

DO describe sources of acceptable borrow material or state that no borrow is available on the Installation, etc.

6.22.7.2 Haul Routes and Staging Areas (6.4.9)

DO identify haul routes. Note that it has cost impacts if the Contractor has to use the gate for construction access/egress.

6.11.6.10 Clearing and Grubbing (6.4.10)

Describe clearing and grubbing requirements.

6.11.6.11 Landscaping (6.4.11)

DO describe acceptable plants lists and any other requirements.

6.11.6.12 Turf (6.4.12)

DO describe turfing or seeding requirements.

6.22.8 Architecture (Paragraph 6.5)

6.11.7.1 General (6.5.1)

NOTE: Paragraph 6 contains a general statement substantially the same as: “To the maximum extent possible within the contract cost limitation, the buildings shall conform to the look and feel of the architectural style and shall use the same colors as adjacent facilities as expressed herein, <and shall conform with the Fort <NAME> Real Property Master Plan.>” (The source selection evaluation board will evaluate the extent to which the proposal is compatible with the architectural theme expressed in the RFP).

6.11.7.2 Design (6.5.2)

DO use photographs, sketches and description of “Conceptual Aesthetic Considerations” in Appendix F that highlight the spectrum of permissible alternatives. **DO NOT** provide one single photograph as the only acceptable solution, as this approach is considered prescriptive in intent. Photos and sketches can delineate the architectural scale and stylistic theme and visual characteristics for the proposed facility(ies). Include photos with multiple comprehensive views of different buildings, not just one building to help identify the surrounding theme and promote visual compatibility. In describing the architectural theme, use performance requirements to the extent possible.

DO describe the architectural theme and visual characteristics for the proposed facility(ies).

DO describe exterior building color requirements (see paragraph 5.3.4, as well as anything in paragraph 3 for coordination).

DO provide an APPENDIX H Exterior Signage with building and base signage requirements. See paragraphs 5.1.4, EXTERIOR SIGNAGE and 5.4.5.1, Building Numbers, as well as anything in paragraph 3 for coordination.

DO NOT provide any building floor plans, elevations, etc. in paragraph 6. Paragraph 3 provides the Army standard functional and operational requirements of the facility and may include approved Army Standard floor plans, or the COS will provide Standard Design Criteria for a specific project.

DO NOT add any references, such as UFC’s, ETL’s, etc.

NOTE: the first priority is to provide comparable building mass, size, height, and configuration compared to nearby neighborhood (or, for green-field, sketches showing a variety of compatible styles and features that fit within the desired building scale may be effectively used to express this).

NOTE: the second priority is providing compatible exterior skin appearance based upon façade, architectural character (period or style), exterior detailing, matching nearby and installation material/color pallets.

6.11.7.3 Additional Installation Architectural Requirements (6.5.2.6)

DO describe any additional requirements, again be sure to coordinate with paragraphs 3 and 5 and use performance requirements.

NOTE: For various Physical Fitness Facilities, this paragraph will populate certain project specific functional space requirements in coordination with paragraphs 2 and 3.

6.11.7.4 Programmable Key Card (6.5.3):

Example:

Install Programmable electronic key card access systems in [Non-UEPH facilities] per Army Installation Design Standards Paragraph 3.5.11, "Locks and Locking Devices. The Installation [does not have a single manufacturer established for this equipment at this time. Hotel type stand alone locks are the preferred solution.][has established the following single source manufacturer/system for this equipment: [].]"

NOTE: This paragraph only applies to non-UEPH type facilities, where the Installation provides additional funding for Programmable Key Cards.

6.11.7.5 Interior Design (6.5.4)

DO include any Installation specific interior design considerations.

DO describe interior building signage requirements. Be sure to coordinate with any paragraph 3 requirements.

6.22.9 Structural Design (Paragraph 6.6)

DO provide Installation specific wind, snow, seismic loading information from UFC 3-301-01, Structural Engineering.

DO describe any Installation specific requirements for termite protection, radon mitigation, etc.

DO NOT state any preferences for structural building type or features. The design-builder must meet structural performance requirements and the government will not evaluate structural information or systems in the proposal evaluation stage.

DO NOT add any references, such as UFC's, ETL's, etc.

6.22.10 Thermal Performance (Paragraph 6.7)

Generally, the requirements for thermal performance are already stated in paragraphs 3 and 5. Do not contradict those requirements.

DO NOT add any references, such as UFC's, ETL's, etc.

6.22.11 Plumbing (Paragraph 6.8)

Generally, the requirements for plumbing are already stated in paragraphs 3 and 5. Do not contradict or add to those requirements without a waiver.

DO NOT add any references, such as UFC's, ETL's, etc.

6.22.12 Site Electrical and Telecommunications Systems (Paragraph 6.9)

DO describe electrical supply point(s) and type system available. If privatized, identify and describe who will and how to provide power to the facility transformer and secondary side.

DO NOT add any references, such as UFC's, ETL's, etc.

6.22.13 Facility Electrical and Telecommunications Systems (Paragraph 6.10)

Generally, the requirements for facility electrical systems are already stated in paragraphs 3 and 5.

DO NOT contradict or add to those requirements without a waiver.

DO NOT add any references, such as UFC's, ETL's, etc.

6.22.14 Heating, Ventilating and Air Conditioning (Paragraph 6.11)

Generally, the requirements for HVAC systems are already stated in paragraphs 3 and 5.

DO NOT contradict or add to those requirements without a waiver.

A waiver is not required if the Installation does not require A/C, except for process loads.

DO NOT add any references, such as UFC's, ETL's, etc.

DO NOT ADD ANY REQUIREMENTS FOR LIFE CYCLE COST ANALYSES HERE OR ANYWHERE ELSE IN THE RFP.

6.23 UMCS M&C Software (6.11.3)

[NOTE TO SPECIFIER: IF THE CONTRACTOR IS TO INSTALL UMCS M&C SOFTWARE, ENTER THE NUMBER OF CLIENT SOFTWARE PACKAGES/LICENSES BASED ON THE INSTALLATION'S EXPECTED NEED/USAGE]:

[Provide M&C Software with a license for no less than [___] clients]

[NOTE TO SPECIFIER: IF THE CONTRACTOR IS TO INSTALL UMCS M&C SOFTWARE, ENTER THE NUMBER OF POINTS BASED ON EXPECTED SIZE OF SYSTEM]:

[Provide M&C Software with a license for no less than [___] points]

DO provide Installation point of contact for coordination of existing and new systems.

DO NOT add any references, such as UFC's, ETL's, etc.

6.23.1 Energy Conservation (Paragraph 6.12)

The requirements for Energy Conservation are already stated in paragraphs 3 and/or 5.

DO NOT contradict or add to those requirements without a waiver.

DO NOT add any references, such as UFC's, ETL's, etc.

DO NOT ADD ANY REQUIREMENTS FOR LIFE CYCLE COST ANALYSES HERE OR ANYWHERE ELSE IN THE RFP.

6.23.2 Fire Protection (Paragraph 6.13)

Do describe the installation specific Fire Alarm Control Panel that the new system must be compatible with.

DO describe location and installation of Knox box, if not already discussed in paragraph 3.

The requirements for Fire Protection, including Army standard requirements above and beyond industry standards, are already stated in paragraphs 3 and/or 5.

DO NOT contradict or add to those requirements without a waiver.

DO NOT add any references, such as UFC's, ETL's, etc

DO NOT specify that fire protection piping must be metallic, steel, cast iron, etc. per direction of the AHJ for Army construction, HQUSACE. This is above and beyond requirements in both the UFC and the commercial codes and adds cost. The codes specify where such pipe is required.

DO NOT specify that fire alarm cable must be in conduit per direction of the AHJ for Army Construction. This is above and beyond the UFC and Code requirements and increases the cost of the system. The Codes specify where this is required (generally in exposed areas). The system must be looped and supervised, so breaks can be detected and located.

DO NOT specify that the mass notification system for fire and general MNS must be separate systems per direction of the AHJ for Army construction, HQUSACE. The UFC for Fire Protection allows this and it will greatly increase costs.

6.23.3 Sustainable Design (Paragraph 6.14)

6.23.3.1 The default in paragraph 5 is that the project must achieve LEED Silver, be registered with USGBC and use the LEED Letter Templates. Indicate exceptions to this in paragraph 6. Paragraph 6 is also where information on site selection credits, details of project registration, certification requirements, Multiple Contractor Combined Project information and Installation/project specific aspects of the project are conveyed.

Paragraph 6.14.1 LEED Rating Tool Version: Enter the version of LEED that will be applicable to the project.

Paragraph 6.14.2 [LEED Minimum Rating Exempt Facilities: In addition to any indicated in Paragraph 3, the following facilities are exempt from the minimum Silver requirement: [] [none].] *[LEED Minimum Rating. This project includes no facilities that are required to achieve LEED Silver level. Project shall achieve and document all points required by other portions of the RFP and all points that are feasible, but there is no minimum required LEED achievement level.] List all exempt facilities or “none”. Exempt facilities are those with no climate control. The italicized text above appears when the radio button indicating the project is exempt from LEED Silver requirement is selected. DO NOT SELECT THIS OPTION for site work portion of Multiple Contractor Combined Project (building and site work by separate contractors). DO NOT SELECT THIS OPTION UNLESS YOU ARE SURE the project is exempt – see USACE Army LEED Implementation Guide for more info.* LEED Minimum Rating Exempt Facilities: The following facilities are exempt from the minimum Silver requirement: [] [none]. *List all exempt facilities or “none”. Exempt facilities are those with no climate control.*

6.23.3.2 Paragraph 6.14.3 Credit Validation:

All projects except those exempt from LEED Silver require registration (the italicized text options above are only available to exempt projects). If the project is exempt from LEED Silver requirement, indicate whether USGBC registration is required (PDT option). If registration of an exempt project is not required, it will be Contractor’s choice.

For all projects requiring registration, edit for Contractor/Government/shared fees and administration. For Multiple Contractor Combined Projects (building and site by separate contractors), see standard Appendix of RFP template for more info on these selections. Include standard Appendix USGBC Registration of Army Projects.

6.23.4 Environmental (Paragraph 6.15)

PLEASE NOTE: Rather than editing the Environment Protection Specification, Section 01 57 20.00, as normal, the Wizard has included a standardized version of that section, which incorporates some additional requirements that would otherwise be added in other UFGS sections. We have been able to use some performance requirements rather than pages of superfluous and repetitive information in separate specs. In lieu of editing that spec section, include all project specific environmental requirements here, in Section 01 10 00, paragraph 6.

DO NOT add any references, such as UFC’s, ETL’s, etc.

DO review and familiarize yourself with SECTION 01 57 20.00 10 ENVIRONMENTAL PROTECTION.

DO identify all known project related environmental issues.

DO provide site specific environmental information such as recycle vs. landfill.

DO identify wetlands or refer to an appendix.

DO identify all existing hazardous materials or state that the report is an appendix to the RFP (Appendix for Environmental Information or add an additional Appendix with Hazardous Material Surveys). Specify the performance requirements for removal and/or abatement. If quantities are uncertain, the CLIN schedule should include unit priced items to avoid unreasonable contingencies in the proposed price. Note that hazardous materials abatement must be included in the DD Form 1391 in order to use MILCON funding to abate. Note also that if the Contractor encounters hazardous materials requiring abatement, the work must be identified in the contract or it will probably be considered out of scope of the contract. This is because Contractors' standard liability insurance doesn't normally cover this risk. Unless abatement of hazardous materials is identified as part of the scope of work, the Government can't direct the contractor to perform such work without its full concurrence and agreement (out of scope supplemental agreement required).

6.23.5 Permits (Paragraph 6.16)

PLEASE NOTE: Rather than editing the Environment Protection Specification, Section 01 57 20.00, as normal, the Wizard has included a fixed version of that section, which incorporates some additional requirements that would otherwise be added in other UFGS sections. We have been able to use some performance requirements rather than pages of superfluous and repetitive information in separate specs. In lieu of editing that spec section, include all project specific permit requirements here, in Section 01 10 00, paragraph 6.

DO provide information for obtaining permits.

DO identify permit authorities for any required permits, e.g., water or sewer, storm water, NPDES, etc.

DO define the responsible parties for preparing, submitting, signing and cost of the permits.

DO identify any requirements for state registration of parties preparing permits in a jurisdiction. Note that template Section 00 22 10 – Proposal Submission Requirements requires that the permit preparer must be qualified in the jurisdiction.

6.23.6 Demolition (Paragraph 6.17)

DO include Existing Building Plans for Demolition in drawings and fully describe the scope of work and any special requirements, dumping permits, restrictions, etc.

DO include a narrative of the associated interior and exterior demolition of existing building(s), site work, etc. The narrative shall fully describe the scope of work shown in drawings and any additional special requirements, dumping permits, restrictions, etc.

6.23.7 Additional Facilities (Paragraph 6.18)

DO describe all aspects of requirements for additional facilities. Include furniture fixtures and equipment (FF&E) and government furnished - government installed (GFGI) scope.

