



REQUEST FOR QUALIFICATIONS

for the

Design-Build of the PENTAGON MEMORIAL

RFP NUMBER: MDA947-03-R-0004

With Amendment 0003

Issued By:

The Pentagon Renovation Office
100 Boundary Channel Drive
Arlington, VA 22202

Amended: March 10, 2003
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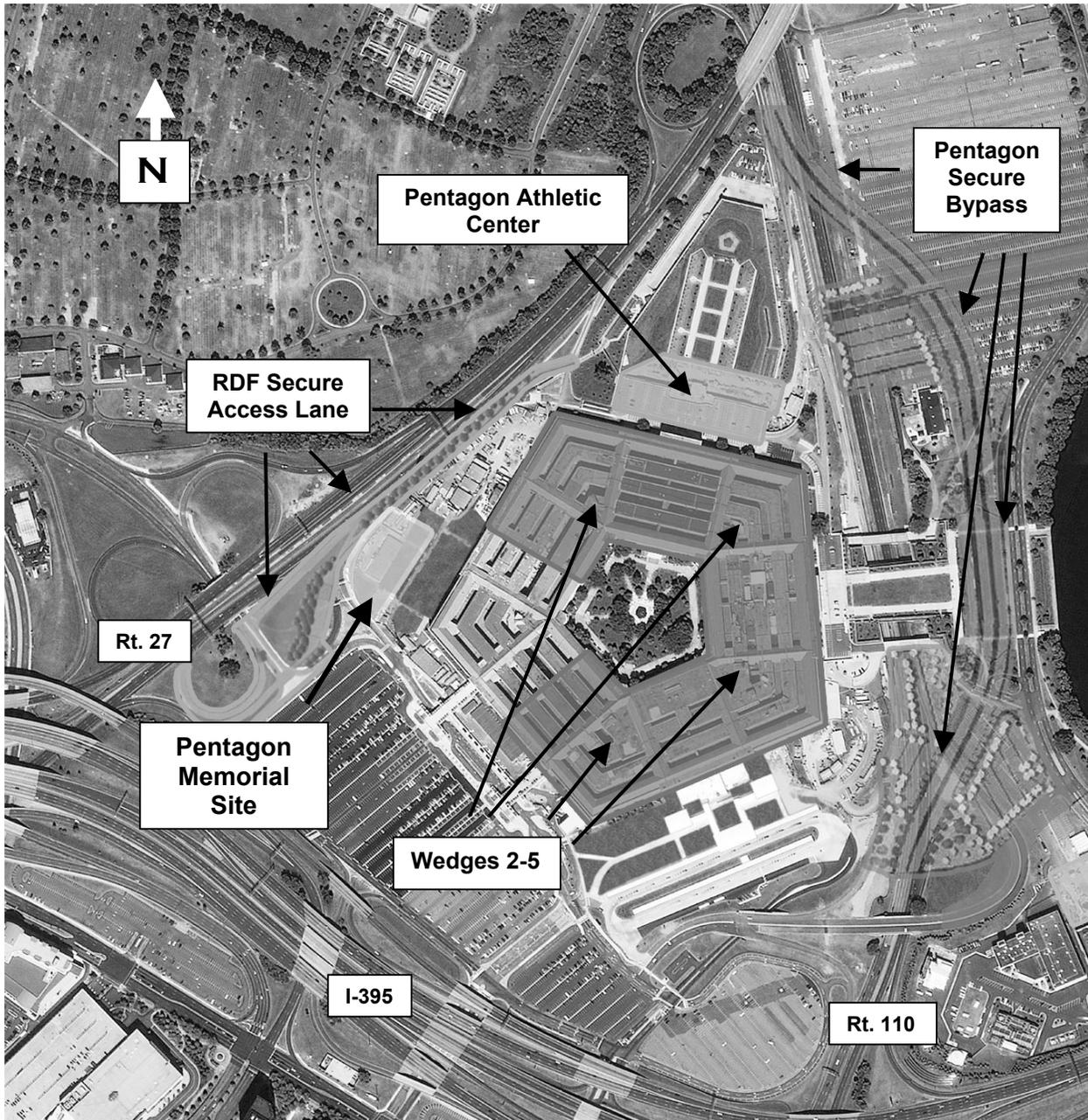
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PREAMBLE

This preamble is provided for informational purposes only to assist offerors with understanding the unique features of this solicitation. It is not intended to address all of the requirements of the solicitation. In the event of discrepancies between the contents of this preamble and the solicitation, provisions within the solicitation will prevail.

Overview. This solicitation is for the qualifications phase (Phase I) of the design-build of the Pentagon Memorial. The primary objective of this project is to successfully develop the winning design concept in partnership with the selected designer and to construct a Memorial to the victims of the September 11, 2001 attack on the Pentagon.