Include all functional requirements. Include technical requirements and applicable references that vary from those in Paragraphs 4 and 5 for the additional facilities. Create a separate paragraph for each additional facility.

6.23.8 Additional Guidance for Drawings

DO include existing site plan with project boundaries delineated.

DO provide topographic survey and utility maps.

DO provide land use plan if applicable to development of the site in context of larger land development plan. (Master Plan for immediate area)

DO include existing building plans for demolition, if applicable.

DO NOT provide functional diagrams or floor plans, elevations, etc, even if already developed in a planning charrette, Code 3 or concept design, unless the COS has standardized these. If applicable, the COS will provide the appropriate floor plan(s).

6.24 Section 01 33 16: Design after Award

NOTE: Section 01 33 16 is a section created for the Model RFP that is designed to standardize and to streamline the design development phase of design-build. There are numerous “new to the Corps” features intended to shorten the process and to allow construction to start sooner. This section allows limited input for each contract or task order, namely the type of BIM software to be used and information concerning numbers of hard copies of full-size, half-size, full-sets and partial sets of design submittals. The actual name and locations for mailing these sets are furnished to the Contractor after award.

6.24.1 BIM

There are three different versions of Attachment F- Building Information Modeling Requirements. The following are guidelines of how it is determined which version to use.

1. DESIGN-BUILD/Firm Fixed-Price, BIM Scope of Services – BIM Application Neutral

- A Design-Build, Firm Fixed-Price contract.
- A project that DOES NOT involve a COS facility and the customer DOES NOT have a specific BIM format delivery requirement.
- The customer will receive the BIM model in the format used by the winning Contractor. Once reviewed and approved, the document will serve as the parent for versions applicable to COS projects and non-COS projects that are BIM software specific.
- Cost estimating, project scheduling and COBIE initiatives are Contractor implementation electives. If the Contractor proposes to implement one or more electives in its accepted contract or task order proposal, those criteria become a contract requirement.

2. **DESIGN-BUILD/Firm Fixed-Price, BIM Scope of Services – COS, Bentley BIM Submittals**

- A Design-Build, Firm Fixed-Price contract.
- A project that DOES involve a COS facility.
- The Contractor is NOT directed which BIM application to use for design/construction activities, but is required to provide BIM Model and associated Facility Data in the Bentley BIM format for all submittals and as-builts.
- Cost estimating, project scheduling and COBIE initiatives are Contractor implementation electives. If the Contractor proposes to implement one or more electives in its accepted contract or task order proposal, those criteria become a contract requirement.

3. **DESIGN-BUILD/Firm Fixed-Price, BIM Scope of Services – BIM Application Specific**

- A Design-Build, Firm Fixed-Price contract.
- A project that DOES NOT involve a COS facility and the customer DOES have a specific BIM format delivery requirement.
- Cost estimating, project scheduling and COBIE initiatives are Contractor implementation electives. If the Contractor proposes to implement one or more electives in its accepted contract or task order proposal, those criteria become a contract requirement.

6.25 Section 01 45 02.00 10: Quality Control System (QCS)

This specification automatically gets inserted into the RFP document.

6.26 Section 01 32 01.00 10: Project Schedule

This specification automatically gets inserted into the RFP document.

6.27 Section 01 33 00: Submittal Procedures

This specification automatically gets inserted into the RFP document.

6.27.1 Number of Copies of Submittals

The Specifier fills in the number of GA or concurrence submittals to be retained by the Government and the number to be returned to the Contractor. The default is two to be retained and two to be returned.

6.27.2 Preliminary Submittal Register (APPENDIX R)

The Specifier prepares and uploads the preliminary Submittal Register, using APPENDIX R, which is the Excel Spreadsheet format of the RMS Input Form 4288A. The RFP will include Appendix R as a pdf document. Appendix R serves two purposes. First, The Register allows the both Government and the Proposers to see and estimate the cost of the Division 00 and Division 01 submittals required by the contract in addition to the Contractor generated

submittal register items developed during Design After Award. Secondly, after award, the Government will provide the Contractor the actual Excel Spreadsheet for the Contractor to input the data into RMS to create the Submittal Register used during contract performance. See Section 01 33 00 (Submittal Procedures), paragraph 1.8 (Submittal Register) for the contract requirements.

The WIZARD RMS Input Form initially includes the submittals required by the standardized Model RFP Division 00 and Division 01 Sections, except for those required by the various Section 01 10 00, paragraphs 3. The Specifier must examine Special and Supplemental Contract Requirements paragraphs 3 and 6 and any other locally developed portions of the RFP for required submittals and add them to the Input Form. Do not duplicate the submittals that are already listed in the standardized RMS Input Form since the Contractor must only submit this information once. **See paragraph 1.8 of Section 01 33 00.**

6.28 Section 01 57 20.00 10: Environmental Protection

NOTE: Rather than editing the Environment Protection Specification, Section 01 57 20.00 10, as normal, the Wizard has included a fixed version of this section, which incorporates some additional requirements that would otherwise be added in separate UFGS sections. We have been able to use some performance requirements rather than pages of superfluous and repetitive information from the other, separate specification sections. In lieu of editing this section, the Wizard provides for the Specifier to include all project specific environmental requirements in Section 01 10 00, paragraph 6.

6.29 Section 01 45 04.00 10: Contractor Quality Control

The PDT inputs the following variables in contracts or task orders. The follow-on task orders on an ID/IQ base contract will include an abbreviated Section 01 45 04.00 10 with the following information:

Paragraph 3.4.6, location for “Construction Quality Management for Contractors’ course:

Paragraph 3.7.4, location for delivery of samples for testing:

See paragraph 7.2.11.2, below for input instructions.

The task order abbreviated version of this section includes the following language for construction only task orders (where adapt-build or later more mature versions of a standard design are used):

6.1 GENERAL REQUIREMENTS

If this is a construction only task order, delete all references to design quality control.

6.1 QUALITY CONTROL PLAN

If this is a construction only task order, delete all references to design quality control plan.

6.4 QUALITY CONTROL ORGANIZATION

6.17.1 If this is a construction only task order, then the requirements for a design Quality Manager are not applicable to this task order.

6.30 Section 01 50 02: Temporary Construction Facilities

6.30.1 General

This section includes information inputted through the Wizard. In addition, it is necessary to specify the Installation specific utility availability and reimbursement unit rates in a Special Contract Requirement in Section 00 73 00. Generally, it is the responsibility of the Installation to provide permanent field office facilities, utilizing non-project funding sources. However, temporary office space, such as an office in the Contractor's trailer, may be requested per Section 01 50 02. Normally, any significant or costly, temporary office facilities must be separately funded as a separate line item in the Contract.

The Wizard allows the Specifier to select either a temporary office or trailer space and allows the option to require water and sewer hookup or portable toilet(s) for remote locations, such as Alaska.

6.31 Section 01 78 02.00 10: Design-Build Closeout

This specification automatically gets inserted into the RFP document.

7.0 Using the RFP Wizard

The RFP wizard works for C-Type contract awards, as well as, IDIQ base contract and Seed Task Orders. In addition, if an IDIQ contract has been awarded, both follow-on SATOC and MATOC Task Orders can be developed using the Wizard.

7.1 General

7.1.1 Welcome Page

To use the wizard, simply go to <http://mrsi.usace.army.mil/rfp/SitePages/Home.aspx> and click on the "Start the Wizard" link or click on the Wizard icon. Enter your login and password information. If you do not have a login and password, you can self register if you have a .mil or .gov address or an existing user can create an account for you. If you are contractor, please contact your District POC to request access.

To self register, click on 'Create Account' located on the left side of the RFP Home page under 'About RFP Wizard'. Click the 'Sign Up' button and complete the form to register for site access. You will be notified when your account is approved and ready for access. See <http://mrsi.usace.army.mil/rfp/help/RfpWizardHelp.html>

Also on this page, there are links to other useful information such as the Model RFP Implementation Guide, the Model RFP Evaluation Guide and the Model RFP Field Execution Guide. In addition, a link to the current summary of revisions to the model will be available.

7.2 C-Type

C-Type solicitation can be either a One-Step or 2 Phase approach. **See earlier discussion about the use of 2 Phase vs. One-Step. In general, the PDT is expected to use the 2 Phase approach per MBP Policy and per the conditions in FAR 36.3. Schedule isn't a valid excuse for selecting the One-Step approach. The PDT may advertise Phase 1 while developing the Phase 2 RFP.**

If the 2 Phase approach is used, as a minimum, the following Sections will be part of the Final RFP Package. See below for the how the files will be created (i.e. RFT of PDF documents, etc.).

PROPOSAL REQUIREMENTS, CONTRACT FORMS AND CONDITIONS

Sections

- 00 11 00 SF1442/CLIN SCHEDULE
- 00 21 00 Instructions to Offerors
- 00 22 10 Phase 1 of 2 Phase Design-Build Selection Procedures
- 00 22 20 Phase 2 Design-Build Selection Procedures and Basis of Award
- 00 45 00 Representations and Certifications
- 00 72 00 Contract Clauses – Table of Contents
- 00 73 00 Special Contract Requirements

DIVISION 01 - General Requirements

Sections

- 01 10 00 Statement of Work
- 01 32 01.00 10 Project Schedule
- 01 33 00 Submittal Procedures
- 01 33 16 Design After Award
- 01 45 02.00 10 Quality Control System (QCS)
- 01 45 04.00 10 Contractor Quality Control
- 01 50 02 Temporary Construction Facilities
- 01 57 20.00 10 Environmental Protection
- 01 62 35 Recycled/Recovered Materials
- 01 78 02.00 10 Closeout Submittals

Appendices

- Appendix A Geotechnical Information
- Appendix B List of Drawings
- Appendix C Utility Connections
- Appendix D Results of Fire Flow Tests
- Appendix E Environmental Information
- Appendix F Conceptual Aesthetics Considerations
- Appendix G GIS Data
- Appendix H Exterior Signage
- Appendix I Acceptable Plants List
- Appendix J Drawings
- Appendix K Utility Fuel Cost Information
- Appendix L LEED Project Credit Guidance
- Appendix M LEED Owner's Project Requirements
- Appendix N LEED Requirements for Multiple Contractor Combined Projects
- Appendix O LEED Strategy Tables
- Appendix P USGBC Registration of Army Projects
- Appendix Q Area Computation
- Appendix R RMS Submittal Register Input Form
- Appendix AA-ZZ USER SPECIFIC APPENDICES

If the One-Step approach is used, as a minimum, the following Sections will be part of the Final RFP Package. See below for the how the files will be created (i.e. RFT of PDF documents, etc.)

PROPOSAL REQUIREMENTS, CONTRACT FORMS AND CONDITIONS

Sections

00 11 00 SF1442/CLIN SCHEDULE
00 21 00 Instructions to Offerors
00 22 11 Proposal Submission Requirements Evaluation Criteria, and Basis of Award
One Step – Best Value, Design-Build (Single Award)
00 45 00 Representations and Certifications
00 72 00 Contract Clauses – Table of Contents
00 73 00 Special Contract Requirements

DIVISION 01 - General Requirements

Sections

01 10 00 Statement of Work
01 32 01.00 10 Project Schedule
01 33 00 Submittal Procedures
01 33 16 Design After Award
01 45 02.00 10 Quality Control System (QCS)
01 45 04.00 10 Contractor Quality Control
01 50 02 Temporary Construction Facilities
01 57 20.00 10 Environmental Protection
01 62 35 Recycled/Recovered Materials
01 78 02.00 10 Closeout Submittals

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Appendix A Geotechnical Information
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Appendix J Drawings
Appendix K Utility Fuel Cost Information
Appendix L LEED Project Credit Guidance
Appendix M LEED Owner's Project Requirements
Appendix N LEED Requirements for Multiple Contractor Combined Projects
Appendix O LEED Strategy Tables
Appendix P USGBC Registration of Army Projects
Appendix Q Area Computation
Appendix R RMS Submittal Register Input Form
Appendix AA-ZZ USER SPECIFIC APPENDICES

7.2.1 Creating a New Project

1. After logging into the Wizard, select 'New Project' on the task bar.
2. Enter the Project Name (do not include the Installation).
3. Project Number (this is not the P2 number).

The value entered here should be the same as entered on the SF1442. This is used for the RFP Cover page.

4. Project Description.

Enter a Brief description of the project. This should be the same information that would be entered in Block 10 of SF1442. This information is also used in Section 00 21 00 Paragraph 1.1.

5. Select the Installation from the pull-down menu.

The value entered here should be the same as entered on the SF1442. This is used in the Table of Contents, Paragraph 1.1 of section 00 21 00 and Paragraph 1.1 of section 00 22 11 (One-Step projects only).

6. Enter the Fiscal Year of the project.

The value entered here should be the same as entered on the SF1442. This information is used for modifying the following pages: Cover Page, Paragraphs 5.1.2.1 and 5.2.8 in Section 00 22 10 and Paragraphs 6.1.1.3 and 6.1.2.8 in Section 00 22 11 depending on whether the project type is a One-Step or 2 Phase project.

It is also used in Section 01 33 16 Paragraph 3.7.1.6 to determine CAD System requirements. The first section of Paragraph 3.7.1.6 will read as follows (Note: Items in < > removed based on selections made while using the wizard):

*<COS>All submitted BIM Models and associated Facility Data shall be fully compatible with the latest release of the USACE Bentley BIM Workspace and respective file format, or as directed by the managing COS District.</COS><BIM_App_Neutral>Contractor shall select BIM application(s) and software(s) but all submitted BIM Models and associated Facility Data shall be fully compatible with any of the following file formats: Autodesk Revit 9.0 or higher, Bentley BIM XM or higher, or ArchiCAD 11 or higher.</BIM_App_Neutral>
<BIM_App_Specific>All submitted BIM Models and associated Facility Data shall be fully compatible with <Autodesk_Revit>Autodesk Revit 9.0 or higher</Autodesk_Revit>, <Bentley_BIM>Bentley BIM XM or higher,</Bentley_BIM>, <ArchiCAD>ArchiCAD 11 or higher</ArchiCAD> file formats.</BIM_App_Specific>*

In addition subparagraph (d) as follows will be added to the paragraph.

(d) See Attachment F for additional BIM requirements. BIM Model and associated Facility Data files shall be delivered in their native format. At a minimum, BIM files shall address major architecture design elements, major structural components, mechanical systems and electrical/communication distribution and elements as defined in Attachment F. See Attachment F for additional BIM requirements.

7. Select the acquisition type to be used for the project.

Based on the radio button selected, either Section 00 22 11 (single phase) or Sections 00 22 10 and 00 22 20 (two phase) will be included in the final RFP. This will also modify the Table of Contents accordingly.

8. Select the project Facility Type(s).

Note: For non-standardized facilities, select the “Unique Facility” option.

Select the check box next to the facility type(s) to be included in the project. More than one can be selected at a time, if more than one facility will be awarded under the same contract. These selections will determine what pages will be displayed next. If “Unique Facility” is selected, enter the name of the facility when prompted.

If Enlisted Unaccompanied Personnel Housing is selected, Attachment B of Section will not be used and the following will be added to Paragraph 5.2.2.2 of Section 00 22 20 and Paragraph 5.2.2.1 of Section 00 22 11:

- Do the interior finishes and space layouts provided establish a residential environment?
- Has the proposal included considerations to reduce noise transmission between bedrooms and between living spaces and service/common areas?

If Dining Facility is selected, the following will be added to Paragraph 5.2.2.2 of Section 00 22 20 and Paragraph 5.2.2.1 of Section 00 22 11:

- Does the proposal provide a pleasant, “themed” eating environment?
- Does the proposal include a pleasing professional environment in the cooking/serving areas?

If Vehicle Maintenance Shop is selected, the following will be added to “Vehicle Considerations” section of Paragraph 5.4.2.1 in Section 00 22 20 and Paragraph 5.4.2.1 of Section 00 22 11:

- Does the proposal consider the type and limitations of the military vehicles to provide the needed access to the facility for repair and maintenance?
- Have a sufficient number of spaces (areas designated) been provided for military vehicle parking?

Is the parking surface offered for the MOV suitable for extended usage without significant cyclical replacement?

If a Unique Facility is selected, this page allows users to upload facility Scope and Functional/Criteria Requirements for facilities not already developed in the Model RFP format.

To upload the documents, simply select the Radio Button next to the section you are going to upload. Select the “Browse” button to locate the file on your computer. Once selected, click the “Upload” button in the middle of the page, to attach the file. Repeat this process for each section.

7.2.1.1 Modifying the Project Information

If revisions to the information entered are needed, the information can be edited by selecting “Project” and then “Modify” from the menu at the top of the project page.

7.2.1.2 Managing Project Members

1. To assign or remove members from the project, select ‘Project’ then ‘Manage Project Members’ from the menu of the top of the project page.
2. To assign persons to have administrative rights to the project, select the name and then select the “>” button under ‘Project Administrators’.
3. To remove members from the project, select name(s) and select the “<” button from under ‘Project Members’ and/or ‘Project Administrators’.

Note: Only the creator of the project or someone assigned as an administrator can remove or add members to the project or have rights to create an amendment or lock the project for final creation and solicitation.

4. New Users accounts can be created by selecting 'Create User' located at the bottom of project page. Enter the new Users information.

7.2.2 Project Information Page

Project Title:

The value entered here should be the same as entered on the SF1442. This modifies all documents (headers & footers), TOC, 00 21 00 Paragraph 1.1 and 00 22 11 Paragraph 1.1 (One-Step projects only).

Who will provide the site work and site improvements beyond the five foot line?

Select the radio button which best fits your project. If you select "Government and Design-Build Contractor", please enter the description of site work for the Design-Build Contractor in the text area provided.

This modifies the contents and requirements of the contractors' submission as stated in Section 00 22 20. If the Government is providing the site work, then the contractor does not need to submit any Site Design in their proposal. ***Is this a set aside for Small Business?***

The answer to this question will modify Sections 00 22 11 and 00 22 20 depending on whether the project type is a Single Phase or Two Phase project. If no, Paragraph 8.6 in Section 00 22 11 will be removed and Paragraph 9.6 in Section 00 22 20 will be "Not Used."

Solicitation Number:

The solicitation number is used on all documents (headers & footers) as well as in Section 00 21 00, Paragraphs 1.5.1.1.4 and 1.10 and Section 00 22 11, Paragraph 4.1.

Contract Duration Option:

Select this toggle if the Government will allow the Proposers to propose alternate contract duration for this specific project (as allowed under the new MBP).

7.2.3 District Information

7.2.3.1 General Information Tab

District Issuing Contract:

District Name: Enter the name of the District issuing the RFP. Please do not include "District" in the field. This information is used in Paragraphs 1.3, 1.4, 1.5, 1.8, and 1.10 of Section 00 21 00.

Mailing Address: Enter the District Mailing address. Format should be as follows: 601 East 12th Street, Kansas City, MO, 64106-2896. This is used in Paragraph 1.3 of Section 00 21 00.

Phone Number: Enter the District's main telephone number. If you do not want to list this in the RFP, simply enter "N/A". This is used in Paragraph 1.10 of Section 00 21 00.

Website: If you do not want to list this in the RFP, simply enter "N/A". This is used in Paragraph 1.4 of Section 00 21 00.

Contracting Website: If you do not want to list this in the RFP, simply enter “N/A”. This is used in Paragraph 1.8 of Section 00 21 00.

District Monitoring Construction:

Same as Above? If “NO” is selected the following information will need to be provided. If “YES”, the information entered above for District Issuing Contract will be used.

District Name: Enter the name of the District issuing the RFP. Please do not include “District” in the field. This is used in the Table contained in Paragraph 3.9.1 of Section 01 33 16

Mailing Address: Enter mailing address. Format should be as follows: 601 East 12th Street, Kansas City, MO, 64106-2896

Website: If you do not want to list this in the RFP, simply enter “N/A”.

7.2.3.2 Contracting Personnel Tab

Primary Contact for all Questions:

Select the appropriate radio button next to the person who will be the primary contact for all questions regarding the RFP.

Contracting Officer:

The information below will be included as contact information in Paragraphs 1.5 and 1.10 of Section 00 21 00 if the Radio Button next to it is selected.

Name:

Mailing Address:

Phone Number:

Fax Number:

E-Mail:

Contract Specialist, Primary POC

The information below will only be used as contact information in Paragraphs 1.5 and 1.10 of Section 00 21 00 if the Radio Button next to it is selected.

Name:

Mailing Address:

Phone Number:

Fax Number:

E-Mail:

Contract Specialist, Support POC

The information below is used as additional contact information in Paragraph 1.4 of Section 00 21 00.

Name

Mailing Address:

Phone Number:

Fax Number:

E-Mail:

7.2.3.3 Goals Tab

Subcontracting Plan/Goals:

Here information on the District specific contracting goals is entered. This data is used in Paragraph 1.12 of Section 00 21 00.

7.2.4 Project Cost

Estimated Design and Construction Cost:

This is the "Not to Exceed" dollar amount. This is used in Paragraph 1.2 of Section 00 21 00. The value entered here should be the same as entered on the SF1442.

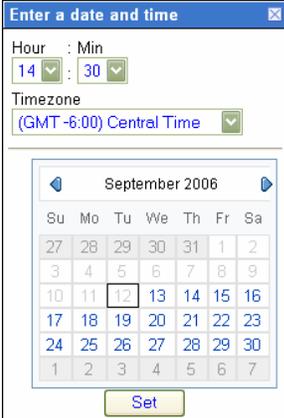
7.2.5 Proposal Submittal Requirements Page

7.2.5.1 General Information Tab

Proposal Submittal Date and Time:

Enter Date and Time of the proposal will be due. This is done by selecting the calendar icon. 

After selecting the icon, another dialog box will open to allow user to enter the information and will automatically format the Date and Time in the correct format. This information is used in Paragraph 1.10 of Section 00 21 00.



Hour : Min
14 : 30
Timezone
(GMT -6:00) Central Time
September 2006
Su Mo Tu We Th Fr Sa
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1 2 3 4 5 6 7
Set

Number of Submittals:

Enter the number of copies of drawings and printed matter (Bound Volumes) that are required in addition to the one Original required. Enter numbers only please. This is used in Paragraph 1.11 (c) of Section 00 21 00.

Number of CDs:

Enter the number of Compact Disks of drawings and printed matter (Bound Volumes) that are required. Enter numbers only please. This is used in Paragraph 1.11 (c) of Section 00 21 00.

7.2.5.2 Pre-Proposal Conference Tab

Location:

All used in Paragraph 1.8 of Section 00 21 00.

Building Name:

If unknown enter TBD and information can be updated by amendment during

Phase II

Building Address:

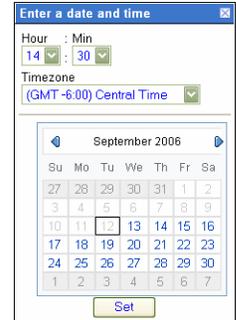
If unknown enter TBD and information can be updated by amendment during Phase II

Phone Number:

If unknown enter TBD and information can be updated by amendment during Phase II

Date and Time:

Enter Date and Time of the Pre-Proposal Conference will be held. If unknown in a Phase I, enter best guess. This can always be changed by amendment in Phase II. This is done by selecting the calendar icon. 



After selecting the icon, another dialog box will open to allow user to enter the information and will automatically format the Date and Time in the correct format. This information is used in Section 00 21 00.

Point of Contact:

Enter the information for the Point of Contact for questions regarding the Pre-Proposal Conference. All information used in Paragraph 1.8 of Section 00 21 00

Name:

Mailing Address:

Phone Number:

Fax Number:

E-Mail:

Questions and Comments:

Questions and comments should be received no later than how many calendar days after pre-proposal conference:

Enter the number of calendar days after the pre-proposal conference that all questions and/or comments should be received by the Primary Point of Contact, in order that they may be given consideration or actions taken prior to receipt of offers. Enter numbers only please. This is used in Paragraph 1.5 of Section 00 21 00

The Bidder Key is:

Enter the Bidder Inquiry Key required for access to the Bidder Inquiry System.

This is used in Paragraph 1.5.1.1.5 of Section 00 21 00.

7.2.5.3 Additional Tab

Stipend:

Is a Stipend part of the Contract?

If "YES", select the radio button and enter the dollar amount for the Stipend. If "NO", no additional action is required. This information is used to modify Paragraph 3.0 of Section 00 22 20.

Remember, stipends are optional and must be approved by ACSIM. Programming and design funds are to be used for this purpose. Comply with USACE policy on use of stipends. Suggested amount is 50% or less of estimated cost to develop the design proposal.

Proposal Evaluation:

Max number of Phase 1 offers that can move onto Phase 2:



Select the appropriate number by using the pull-down list. The only numbers allowed are "Three, Four or Five". This is only used when it is a Two Phase RFP to modify Paragraph 1.1 of Section 00 22 10.

Will the Short-Listed firms be publicly announced?

If "YES", select the corresponding radio button. If selected, Paragraph 1.3 which reads "The short-listed Offerors will be announced by special notice or synopsis to the Federal Business Opportunities website. Offerors may be contacted separately to request their approval." will be added to Section 00 22 10. If no, this paragraph will be removed.

Key Personnel Evaluation:

Will Key Personnel Capabilities and Experience be evaluated?

If "YES", select the corresponding radio button. If "YES", select the State from the pull-down menu where the key personnel are required to be registered.

Please refer to the 'Note to Specifier' located on the related Wizard RFP page for additional guidance regarding whether to evaluate key personnel.

Presentation Drawings

Is a color board including primary interior and exterior finish materials to be submitted as part of proposal?

This is optional at the discretion of the KO and PDT.

If "YES", Paragraph 5.2.1.1 (e) will be added to section 00 22 20 and will read as follows:

e) A color board including primary interior and exterior finish materials.