Background. The Pentagon is one of the most recognizable buildings in the world. It has been inseparably linked with the United States military since its construction during World War II. On September 11, 2001, a terrorist attack damaged the Pentagon, killed 184 people, and injured many others. The damaged portion of the Pentagon was re-constructed and re-occupied by the first anniversary of the attack. A competition for the design concept for a memorial that translates this tragedy into a place of solace, peace, and healing was held. Over 1,100 designs were submitted, and six were selected as finalists. A single design concept will be selected at the end of February 2003 for construction on the grounds of the Pentagon.

A number of other projects for the ongoing renovation of the Pentagon are either completed or in progress. Completed projects include renovation of portions of the Pentagon basement and the Heating and Refrigeration Plant. Renovation of Wedge 1, the Remote Delivery Facility (RDF), and the Metro Entrance Facility are essentially complete. Renovation of the remaining above-ground portion of the Pentagon (Wedges 2-5) is underway, as is the design-build project for a new Pentagon Athletic Facility. Work also is beginning on the Pentagon Secure Bypass that will re-route traffic on Route 110, as well as the RDF Secure Access Lane that will create a new access route for traffic bound for the RDF along Route 27. This acquisition represents a project for the design-build of the Pentagon Memorial utilizing the selected artistic concept design.

Contract Characteristics and Source Selection Overview. The Government intends to award a design-build, Fixed Price Incentive (Firm Target) with Award Fee contract for this project. The incentive structure in the contract will facilitate and reinforce the partnering relationship that will be essential for the successful completion of this project. The contractor will maximize customer satisfaction, and therefore the award fee earned, by effective management, innovation, and establishment of a cooperative, effective partnership with the Government.

A two-phased, best value design-build selection process in accordance with Federal Acquisition Regulation (FAR) Part 36.3 will be utilized for this source selection. This solicitation, Phase I, is an unrestricted Request for Qualifications (RFQ). Only those successful offerors from Phase I will be invited to submit proposals in response to the Phase II Request for Proposals (RFP). As of the date of releasing this RFQ, the final concept design selection for the memorial has not been made. The purpose of Phase I is to seek qualifications based on relevant and recent past performance as well as the design-build Offeror's approach to the project with respect to the anticipated role of the selected concept designer and its organization structure. Therefore, proceeding with Phase I prior to selection of the final design concept will not affect the results of

the down-select decision. It is expected that the final design concept will be selected prior to the conclusion of Phase I evaluations.

Guiding Principles. The overarching goal for this acquisition is to engineer and build the Pentagon Memorial to commemorate the victims of the attack on the Pentagon on September 11, 2001. The Government seeks to work in an effective partnering relationship with the successful offeror to accomplish this goal and to encourage the successful offeror to collaborate with the concept designer to the maximum extent possible.

Challenges. The successful design-build team will need creative solutions to address the following significant challenges:

- Completion by a set end date
- Constrained site, e.g. limited access, very limited lay-down area, etc.
- Inherently sensitive nature of the project
- Construction adjacent to occupied, operational spaces
- Close coordination with other government contractors, in particular the Wedges 2-5 and the RDF Secure Access Lane design-build contractors and other contractors working in and around the Pentagon.
- Managing the budget to achieve acceptable levels of quality in the completed project

Partnership. The degree of success of this project will depend largely upon the nature of the relationship between the Contractor and the Government. The Government's intent is to work with the Contractor as an integrated team with common goals of improving quality and productivity, and achieving cost savings and other economies and efficiencies across the full spectrum of performance. To the greatest degree possible, the Government intends to adopt commercial practices to accomplish these goals. The Government will provide the Contractor maximum flexibility to determine specific work methods that satisfy the performance based requirements in the contract. The Government expects the Contractor to participate with the Government in continuous improvement activities, and proactively address risks and challenges to project success. The Government also intends to work with the Contractor to devise and implement processes that are appropriate for this design-build project and provide the Government insight into project progress without an undue level of Government oversight.

Conclusion. This acquisition presents the design and construction community with an opportunity to participate in a partnership for the successful addition to an historic landmark known worldwide for the ongoing mission of its tenants. The result of this partnership will be a memorial that is appropriate to commemorate the lives lost in the September 11, 2001 terrorist attack on the Pentagon.

1 DESCRIPTION OF PROJECT AND SCOPE

1.1 Identification of the Project Office. The Pentagon Renovation Program (PenRen) issues this Request for Qualifications (RFQ) soliciting qualifications from those design-build contractor teams interested in designing and constructing the Pentagon Memorial. PenRen, as design and construction agent for the Office of the Secretary of Defense, is the project office for this effort and will work in partnership with Washington Headquarters Services Real Estate and Facilities Directorate. The design and construction services described herein are being procured as an unrestricted competition.