If “NO”, this paragraph will not be included.

7.2.5.4 Installation Preferences Tab

This feature is used to identify certain betterments as “desirable” or “preferred”. Preferences here should be listed by priority, and cannot exceed 5 in number. Entering information here is not mandatory. If the Installation has no desired preferences, select the ‘No Preference’ button.

This information is added to Paragraph 5.3.2.3 of Sections 00 22 11 and 00 22 20 (depending on whether the project type is a Single Phase or Two Phase project).

Simply enter the desired text for the preference into the text area. Using the command bar above the text area, simply formatting may be used (See [Figure 7-1: Installation Preferences](#)). Currently the formatting allowed is as follows:

- Bold Text
- Italic Text
- Underline Text
- Numbering (one level only)
- Bullets (one level only)

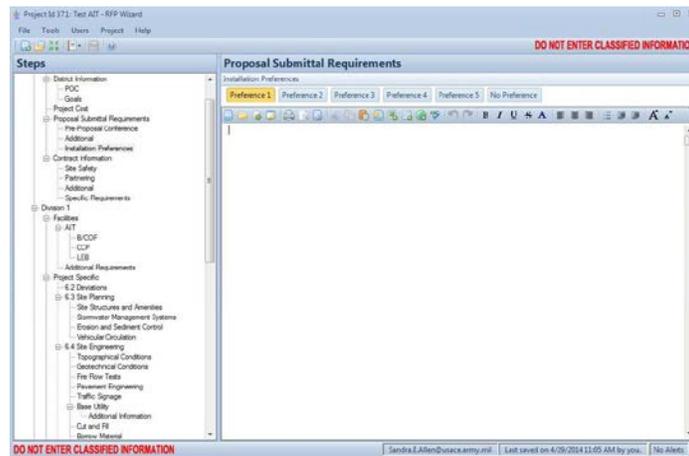


Figure 7-1: Installation Preferences

If you are cutting and pasting from an existing word document, there are a couple of additional steps which will be required to ensure that extra formatting is not included. If this process is not used, it may cause the final RFP to be corrupt and not output properly. Highlight the text you wish to paste from Word and select copy. Place the cursor in the wizard text dialog box and press CTRL-V.

Alternately you can place your cursor in the text dialog and select the “Paste” Button on the toolbar.

After selecting Paste, the dialog below will display.

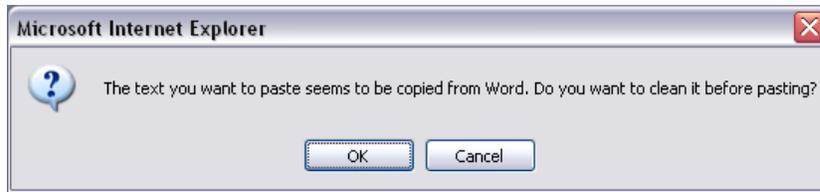


Figure 7-2: Text from Word Warning

Select “OK” to continue. This action will activate another dialog for you to “clean” the text before pasting it into the wizard.

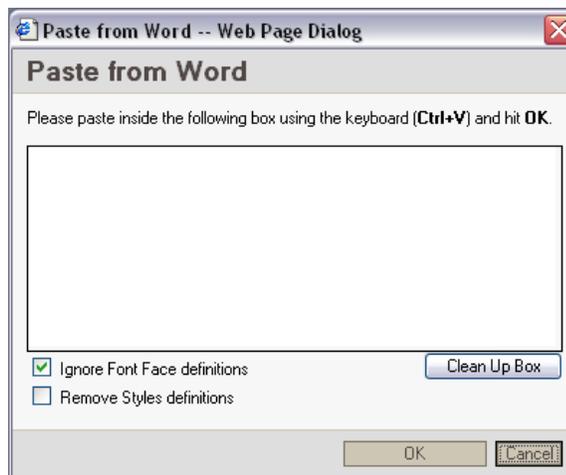


Figure 7-3: Paste from Word Dialog

Once you paste the text into this new dialog select both check boxes for ignoring and removing style definitions, and select “OK”. This action will add the cleaned up text into the wizard. You will then be able to add the formatting styles that are permitted as indicated above.

NOTE: The quickest way to avoid all these additional steps is to open your Word document into WordPad and cut/paste from that application. All windows computers have this software. It can be located under Accessories in the Programs menu.

When finished, select “Save Current Step Data” icon at the top of the Proposal Submittal Requirements tab.

7.2.6 Contract Information

7.2.6.1 General Information Tab

FedBizOpp Website:

Enter the website information, including the solicitation number. This information is used in Paragraph 1.4 of Section 00 21 00.

Has the Contracting Officer waived Bid Guarantee?

If “YES” select the radio button. This modifies Sections 00 22 20 and 00 22 11. If

“YES”: the Contractor will only have to provide evidence of bondability not a bid guarantee during the phase II process.

Are Key Subcontractors going to be evaluated?

If “YES”, select the corresponding Radio button. This information is used to edit Section 00 22 20 evaluation factors.

If “NO”, Paragraph 4.0 is modified. Also the Title of paragraph 7.0 will read **“VOLUME 2 –FACTOR 3 – PROPOSED CONTRACT DURATION AND SUMMARY SCHEDULE”** instead of **“FACTOR 3 –REMAINING PERFORMANCE CAPABILITY PROPOSAL”**. In addition, Paragraph 7.2 and Attachment 10 will be removed.

NOTE TO SPECIFIER: Evaluation of Key Subcontractors is required for C-Type and Tier 1 facilities. For ID/IQ contract format and for Tier 2 facilities, key subcontractor subfactor is optional, but is generally recommended as a key discriminator.

Are all large business Offerors to submit a small business plan?

If “YES”, select the corresponding Radio. This information is used to edit Paragraph 9.6.1 of Section 00 22 20 and Paragraph 8.6.1 in Section 00 22 11 depending on whether the project type is a Single Phase or Two Phase project.

Are one-on-one interim interview to be held?

If “YES”, select the corresponding Radio button. Enter the scheduled date, the full schedule and the location. Defaults for scheduled date and full schedule are “TBD – Will be furnished by amendment or letter”. This information is used to edit Paragraph 9.7 of Section 00 22 20.

NOTE TO SPECIFIER: If the PDT determines that the use of one on one interim interview prior to proposal receipts is desirable, subject to the contracting officer's approval, select “Yes”.

7.2.6.2 Site Safety Tab

Select the appropriate Radio button(s) which best describes the project. This information is used in Section 00 73 00.

If “Project has three or less major structures of the same type construction being built simultaneously and those structures have 3 stories or less, mid-size maintenance or storage facilities, paving and/or landscaping, and other projects with similar moderate construction hazards” is selected, Paragraph 1.18 (b) will read:

(b) The SSHO may be a collateral duty responsibility. The SSHO shall have, as a minimum.

(1) 3 years safety work on similar type construction and,

(2) The 30-hour OSHA construction safety class or equivalent within last 3 years and,

- (3) Competent person training as required based on applicability (Scaffolds, Cranes, Fall Protection, Confined space, or others).

If “Project has buildings taller than 3 stories, more than one facility type, more than three major structures being constructed simultaneously, large maintenance or complex industrial facilities, or other projects with similar substantial construction hazards”, is selected Paragraph 1.18 (b) will read:

(b) The SSHO duties will be the employee’s sole, full-time responsibility. The SSHO shall have, as a minimum:

- (1) 5 years safety work on similar type construction and,
- (2) The 30-hour OSHA construction safety class or equivalent within the last 5 years and,
- (3) An average of at least 24 hours of formal safety training each year for the past 3 years and,
- (4) Competent person training as required based on applicability (Scaffolds, Cranes, Fall Protection, Confined space, or others).

If the radio button is selected to the question “Does the project involve the handling, treatment, removal and/or disposal of asbestos, lead, or Hazardous Materials/Waste?”, Paragraph 1.18 (c) will be added as follows:

(c) In the event this project involves hazardous, toxic or radioactive waste (HTRW) operations, additional site safety personnel qualifications and training are found in EM 385-1-1, 28.A.02 b.(3). In the event this project involves the handling, treatment, removal and/or disposal of asbestos, personnel qualifications and training shall be consistent with those specified in UFGS SECTION 02 82 14.00 10 titled ASBESTOS HAZARD CONTROL ACTIVITIES. In the event this project involves the abatement of lead based paint hazards, personnel qualifications and training shall be consistent with those specified in UFGS SECTION 01 83 13 LEAD IN CONSTRUCTION, and/or UFGS 01 83 19 for TARGET HOUSING AND CHILD OCCUPIED FACILITIES, depending on site applicability.

7.2.6.3 Partnering Tab

Partnering:

Fill in the information if the Government proposes to form a partnership that includes more than the Corps of Engineers, the Contractor, primary subcontractors and the designers. If not applicable, enter N/A. This information is used in Paragraph 1.5 of Section 00 73 00.

An example might be “representatives from the Directorate of Public Works”.

7.2.6.4 Additional Tab

Maximum performance duration allowed:

Enter the number of Calendar days that the proposed contract duration is not to exceed. This is used in Paragraph 7.1.2.1 of Section 00 22 20 and Paragraph 6.3.2.1 of Section 00 22 11 and is part of the evaluation criteria.

The default is 540 calendar days. Acceptable values are 0 to a calendar days.

7.2.6.5 Specific Requirements Tab

Installation Specific Contract Requirements:

This is used in Section 00 73 00. Section 00 73 00 contains Special Contract Requirements (SCRs) that are included in every RFP. This page allows the user to also include any installation specific SCRs and any SCRs that are applicable to that particular District beneath the applicable clauses and SCRs from the Model. This section may be used to clarify or supplement other requirements of the RFP, but it shall not be used to modify, delete, or contradict any requirements throughout other sections of the Model RFP without the approval of the PEO. Do not include any design criteria or other information that is to be addressed in Section 01 10 00 in this section.

Examples include

- Weather Delays,
- Information for Gaining Access to Post,
- Working Hours, etc.

To add additional requirements, simply select the  button. A new dialog will display for data entry.

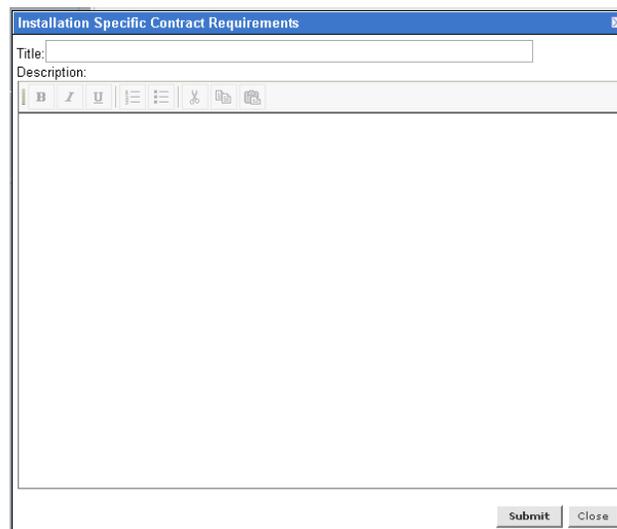


Figure 7-4: Installation Specific Contract Requirements Dialog

Simply enter a Title and then the content of the requirement. Each Title entered will be added to Section 00 73 00's table of contents as well. When finished, select

“submit” and you will return to the main specific requirements page. This dialog has the same formatting restrictions as the [Installation Preferences Dialog](#) described above.

To edit a requirement, select the requirement number hyperlink next to the title that you wish to modify. The dialog (Fig 7-10) will now display the content previously entered. Edit as necessary and select “submit” to save.

To delete a requirement already entered, click on the  next to the title you wish to delete. Next time you view the page, the requirement will no longer be in the list.

Requirement #1:	INFORMATION REGARDING PROPOSAL MATERIAL	
Requirement #2:	DISPOSAL OF PROPOSALS	
Requirement #3:	IDENTIFICATION OF EMPLOYEES	

Figure 7-5: Installation Specific Requirements Tab.

7.2.7 Division 1 Facility Specific Requirements- Statement of Work

Facilities

Standardized information for the facility type(s) selected during project creation (see paragraph 7.2.1, subparagraph 8) will populate.

7.2.8 Note: If the facility is a “Unique Facility”, the RFP Preparer will have to upload Paragraphs 2 and 3 using the Additional Files step of the tree control on the left of the Wizard RFP page (see paragraph 7.9.2.8).Statement of Work – Additional Requirements

Approximate site area available (in acres):

Enter acreage in decimal values, i.e. 7.50. Information will be shown in Paragraph 2.2 of the Statement of Work (Section 01 10 00).

Additional Government Furnished, Government Installed Equipment:

Information will be shown in Paragraph 2.3 of the Statement of Work (Section 01 10 00).

Enter any additional information that is not already included in the following paragraph:

“Coordinate with Government on GFGI item requirements and provide suitable structural support brackets for projectors/VCRs/TVs, provide all utility connections and space, with required clearances, for all GFGI items. Include tables, cabinets, carts, etc. for GFGI equipment that is not freestanding in furniture design. All computers (and related hardware), copiers, faxes, printers, video projectors, VCRs and TVs are GFGI. Vending equipment and ice machines are GFGI. “

The default for this field is “No Additional Requirements”.

Provide the following furniture and equipment as part of this contract:

Value will be used to Paragraph 2.4 of the Statement of Work (Section 01 10 00).

Enter any additional information that is not already included in the following paragraph:

“Provide furniture design for all spaces, including existing furniture and equipment to be re-used. Coordinate with the user to define requirements for furniture systems, movable furniture, equipment, existing items to be re-used, storage systems, etc. Early coordination of furniture schedule is required so the facility is complete and usable at turnover. Furniture procurement is not included in this contract.”

The default for this field is “No Additional Requirements”.

Type of Building Control System:

Note: Select LonWorks unless the Installation has an existing BACnet UMCS and wishes to continue with BACnet.

This selection will modify paragraph 5.8.3. The follow on questions will change depending on whether LonWorks or BACnet is selected.

If BACnet is selected:

Select the best that describes the control system for the project:

Select the appropriate Radio button (). This selection must be coordinated with the installation. In general, integration to a UMCS is preferred but in some cases the installation will have a means to integrate the building as a separate effort so integration may not need to be required as part of this RFP. Before selecting Option A, the installation of a new BACnet-based UMCS, reconsider whether a need exists for a BACnet UMCS rather than an LNS-based LonWorks UMCS and if not go back and select the LonWorks RFP text instead. If integrating into the existing system is the approach, remember to describe, in detail, the installation’s existing UMCS so that the contractor can provide integration. At a bare minimum include the UMCS software model, revision and manufacturer and the installation’s BACnet addressing scheme or a list of used BACnet addresses on the Project Specific HVAC page. This will add the description to Paragraph 6.12

This will modify the following paragraphs 5.8.3, 5.8.3.5, 5.8.3.6, Table 5-1 in 5.8.3.8, and 5.8.3.11.

If LonWorks is selected:

Select the best that describes the control system for the project:

Select the appropriate Radio button (). This selection must be coordinated with the installation. In general, integration to a UMCS is preferred but in some cases the installation will have a means to integrate the building as a separate effort so integration may not need to be required as part of this RFP If integrating into the existing system is the approach, remember to describe, in detail, the installation’s existing UMCS so that the contractor can provide integration. At a bare minimum include the UMCS software model, revision and manufacturer on the Project Specific HVAC page. This will add the description to Paragraph 6.12

This will modify the following paragraphs 5.8.3, 5.8.3.5, 5.8.3.9, 5.8.3.10, and 5.8.3.13.

Select the best that describes the type of network variable:

Select the appropriate Radio button. Check with the installation for their preference. If they don't have a preference, use the default option. This will modify paragraph 5.8.3.6.

7.2.9 Statement of Work – Facility Specific

These pages are determined based on the selection made on the Facility Type Page.

7.2.10 Submittal Requirements

7.2.11 CADD System Tab

Files should be fully compatible with:

Select which software in which submittal drawings should be compatible. This is used to modify text in Paragraph 3.7.1.6 of Section 01 33 16.

BIM files should be fully compatible with:

Select which software in which submittal drawings should be compatible and enter the additional information for the version and/or year. This is used to modify text in Paragraph 3.7.1.6 of Section 01 33 16. If the Contractor will be provided a BIM, model select the radio button.

Note: Coordinate with the Installation for determining which software should be used for the BIM drawings.

7.2.12 Distribution and Quantities Tab

Edit the Table to suit specific project requirements. Ensure that the numbers of copies required are minimized and that every attempt be made to establish electronic submittal of information, whether CD-ROM based or WEB based as the submission media of choice. This is used to modify Paragraph 3.9.1 of Section 01 33 16

How many different addresses shall the submittal be mailed to?

This information is used to modify Paragraph 3.9.3.1 of Section 01 33 16. It will indicate that the Government will furnish the Contractor addresses where each copy shall be mailed to after award of the contract.

Note: Identify the number of **SEPARATE** physical locations for mailing of submittals. **DO NOT** require separate mailings for offices at the same building location.

How many copies of the submittal will be RETAINED by the Contracting Officer?

This information is used to modify Paragraph 1.13 of Section 01 33 00.

How many copies of the submittal will be RETURNED to the Contractor?

This information is used to modify Paragraph 1.13 of Section 01 33 00.

How many For Information Only (FIO) submittals will be required?

This information is used to modify Paragraph 1.13 of Section 01 33 00.

Select the appropriate radio button if the Installation requires paper copies of drawings for review during construction.

Select the appropriate radio button if a set of reproducible mylar as-builts is required.

7.2.13 Construction Requirements

7.2.14 Quality Control Tab

Location for “Construction Quality Management for Contractors’ course:

The information entered on this page is used in Paragraph 3.4.6 of Section 01 45 04.00 10.

Location for delivery of samples for testing:

The information entered on this page is used in Paragraph 3.7.4 of Section 01 45 04.00 10.

7.2.15 Government Field Office Tab

The information entered on this page is used in Section 01 50 02.

Is the Contractor required to provide an office for the Government Resident Engineer?

The answer to this question will either keep or delete paragraph 1.6 from section 01 50 02. Also, if “Yes”, additional information will be required to be entered by the RFP Preparer:

Enter the approximate floor area to be provided. Enter the number of Government phone & LAN connections to be provided. Enter the maximum number of personnel that the conference room must be able to hold at a time.

Select the appropriate radio button if the project is at a remote locate without access to water or sewer, i.e. Alaska.

7.2.16 Additional Files Tab- Adding Cover Sheet, Standardized Specifications and Appendices and User Appendices

7.2.16.1 Adding Files to the RFP

To add the Project Cover sheet, Standardized Specs and Standardized and User Appendices, the RFP Preparer will select the type of file to be uploaded under ‘Upload Type’ and using the pull-down menu to select the file type. Select ‘Browse’ under ‘File to Include’ and go to the location where you have created a .pdf of the project’s cover sheet. Select the cover sheet .pdf file and select “open”. The file location will be entered on the ‘File to Include’ line. Select ‘Upload’. File will be listed above.

Note: PDFs of the files should already be created and stored in an accessible location to upload for the project RFP. Uploaded files **Only UNSECURED Adobe PDF files may be uploaded.**

Select the *information icon* next to 'Upload' to get 'Uploaded File Guidance' which provides additional information and restrictions regarding what should/should not be included in the uploaded files.

7.2.16.2 Project Cover Sheet

Under 'Upload Type' on the Uploaded Files page, use the pull-down menu to select "Cover Sheet". Select 'Browse' under 'File to Include' and go to the location where you have created a pdf of the project's cover sheet. Select the cover sheet .pdf file and click "open". The file location will be entered on the 'File to Include' line. Select 'Upload'. File will be listed above.

7.2.16.3 Standard Appendices

By default, the wizard will add all the appendices listed above in paragraph 7.2. Appendices L and Q have standard content provided by the MBP Wizard Team. All others will be considered "not used" unless replaced by the RFP Preparer as follows:

Under 'Upload Type' on the Uploaded Files page, use the pull-down menu to select "Appendix". Under 'Appendix', use the pull-down menu to select (one at a time) the appendix you want to upload, i.e. Appendix A, Appendix B, etc. Select 'Browse' under 'File to Include' and go to the location where you have created a pdf of the pertinent appendix. Select the .pdf file and click "open". The file location will be entered on the 'File to Include' line. Select 'Upload'. File will be listed above.

This action will replace the "Not Used" version of the appendix with the project specific content. (See [Replace Standard Appendix](#) below) Example, if the RFP Preparer does not plan to have an Appendix F Conceptual Aesthetic Considerations (photos or additional information depicting the architectural theme to be used for the project), nothing is required to be done.

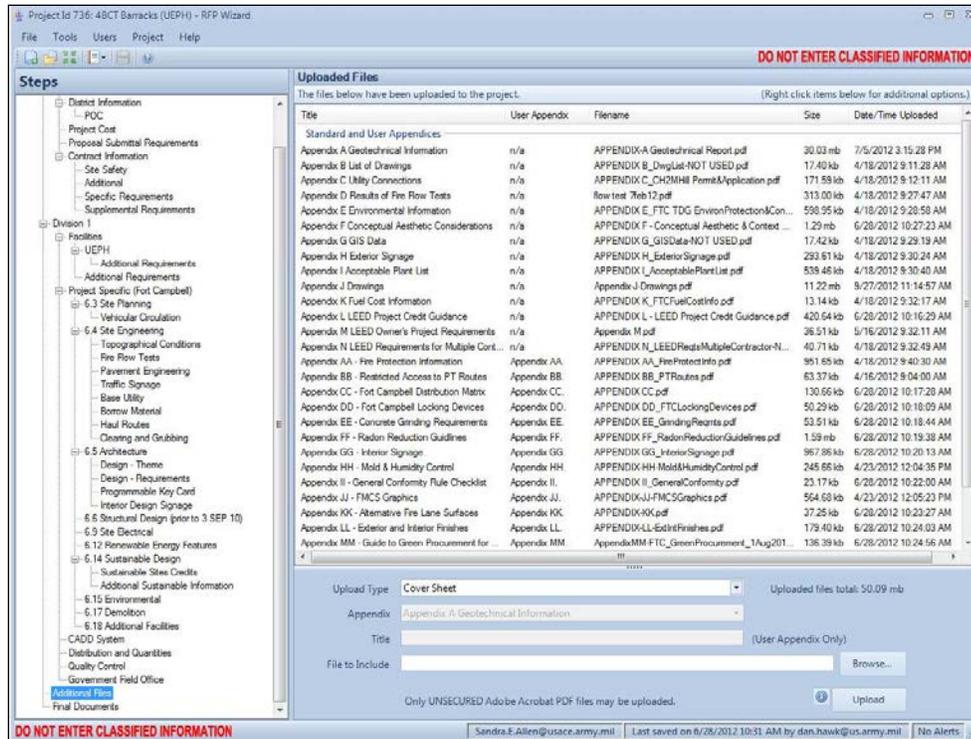


Figure 7-6: Replace Standard Appendix

- Appendix A Geotechnical Information
- Appendix B List of Drawings
- Appendix C Utility Connections
- Appendix D Results of Fire Flow Tests
- Appendix E Environmental Information
- Appendix F Conceptual Aesthetic Considerations
- Appendix G GIS Data
- Appendix H Exterior Signage
- Appendix I Acceptable Plants List
- Appendix J Drawings
- Appendix K Fuel Cost Information (a download is available)
- Appendix L LEED Project Credit Guidance (a download is available)
- Appendix M LEED Owner's Project Requirements (a sample is available-click the link)
- Appendix N LEED Requirements for Multiple Contractor Combined Projects
- Appendix O LEED Strategy Tables (a sample is available-click the link)
- Appendix P USGBC Registration
- Appendix Q Area Computation
- Appendix R Preliminary Submittal Register (a download is available)

Note: Appendix K and Appendix L are Word Documents which the user needs to download, fill out appropriate information in Column 4, convert to PDF and then upload back to the wizard.

7.2.16.4 User-Defined Appendices

In addition, the wizard provides the ability to upload non-standard or user-defined appendices that are unique to each project. User-defined appendices are numbered

with double alphabets from Appendix AA to Appendix ZZ. Adding a user-defined appendix is done the same way as a standard appendix.

Under 'Upload Type' on the Uploaded Files page, use the pull-down menu to select "Appendix ". Under 'Appendix', use the pull-down menu to select (one at a time) the user-defined appendix you want to upload, i.e. Appendix AA, Appendix BB, etc. The RFP Preparer needs to enter the Title of the appendix (**include the Appendix number in the title, i.e. "Appendix AA Fire Protection Information"**).

Select 'Browse' under 'File to Include' and go to the location where you have created a pdf of the pertinent appendix. Select the.pdf file and click "open". The file location will be entered on the 'File to Include' line. Select 'Upload'. File will be listed on the page above.

Note: Unlike with the standardized appendices, if you do not include the Appendix in the title, the appendix number will not show up in the title in the Table of Contents.

7.2.16.5 Deleting Uploaded Files

To delete an uploaded file, right-click on the file to be deleted and select "delete". You will get a 'Delete Confirmation'. Select "YES" or "NO" to complete the action.

Note: Once a file is deleted, it cannot be undone. To add it back, repeat the steps listed above in paragraph 7.2.13.1 Adding Files to the RFP.

7.2.17 Validation Report

The purpose of the validation report is to let the users know where information in the RFP is missing. To ensure a valid and complete RFP, please review these pages before creating the final RFP.

7.2.18 View/Download RFP

On this page the user can either view the document in draft form or if the document is complete, they can "Lock and Finalize" the project. If a project has already be locked and finalized, a link will display on the page to download the file.

Note: A project can only be locked and finalized by a Project Administrator. Draft documents can be created for viewing by any member assigned to the project.

7.2.19 View RFP

To preview a draft copy of the RFP, select 'File' then 'Preview Draft RFP' from the menu at the top of the project screen.

There are three (3) types of downloads for reviewing the project. Each review document will contain **RED** text to show the most recent revisions to the document as well as have a DRAFT watermark on each page. Select the Radio Button next to the type of output you are looking for.

- When the "Complete RFP" is selected and the 'Create RFP' button is selected, the entire RFP will be processed as a PDF file for saving to your local hard-drive.

- When the “Division 0- Sections 00 21 00 through 00 73 00” is selected and the ‘Create RFP’ button is selected, a File Download dialog box will open asking whether to Open or Save the file. The document is produced in Rich Text format which will allow for the cutting/pasting of the information into the SPS system.
- When the “Division 1- Sections 01 10 00 through 01 78 02.00 10” is selected and the ‘Create RFP’ button is selected, the back end sections of the RFP will be processed as a Secure PDF file for saving to your local hard-drive. This also includes all Appendices.

7.2.19.1 Lock and Finalize

The purpose of Lock and Finalize is to lock the project so that no further changes are allowed. It generates and saves the final document in non-draft format (no RED text, Strike-through text, Draft watermark or Date/Timestamp will be shown) and saves the project to the database. This should only be done when the project has all information included and is ready to “Hit the streets”. Once a project is "locked", the web pages associated to those documents will become locked as well. User will still be able to view the pages, but no changes will be allowed.

To create the Final RFP, select ‘File’ then ‘Create Final RFP’ from the menu at the top of the project screen. Enter the starting page number (typically “1”) and select ‘Create RFP’.

Both Division 00 and Division 01 will be locked. When Division 00 is locked it will generate the documents that will be inputted into SPS (00 21 00 through 00 73 00) and will be saved in Rich Text format. When Division 01 is locked the Wizard will save the remaining sections (01 10 00 through 01 78 02.00 10) in PDF format for distribution.

To create an amendment for a Locked project, see [Create Amendment](#) above for more information.

It is possible to get a project “Unlocked”. See [Manage Projects](#) above for more information.

7.3 IDIQ Solicitation (Two Phase Approach)

The IDIQ solicitation is a Two Phased approach. In Phase 2, the short-listed firms from Phase 1 will compete for base contract award and one firm will win the task order competition. The Government will award base ID/IQ contracts to one or more firms and will then issue task orders for future projects, which may be design-build, adapt-build or even construction only task orders, dependent upon the maturation of the various COS standard designs.

The base ID/IQ contract will contain the Division 00 sections for standard clauses (00 72 00) and SCR’s that generally apply to all task orders (00 73 00), as well as the standard Division 01 Sections which generally apply to all task orders (all but 01 10 00, which is task order specific). The Contracting Office will maintain and make the base ID/IQ contract available electronically for contractors and PDT’s developing, issuing and executing task orders.

A task order will only contain the information specific to that task order. Sections 00 73 10 (Supplemental Contract Requirements), 00 73 46 Wage Determination Schedule, the Statement of Work and abbreviated Division 01 Sections contain only task order specific information. The reader is referred back to the Base ID/IQ for standard requirements.

The following Sections will be part of the Final RFP Package as a minimum. See [View/Download RFP](#) for the how the files will be created (i.e. RFT of PDF documents, etc.)

7.3.1 IDIQ Solicitation Phase 1 and 2 Table of Contents

7.3.1.1 Phase 1 Table of Contents:

PROPOSAL REQUIREMENTS, CONTRACT FORMS AND CONDITIONS

Sections

- 00 01 10 SF1442
- 00 21 00 Instructions to Offerors
- 00 22 10 Phase 1 of 2 Phase Design-Build Selection Procedures
- 00 22 20 Phase 2 Design-Build Selection Procedures and Basis of Award
- 00 45 00 Representations and Certifications
- 00 72 00 Contract Clauses – Table of Contents
- 00 73 00 Special Contract Requirements

DIVISION 01 - General Requirements

Sections

- 01 10 00 Statement of Work
 - **Attachment A: For Information Only, Subject to Change**
- 01 32 01.00 10 Project Schedule
- 01 33 00 Submittal Procedures
- 01 33 16 Design After Award
- 01 45 02.00 10 Quality Control System (QCS)
- 01 45 04.00 10 Contractor Quality Control
- 01 50 02 Temporary Construction Facilities
- 01 57 20.00 10 Environmental Protection
- 01 62 35 Recycled/Recovered Materials
- 01 78 02.00 10 Closeout Submittals

Appendices – For Information Only, Subject to Change

- Appendix A Geotechnical Information **(To be added in Phase 2)**
- Appendix B List of Drawings **(To be added in Phase 2)**
- Appendix C Utility Connections **(To be added in Phase 2)**
- Appendix D Results of Fire Flow Tests **(To be added in Phase 2)**
- Appendix E Environmental Information **(To be added in Phase 2)**
- Appendix F Conceptual Aesthetic Considerations **(To be added in Phase 2)**
- Appendix G GIS Data **(To be added in Phase 2)**
- Appendix H Exterior Signage **(To be added in Phase 2)**
- Appendix I Acceptable Plants List **(To be added in Phase 2)**
- Appendix J Drawings **(To be added in Phase 2)**
- Appendix K Utility Fuel Cost Information **(To be added in Phase 2)**
- Appendix L LEED Project Credit Guidance **(To be added in Phase 2)**
- Appendix M LEED Owner's Project Requirements **(To be added in Phase 2)**
- Appendix N LEED Requirements for Multiple Contractor Combined Projects **(To be added in Phase 2)**
- Appendix O LEED Strategy Tables **(To be added in Phase 2)**

Appendix P USGBC Registration of Army Projects **(To be added in Phase 2)**
Appendix Q Area Computation **(To be added in Phase 2)**
Appendix R RMS Submittal Register Input Form **(To be added in Phase 2)**
Appendix AA-ZZ USER SPECIFIC APPENDICES **(To be added in Phase 2)**

7.3.1.2 Phase 2 Table of Contents:

PROPOSAL REQUIREMENTS, CONTRACT FORMS AND CONDITIONS

Sections

00 01 10 CLIN SCHEDULE
00 22 10 Phase 1 of 2 Phase Design-Build Selection Procedures
00 72 00 Contract Clauses – Table of Contents
00 73 00 Special Contract Requirements

DIVISION 01 - General Requirements

Sections

01 32 01.00 10 Project Schedule
01 33 00 Submittal Procedures
01 33 16 Design After Award
01 45 02.00 10 Quality Control System (QCS)
01 45 04.00 10 Contractor Quality Control
01 50 02 Temporary Construction Facilities
01 57 20.00 10 Environmental Protection
01 62 35 Recycled/Recovered Materials
01 78 02.00 10 Closeout Submittals

TASK ORDER SPECIFIC REQUIREMENTS

Sections

00 11 00 CLIN SCHEDULE
00 73 10 Supplemental Contract Requirements
<007346_NO>00 73 46 Wage Determination Schedule</007346_NO>

DIVISION 01 - General Requirements

Sections (Task Order Specific Requirements)

01 10 00.[TONUM] Task Order Statement of Work
01 33 00 Submittal Procedures
01 33 16 Design After Award
01 45 04.00 10 Contractor Quality Control
01 50 02 Temporary Construction Facilities
<015773_NO>01 57 23 Temporary Storm Water Pollution Control </015773_NO>

APPENDICES (TASK ORDER SPECIFIC REQUIREMENTS):

Initial Task Order Appendices

Appendix A Geo technical Information
Appendix B List of Drawings
Appendix C Utility Connections
Appendix D Results of Fire Flow Tests
Appendix E Environmental Information
Appendix F Conceptual Aesthetic Considerations
Appendix G GIS Data
Appendix H Exterior Signage
Appendix I Acceptable Plants List
Appendix J Drawings
Appendix K Utility Fuel Cost Information
Appendix L LEED Project Credit Guidance
Appendix M LEED Owner's Project Requirements

Appendix N LEED Requirements for Multiple Contractor Combined Projects
Appendix O LEED Strategy Tables
Appendix P USGBC Registration of Army Projects
Appendix Q Area Computation
Appendix R RMS Submittal Register Input Form
Appendix AA-ZZ USER SPECIFIC APPENDICES

7.3.2 Project Information Page

Project Title:

This is the same as in a C-Type solicitation. See Paragraph [7.2.2](#) above.

Task Order Description:

This will be used in Section 00 21 00 Paragraph 1.1.1.

Who will provide the site work and site improvements beyond the five foot line?

This is the same as in a C-Type solicitation. See Paragraph [7.2.2](#) above.

Is this a set aside for Small Business?

This is the same as in a C-Type solicitation. See Paragraph [7.2.2](#) above.

Solicitation Number:

This is the same as in a C-Type solicitation. See Paragraph [7.2.2](#) above.

Type of Seed Task Order:

Select "SATOC" or "MATOC". If MATOC is selected, please enter how many base ID/IQ contract awards to firms under this solicitation will be made.

Enter the number of base IDIQ contract awards to be made under this solicitation.

Describe what is to be construction for each task order.

This information will be added to paragraph 5.1.1.1(a) "Construction of [CONSTRUCTIONTYPE] or their equivalent or similar commercial or institutional type. All work must be new construction." in Section 00 22 10.

Typical Task Order project size:

This information will be added to paragraph 5.1.1.1(b) "Typical project size should reflect [TYP_PROJECTSIZE] square feet." in Section 00 22 10.

The construction value of each project will be at least?

This information will be added to paragraph 5.1.1.1(c) "Construction value of at least [CONSTRUCTION_VALUE]." in Section 00 22 10.

Are there additional specialized requirements?

If no, paragraph 5.1.1.1(e) in Section 00 22 10 will be "Not Used". If "YES", select toggle and provide any specialized requirements in the space provided not to exceed three.

Region:

Select the appropriate region of the MATOC/SATOC. Select "N/A" if not applicable.

Task Order RFP Number:

This is used for the Phase 2 Seed Task Order.

Contract Duration Option:

Select this toggle if the Government will allow the Proposers to propose alternate contract duration for this specific project (as allowed under the new MBP).

7.3.3 District Information Page

This entire page is the same as when creating a C-Type contract. See Paragraph [7.2.3](#) above.

7.3.4 Project Cost

Estimated Design and Construction Cost:

The basic contract period has a guaranteed minimum amount of \$

Enter the appropriate value. This is used in Section 00 73 10. The value entered here should be the same as entered on the SF1442.

Cost Limitation:

Select which best describes the cost limitation for this project. This is used in Section 00 22 00 in Paragraph 2.0.

7.3.5 Proposal Submittal Requirements Page

7.3.5.1 General Tab

This is the same as when creating a C-Type contract.

7.3.5.2 Pre-Proposal Conference Tab

This is the same as when creating a C-Type contract

7.3.5.3 Additional Tab

This is the same as when creating a C-Type contract.

7.3.5.4 Installation Preferences Tab

This is the same as when creating a C-Type contract.

7.3.6 Contract Information Page

This entire page is the same as when creating a C-Type contract.

7.3.7 Division 1 Facility Specific Requirements- Statement of Work

This entire page is the same as when creating a C-Type contract.

7.3.8 Statement of Work – Additional Requirements

This entire page is the same as when creating a C-Type contract.

7.3.9 Statement of Work- Facility Specific

This entire page is the same as when creating a C-Type contract.

7.3.10 Submittal Requirements

This entire page is the same as when creating a C-Type contract.

7.3.11 Construction Requirements

This entire page is the same as when creating a C-Type contract.

7.3.12 Adding Appendices

This entire page is the same as when creating a C-Type contract.

7.3.13 Validation Report

This entire page is the same as when creating a C-Type contract.

7.3.14 View/Download RFP

This entire page is the same as when creating a C-Type contract.

7.4 Task Order Solicitation

After selecting SATOC or MATOC on the Create RFP page (see paragraph 7.2.1 for guidance), you will be redirected to a Task Order Association page. The purpose of this is to allow the user to associate the new SATOC or MATOC with an existing IDIQ. Simply select the Radio Button next to the project you wish to associate this task order to. Result: A new project will be created containing all the data previously entered into the original IDIQ solicitation.

This selection will also modify Paragraphs 2.0 and 3.1 of Section 00 22 30. If a MATOC, Paragraphs 2.0 and 3.1 will read as follows:

2.0 BASIS OF AWARD

2.1 The Contracting Officer will award a firm fixed-price task order to that responsible Offeror whose proposal the Source Selection Authority has determined conforms to the solicitation, is fair and reasonable, and offers the best overall value to the Government, considering all non-price factors described herein, and price. **All evaluation factors, other than price, when combined, are considered significantly more important than the price.** However, Offerors are reminded that the Contract award shall not exceed the cost limitation described in Section 0073 10 **Supplemental Contract Requirements** for this project. The intent of this solicitation is to obtain the best proposal within the cost limitation. There is no obligation to approach or match the cost limitation in the offer. After the Government individually evaluates and rates each proposal, the Contracting Officer/Source Selection Authority will compare proposals to determine which proposal represents the best value. The Government reserves the right to accept other than the lowest priced offer or to reject all offers. The Government will not award a contract to an Offeror whose proposal contains a deficiency, as defined in FAR 15.001. If there is a lower priced,

conforming offer(s), the Contracting Officer/Source Selection Official must determine that the added value of a more expensive proposal (within the cost limitation) would justify award to that Offeror.

2.2 As part of the evaluation, the Government will evaluate betterments in proposals relative to the minimum standards in the RFP to determine if they offer additional value to the Government. In addition, innovations in proposals will be evaluated to determine if creative ideas of the Offeror are a better value to the Government compared to the minimum criteria.

3.0 GENERAL INSTRUCTIONS

3.1 Not Used

Submit proposals in tabbed, three-ring binders. Note that the Government will not evaluate any material that exceeds the page limits, where indicated below.

If a SATOC, Paragraphs 2.0 and 3.1 will read as follows:

2.0 NOT USED

3.0 GENERAL INSTRUCTIONS

3.1 Submit proposals initially on the most favorable terms from a price and technical standpoint. Do not assume that Offerors will be contacted or afforded an opportunity to clarify, discuss or revise their proposals.

Submit proposals in tabbed, three-ring binders. Note that the Government will not evaluate any material that exceeds the page limits, where indicated below.

The following Sections will be part of the Task Order RFP Package as a minimum. See [View/Download RFP](#) below for the how the files will be created (i.e. RFT of PDF documents, etc.).

Follow-on Task Order RFP Table of Contents:

PROPOSAL REQUIREMENTS, CONTRACT FORMS AND CONDITIONS

Sections (Task Order Specific Requirements)

00 11 00 CLIN SCHEDULE

00 22 30 Task Order Design-Build Selection Procedures and Basis of Award

00 73 10 Supplemental Contract Requirements

<007346_NO>00 73 46 Wage Determination Schedule</007346_NO>

DIVISION 01 - General Requirements

Sections (Task Order Specific Requirements)

01 10 00.[TONUM] Task Order Statement of Work

01 33 16 Design After Award

01 45 04.00 10 Contractor Quality Control

01 50 02 Temporary Construction Facilities

<015773_NO>01 57 23 Temporary Storm Water Pollution Control </015773_NO>

Appendices (Task Order Specific Requirements)

Appendix A Geotechnical Information

Appendix B List of Drawings

Appendix C Utility Connections

Appendix D Results of Fire Flow Tests

Appendix E Environmental Information
Appendix F Conceptual Aesthetic Considerations
Appendix G GIS Data
Appendix H Exterior Signage
Appendix I Acceptable Plants List
Appendix J Drawings
Appendix K Utility Fuel Cost Information
Appendix L LEED Project Credit Guidance
Appendix M LEED Owner's Project Requirements
Appendix N LEED Requirements for Multiple Contractor Combined Projects
Appendix O LEED Strategy Tables
Appendix P USGBC Registration of Army Projects **(To be added in Phase 2)**
Appendix Q Area Computation **(To be added in Phase 2)**
Appendix R RMS Submittal Register Input Form **(To be added in Phase 2)**
Appendix AA-ZZ USER SPECIFIC APPENDICES **(To be added in Phase 2)**

7.4.1 Project Information Page

Project Title:

This is the same as in a C-Type solicitation.

Page should be pre-populated with all data entered when IDIQ solicitation was developed.

The value entered here should be the same as entered on the SF1442. This modifies all documents (headers & footers), TOC, Paragraph 1.1 of Section 00 22 30 and Paragraph 1.1 of Section 01 10 00.[TONUM].

Task Order Description:

This will be used in Section 00 21 00 Paragraph 1.1.1.

Who will provide the site work and site improvements beyond the five foot line?

This is the same as in a C-Type solicitation.

Is this a set aside for Small Business?

If "YES", select the toggle. Page should be pre-populated with all data entered when IDIQ solicitation was developed. The answer to this question will modify Section 00 22 30 accordingly. If "NO", Paragraph 9.6 will be not used. If "YES", Paragraph 9.6 Tab E – Subcontracting Plan will be a requirement.

Contract Number:

Enter the Contract Number from the award IDIQ this Task Order is associated to. This is used on all documents (headers & footers).

Region:

Select the appropriate region of the MATOC/SATOC. Select "N/A" if not applicable.

Task Order RFP Number:

Enter the Task Order Number. This is used on all documents (headers & footers) and the Table of Contents.

7.4.2 District Information Page

Page should be pre-populated with all data entered when IDIQ solicitation was developed. This information is for reference only.

7.4.3 Project Cost

Estimated Design and Construction Cost:

This is the “Cost Limitation” for the Task Order. This is used in Paragraph 1.1 of Section 00 73 10.

7.4.4 Proposal Information Page

7.4.4.1 Installation Preferences

Page should be pre-populated with all data entered when IDIQ solicitation was developed. This values entered here will modify Paragraph 5.3.2.3 of Section 00 22 30.

7.4.5 Contract Information Page

7.4.5.1 General Information Tab

Are Key Subcontractors going to be evaluated?

Select the appropriate Radio button which best describes the project. This information is used to edit Section 00 22 30 evaluation factors.

If no, Paragraph 4.0 is modified. Also the Title of paragraph 7.0 will read **“VOLUME 2 –FACTOR 3 – PROPOSED CONTRACT DURATION AND SUMMARY SCHEDULE”** instead of **“FACTOR 3 –REMAINING PERFORMANCE CAPABILITY PROPOSAL”**. In addition, Paragraph 7.2 and Attachment 10 will be removed.

NOTE TO SPECIFIER: For ID/IQ contract format and/or Tier 2 facilities: key subcontractor subfactor is optional, but is generally recommended as a key discriminator.

Are all large business Offerors to submit a small business plan?

Select the appropriate Radio button which best describes the project. This information is used to edit Paragraph 9.6.1 of Section 00 22 30.

Are one-on-one interim interview to be held? (MATOC Task Orders ONLY)

Select the appropriate Radio button. If “yes”, enter the scheduled date, the full schedule and the location. Defaults for scheduled date and full schedule are “TBD – Will be furnished by amendment or letter”. This information is used to edit Paragraph 9.7 of Section 00 22 30.

NOTE TO SPECIFIER: If the PDT determines that the use of one on one interim interview prior to proposal receipts is desirable, subject to the contracting officer's approval, select “YES”.

Select the systems below which you would like to review in the submittal:

These checkboxes will modify Paragraph 5.3.1.3 of Section 00 22 30. If none of them are selected, the Paragraph will read as follows:

- (a) Architectural Finishes
 - Interior Walls
 - Floors
 - Ceilings
 - Exterior Walls
 - Any Special Features
 - Hardware systems (not individual hardware sets)
 - Door systems/types (not individual doors)
 - Window systems/types (not individual windows)
 - Roofing Systems
- (b) Not Used
- (c) Not Used
- (d) Plumbing Systems
 - Fixtures
- (e) Electrical Systems
 - Lighting Fixtures

The following items will be added based on which check box is selected:

Mechanical:

- (c) Mechanical Systems
 - Central Heating/Cooling Equipment
 - Pumps
 - Air Handling Equipment
 - HVAC System Control Equipment
 - Energy Conservation Features

Domestic Hot water Generator:

Domestic Hot Water Generator will be added under item (d).

Main switchgear and panels:

Main switchgear and panels will be added under item (e)

Data, Telephone, Cable TV, Intercom, CCTV, or Other Special Systems as Identified in the SOW:

Data, Telephone, Cable TV, Intercom, CCTV, or Other Special Systems as Identified in the SOW will be added to the end of item (e)

7.4.5.2 Site Safety Tab

Select the appropriate Radio button which best describes the project.

If "Project has three or less major structures of the same type construction being built simultaneously and those structures have 3 stories or less, mid-size maintenance or

storage facilities, paving and/or landscaping, and other projects with similar moderate construction hazards” is selected, Paragraph 1.9 (a) of Section 00 73 10 will read:

(a) The SSHO duties will be the employee’s sole, full-time responsibility. The SSHO shall have, as a minimum.

(1) 3 years safety work on similar type construction, and

(2) The 30-hour OSHA construction safety class or equivalent within last 3 years and

(3) Competent person training as required based on applicability (Scaffolds, Cranes, Fall Protection, Confined space, or others).

If “Project has buildings taller than 3 stories, more than one facility type, more than three major structures being constructed simultaneously, large maintenance or complex industrial facilities, or other projects with similar substantial construction hazards”, is selected Paragraph 1.9 (a) of Section 00 73 10 will read:

(a) The SSHO duties will be the employee’s sole, full-time responsibility. The SSHO shall have, as a minimum:

(1) 5 years safety work on similar type construction, and

(2) The 30-hour OSHA construction safety class or equivalent within the last 5 years, and

(3) An average of at least 24 hours of formal safety training each year for the past 3 years, and

(4) Competent person training as required based on applicability (Scaffolds, Cranes, Fall Protection, Confined space, or others).

If yes is selected to the question “Does the project involve the handling, treatment, removal and/or disposal of asbestos, lead, or Hazardous Materials/Waste?” Paragraph 1.9 (b) of Section 00 73 10 will be added as follows:

(b) In the event this project involves hazardous, toxic or radioactive waste (HTRW) operations, additional site safety personnel qualifications and training are found in EM 385-1-1, 28.A.02 b.(3). In the event this project involves the handling, treatment, removal and/or disposal of asbestos, personnel qualifications and training shall be consistent with those specified in UFGS SECTION 02 82 14.00 10 titled ASBESTOS HAZARD CONTROL ACTIVITIES. In the event this project involves the abatement of lead based paint hazards, personnel qualifications and training shall be consistent with those specified in UFGS SECTION 01 83 13 LEAD IN CONSTRUCTION, and/or

UFGS 01 83 19 for TARGET HOUSING AND CHILD OCCUPIED FACILITIES, depending on site applicability.

7.4.5.3 Additional Tab

Will there be multiple major facility types included in this contract?

Select "YES" or "NO". This will be used to add/remove text as necessary from Paragraph 7.2.1 in Section 00 22 30.

Maximum performance duration allowed:

Enter the number of Calendar days that the proposed contract duration is not to exceed. This is used in Paragraph 7.1.2.1 of Section 00 22 30.

7.4.5.4 Supplemental Requirements Tab

52.211-10 COMMENCEMENT, PROSECUTION AND COMPLETION OF WORK (APR 1984).

Information entered here will be added to Paragraph 1.2 of Section 00 73 10. For using the text area functionality, see Paragraph regarding [Specific Requirements Tab](#) above.

52.211-12 LIQUIDATED DAMAGES – CONSTRUCTION (SEP 2000).

Information entered here will be added to Paragraph 1.3 of Section 00 73 10. For using the text area functionality, see Paragraph regarding [Specific Requirements Tab](#) above.

252.236-7001 CONTRACT DRAWINGS, MAPS, AND SPECIFICATIONS (AUG 2000).

Information entered here will be added to Paragraph 1.4 of Section 00 73 10. For using the text area functionality, see Paragraph regarding [Specific Requirements Tab](#) above.

TIME EXTENSIONS FOR UNUSUALLY SEVERE WEATHER (ER 415-1-15) (OCT 1989).

Information entered here will be added to Paragraph 1.5 of Section 00 73 10. For using the text area functionality, see Paragraph regarding [Specific Requirements Tab](#) above.

PHYSICAL DATA (FAR 52.236-4) (APR 1984).

Information entered here will be added to Paragraph 1.6 of Section 00 73 10. For using the text area functionality, see Paragraph regarding [Specific Requirements Tab](#) above.

IDENTIFICATION OF GOVERNMENT-FURNISHED PROPERTY.

Information entered here will be added to Paragraph 1.7 of Section 00 73 10. For using the text area functionality, see Paragraph regarding [Specific Requirements Tab](#) above.

PAYMENT FOR MATERIALS DELIVERED OFF-SITE (EFARS 52.232-5000) (MAR 1995).

Information entered here will be added to Paragraph 1.8 of Section 00 73 10. For using the text area functionality, see Paragraph regarding [Specific Requirements Tab](#) above.

7.4.6 Statement of Work – Facility Type

Select a Facility Type

Select the check box next to the facility type to be included in the project. More than one can be selected at a time. These selections will determine what pages will be displayed next. If “Unique Facility” is selected, enter the name of the facility when prompted. This information is used to modify content in Sections 00 22 30, Paragraphs 1.2, 2.0 and Attachment A of Section 01 10 00 [TONUM] (Task Order Summary of Work).

If Enlisted Unaccompanied Personnel Housing is selected, Attachment B of Section 01 33 16 will not be used and the following will be added to Paragraph 5.2.2.2 of Section 00 22 30:

- Do the interior finishes and space layouts provided establish a residential environment?
- Has the proposal included considerations to reduce noise transmission between bedrooms and between living spaces and service/common areas?

If Dining Facility is selected, the following will be added to Paragraph 5.2.2.2 of Section 00 22 30:

- Does the proposal provide a pleasant, “themed” eating environment?
- Does the proposal include a pleasing professional environment in the cooking/serving areas?

If Vehicle Maintenance Shop is selected, the following will be added to “Vehicle Considerations” section of Paragraph 5.4.2.1 in Section 00 22 30:

- Does the proposal consider the type and limitations of the military vehicles to provide the needed access to the facility for repair and maintenance?
- Have a sufficient number of spaces (areas designated) been provided for military vehicle parking?
- Is the parking surface offered for the MOV suitable for extended usage without significant cyclical replacement?

If a Unique Facility is selected, this page allows users to upload facility Scope and Functional/Criteria Requirements for facilities not already developed in the Model RFP format.

To upload the documents, simply select the Radio Button next to the section you are going to upload. Select the “Browse” button to locate the file on your computer. Once selected, click the “Upload” button in the middle of the page, to attach the file. Repeat this process for each section.

7.4.7 Statement of Work – Facility Specific

This entire page is the same as when creating a C-Type contract.

7.4.8 Statement of Work – Additional Requirements

This entire page is the same as when creating a C-Type contract.

7.4.9 Statement of Work – Facility Specific

This entire page is the same as when creating a C-Type contract.

7.4.10 Submittal Requirements

This entire page is the same as when creating a C-Type contract.

7.4.11 Construction Requirements

This entire page is the same as when creating a C-Type contract.

7.4.12 Adding Appendices

This entire page is the same as when creating a C-Type contract.

7.4.13 Validation Report

This entire page is the same as when creating a C-Type contract.

7.4.14 View/Download RFP

This entire page is the same as when creating a C-Type contract.

8.0 Change Instructions

8.1 Proposed Changes to the Model RFP

As the MILCON Business Process evolves, we recognize that changes to the Model RFP may be necessary, either to correct errors or inconsistencies or to incorporate lessons-learned. We have established a process to accomplish this using existing USACE AIS. The ProjNet system will be used to initiate, track, resolve and incorporate such changes throughout the life of a project. Under no circumstances shall the RFP Preparer alter the Model RFP, except to insert information where permitted or to communicate project-specific information. The attached flowchart shows the process that will be used to address all proposed changes.

Another option is to simply put together a document with your questions/concerns and email them to [The RFP Wizard Team](#). The questions will then be forwarded to the correct POC for the question.

8.2 Requested Deviations to the Model RFP

A deviation is a project specific change to a non-editable part of the model RFP. It is important to keep deviations to an absolute minimum; however, where deemed important, all deviations must be reviewed and approved by the PEO prior to incorporation into the RFP. All deviations are considered to be user-requested changes. As with proposed changes, we have established a process to accomplish this using existing procedures and USACE AIS. Concurrent with processing user-requested changes in accordance with procedures defined in AR 420-1, Appendix F, the ProjNet system will also be used to initiate, track, and approve deviations. Under no circumstances shall the preparer deviate from the Model RFP prior to approval from the PEO. The attached flowchart shows the process that will be used to address all proposed deviations.

Another option is to simply put together a document with your questions/concerns and email them to [The RFP Wizard Team](#). The questions will then be forwarded to the correct POC for the question.

8.3 Components of ProjNet

MPB Portal – contains Model RFP documents and changes, links to comment/feedback systems, program guidance, and relevant documents for use on all MILCON projects. All information contained in this portal is viewable by all registered users of ProjNet.

Criteria Change Request (CCR) – this is the mechanism for anyone to input a proposed change to the Model RFP. The request will be automatically forwarded to the appropriate member of the PEO for evaluation and resolution and will not be open for public viewing. Requests submitted in this manner will not be visible until resolution is posted in a portal document or in DQLL. The Model RFP documents are broken down in the following manner within ProjNet for purposes of entering CCRs.

GENERAL
00000-TABLE OF CONTENTS
00001-MODEL RFP IMPLEMENTATION GUIDE

00002-MODEL RFP EVALUATION GUIDE
00003-MODEL RFP FIELD EXECUTION GUIDE
00004-SOURCE SELECTION PLAN TEMPLATE
00005- SUMMARY OF REVISIONS
FRONT-END
00010 SF1442
00011 CLIN SCHEDULE
00100 INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS
00110 PHASE 1 OF 2 PHASE DESIGN-BUILD SELECTION PROCEDURES
00111 ONE STEP - -BEST VALUE, DESIGN BUILD
00120 PHASE 2 DESIGN-BUILD SELECTION PROCEDURES AND BASIS OF AWARD
00600/00700 FAR Matrix
00800 SPECIAL CONTRACT REQUIREMENTS
SCOPE-GENERAL
01010 PAR 1 - PROJECT OBJECTIVES
01010 PAR 2 - SCOPE
01010 PAR 3 - FACILITY SPECIFIC REQUIREMENTS
01010 PAR 4 - APPLICABLE CRITERIA
01010 PAR 5 - GENERAL TECHNICAL REQUIREMENTS
01010 PAR 6 - PROJECT SPECIFIC REQUIREMENTS
BACK-END
01012 DESIGN AFTER AWARD
01312A QUALITY CONTROL SYSTEM (QCS)
01320A PROJECT SCHEDULE
01330 SUBMITTAL PROCEDURES
01355A ENVIRONMENTAL PROTECTION
01451A CONTRACTOR QUALITY CONTROL
01500A TEMPORARY CONSTRUCTION FACILITIES
01670 RECYCLED/RECOVERED MATERIAL
01780 DESIGN BUILD PROJECT CLOSEOUT REV 1.4

DrChecks is the system to be used for all participants in the design review processes – both for the RFP and for the design after award. Proposed changes that arise during either of these project activities can be forwarded to the PEO by clicking “Yes” on j. Lessons Learned. The action and resolution of the change will be captured in DQLL.

Design Quality Lessons Learned (DQLL) – this section will capture all changes generated during the design review process. In addition, proposed changes may be input directly into the DQLL system. All information contained in DQLL is viewable by all registered users of ProjNet.

Bidder Inquiry System – this system is optional but may be used to capture questions from Offerors during the proposal period. Like the CCR, this system is not open for public viewing. Requests submitted in this manner will not be visible until resolution is posted in a portal document or in DQLL.

9.0 ACRONYMS

EPDF	Enlisted Personnel Dining Facility
AA&E	Arms, Ammunition & Explosives
AABC	Associated Air Balance Council
AABC	Associated Air balance Council
AAMA	American Architectural Manufacturers Association
AASHTO	American Association of State Highway and Transportation Council
ABMA	American Boiler Manufacturers Association
ACASS	Architect - Engineer Contractor Appraisal Support System
ACSIM	Assistant Chief of Staff for Installation Management
ADA	Americans with Disabilities Act
ADA	American with Disabilities Act
ADAAG	ADA Accessibility Guidelines
AE	Architect Engineer
AFARS	Army Federal Acquisition Regulation Supplement
AFBMA	American Bearing Manufacturers Association
AIS	Automated Information Systems
AMCA	Air Movement and Control Association
AMRL	AASHTO Materials Reference Library
ANSI	American National Standards Institute
ARI	Air Conditioning and Refrigeration Institute
ASA(I&E)	Assistant Secretary of the Army for Installation and Environment
ASCE	American Society of Civil Engineers
ASHRAE	American Society of Heating, Refrigerating and Air Conditioning Engineers
ASM	Acquisition Strategy Meeting
ASME	American Society of Mechanical Engineers International
ATFP	Anti-Terrorism Force Protection
AWI	American Woodwork Institute
AWWA	American Water Works Association
BAS	Building Automation System
BCS	Building Cabling System
BCT	Brigade Combat Team
BDE	Brigade Headquarters
BHMA	Builders Hardware Manufacturers Association
BICSI	Building Industry Consulting Service International
BIM	Building Information Model
BMP	Best Management Practices
BN	Battalion Headquarters
BOD	Beneficial Occupancy Date
BRAC	Base Realignment and Closure
CADD	Computer Aided Design & Drafting
CBR	California Bearing Ratio
CCASS	Corps of Engineers Construction Contractor Appraisal Support System
CCR	Criteria Change Request
CCRL	Concrete and Cement Reference Laboratory

CECC	Headquarters USACE Office of Counsel
CFR	Code of Federal Regulations
CFR	Code of Federal Regulations
CID	Comprehensive Interior Design
CLIN	Contract Line Item Number
COF	Company Operations Facility
COS	Center of Standardization
CPM	Critical Path Method
CQC	Contractor Quality Control
CQC	Contractor Quality Control
CR	Conformance Review
CRI	Color Rendering Index
DA	Designer of Record Approved
DB	Design Build
DCAA	Defense Contract Audit Agency
DCM	Design Configuration Management
DDC	Direct Digital Control
DFAC	Dining Facility
DFARS	Defense Federal Acquisition Regulation Supplement
DOD	Department of Defense
DODISS	Department of Defense Index of Specifications and Standards
DODSSP	DOD Single Stock Point
DOIM	Directorate/Director of Information Management
DOR	Designer of Record
DQC	Design Quality Control
DQLL	Design Quality Lessons Learned
DUNS	Data Universal Numbering System
EA	Environmental Assessment
EIA	Electronic Industries Association
EIS	Environmental Impact Statement
FAR	Federal Acquisition Regulations
FF&E	Furniture, Fixtures, & Equipment
FHWA	Federal Highway Administration
FPI	Federal Prison Industries
GA	Government Approved
GFGI	Government Furnished Government Installed Equipment
GSA	Government Services Administration
HQ	Headquarters
HTRW	Hazardous, Toxic, and Radiological Waste
HUBZONE	Hub Zone Business
HWH	Hot Water Heater
IBC	International Building Code
ICC	International Code Council
ID/IQ	Indefinite Delivery / Indefinite Quality
IEEE	Institute of Electrical Engineers Inc.
IESNA	Illuminating Engineering Society of North America

IESNA	Illumination Engineering Society of North America
IFC	Industry Foundation Classes
IFGC	International Fuel Gas Code
IMA	Installation Management Agency
IMC	International Mechanical Code
INF	Intermediate-Range Nuclear Forces
IPC	International Plumbing Code
IPMC	Installation Pest Management Coordinator
IRC	International Residential Code
ITR	Independent Technical Review
KO	Contracting Officer
LEED	Leadership in Energy and Environmental Design
LNS	LonWorks Network Services
M&V	Measurement and Verification
MFG	Manufacturers Name
MSDS	Material Safety Data Sheets
NACE	National Association of Corrosion engineers International
NAICS	North American Industry Classification System
NAS	Network Analysis
NCEES	National Council of Examiners for Engineers and Surveys
NCI	Network Configuration Inputs
NEBB	National Environmental Balancing Bureau
NEMA	National Electrical Manufacturers Association
NEPA	National Environmental Policy Act
NFPA	National Fire Protection Association
NTP	Notice to Proceed
O&M	Operation & Maintenance
OSHA	Occupational Safety and Health Administration
OSP	Outside Plant
PARC	Principal Assistant Responsible for Contracting
PDI	Plumbing and Drainage Institute
PDM	Precedence Diagram Method
PDT	Project Development Team
PEO	Program Executive Office
PM	Project Manager
POC	Point of Contact
POV	Privately Owned Vehicles
PRB	Post Retirement Benefits Project Review Board
PSMH	Pulse Start Metal-Halide
PVT	Performance Verification Test
QC	Quality Control
QCS	Quality Control System
RFP	Request for Proposals
RMS	Resident Management System
SB (?)	Small Business
SCPT	Standard Configuration Parameter Types

SCR	Special Contract Requirement
SCR	Special Contract Requirement
SD	Submittal Descriptions
SDB	Small Disadvantaged Business
SDEF	Standard Data Exchange Format
SDI	Sheet Door Institute
SEDI	Statement of Energy Design Intent
SF	Standard Form
SI	International System of Units
SID	Structural Interior Design
SMACNA	Sheet Metal and Air Conditioning Contractors National Association
SNVT	Standard Network Variable Types
SOW	Statement of Work
SSA	Source Selection Authority
SSEB	Source Selection Evaluation Board
STC	Sound Transmission Coefficient
SVOSB (?)	Service-Disabled Veteran Owned Small Business
SWPPP	Storm Water Pollution Prevention Plan
TAB	Testing and Air Balance
TABB	Testing and Balancing Bureau
TEMF	Tactical Equipment Maintenance Facility
UCPT	User Defined Configuration Parameter Types
UEPH	Unaccompanied Enlisted Personal Housing
UFAS	Uniform Federal Accessibility Standards
UFC	Unified Facilities Criteria
UL	Underwriters Laboratories
UMCS	Utility Monitoring and Control System
USACE	U.S. Army Corps Of Engineers
USGBC	U.S. Green Building Council
USAISEC-	U.S. Army Information Systems Engineering Command - Fort Detrick
FDED	Engineering Directorate
VECP	Value Engineering Change Proposal
WAN	Wide Area Network System
WBS	Work Breakdown Structure
WOSB	Woman Owned Small Business