All correspondence in conjunction with this solicitation should be directed to the Government’s Points of Contact (POC) identified below:

<u>Primary POC</u>	<u>Secondary POC</u>	<u>Contracting Officer</u>
Marty Heule	Jennifer Mainvielle	Christy Skirchak
Phone: (703) 697-1134	Phone: (703) 693-8252	Phone: (703) 693-0870
Fax: (703) 697-6045	Fax: (703) 697-6045	Fax: (703) 697-6045

All three individuals may be reached via e-mail at: memorial@army.pentagon.mil

1.2 Project Description. Phase I will be a competition based on qualifications to select approximately three (3) offerors who will participate in Phase II of the source selection. In the Phase II solicitation the Government will provide existing conditions information, a statement of work, and performance-based requirements, for the following:

- Create the engineering design for the select memorial concept design
- Coordinate the engineering design with the concept designer
- Construct the memorial

The performance requirements will describe the required level of performance of the systems and features. The memorial site is a 1.93-acre parcel of land located 165 feet west of the west face of the Pentagon.

1.3 Notional Project Schedule

Activity	Start	Complete
Construction	Contract Award	August 2004

2 CONTRACT CHARACTERISTICS AND SOURCE SELECTION PROCESS

2.1 Overview of the Source Selection Process. A two-phase, best-value approach will be utilized for this source selection. Phase I consists of a Request for Qualifications (RFQ) and Phase II consists of a Request for Proposals (RFP).

In Phase I, design-build teams will be asked to submit qualifications to the Government, which will subsequently select approximately three (3) of the most highly qualified offerors. Section 3 describes the evaluation factors and procedures for the Phase I process.

The selected offerors from Phase I will be invited to submit technical approach, management approach, and cost/price proposals for Phase II. Contract award will be made at the conclusion of Phase II to the offeror who presents the best overall value to the Government. This source selection, after evaluation of all the factors, may result in an award being made to an offeror that is not the lowest priced.

2.2 Contract Characteristics and Award Fee Provisions. The Government intends to award a design-build, Fixed Price Incentive (Firm Target) with Award Fee contract. Further details will be provided during Phase II of this solicitation.

2.3 Acquisition Milestones. The following milestones will be adjusted as necessary.

Phase I – Request for Qualifications

10 Feb 03	CBD notice issued
25 Feb 03	Issuance of RFQ
05 Mar 03	Industry Conference
17 Mar 03	Qualifications due from offerors
10 Apr 03	Complete evaluations & selection (down-select approximately three (3) offerors)

Phase II – Request for Proposals

10 Apr 03	Issuance of RFP
24 Apr 03	Proposals due
19 May	Award decision
22 May 03	Anticipated contract award

3 PHASE I – REQUEST FOR QUALIFICATIONS (RFQ)

3.1 Advertisements. The official announcement of the project was published in the Commerce Business Daily on February 10, 2003.

3.2 Industry Conference and Site Visit. An industry conference and site visit will held on March 5, 2003, from 1 to 3 pm., at the Sheraton National Hotel, Arlington, at 900 South Orme Street, Arlington, VA 22204. Information regarding registration for the conference will be available on the Pentagon Renovation web site (<http://renovation.pentagon.mil>).

3.3 Pre-Submission Inquiries. Submit inquiries, questions or comments electronically to the Government's POC identified in Section 1.1. All requests for information or clarification must be submitted by close of business on Wednesday, March 12, 2003. Unless the question deals with issues of a proprietary nature, responses to questions or comments will be posted to the Pentagon Memorial page of the Pentagon Renovation web site (<http://renovation.pentagon.mil>). No hard copy reply will be issued.

3.4 Ombudsman. An Ombudsman has been established for this procurement. The role of the Ombudsman is to provide contractors and other interested parties a conduit to address issues of impropriety on the part of Government officials and other concerns not suitable for a more open forum. Offerors may contact the Ombudsman directly at the number below:

Mr. Ralph Newton, Deputy Director
WHS Real Estate and Facilities Directorate (RE&F)
703-697-7241
RNewton@osd.pentagon.mil

3.5 Date, Time & Place of Submission. Qualifications must be received at 100 Boundary Channel Drive, Arlington, VA 22202, by the Government's POC identified in Section 1.1, by 12:00 pm (Eastern Standard Time), March 17, 2003. The Government POC will provide a receipt showing the time and date of delivery. Late submissions will not be accepted. All submitted materials will become the property of the Government and will not be returned.

Due to increased security, Offerors MUST email 1) the name of the person delivering the qualifications package, 2) the make of the car they will be driving to deliver the package, and 3) the license tag number of that car to the point of contact identified in paragraph 1.1 at least 1 work day before the submission deadline identified in above. Failure to provide this information may result in increased difficulty in hand delivering the qualifications package. Please do not leave without getting a receipt for your package.

For those companies who are shipping their package, please allow extra time for the carrier to get your package through the increased security at the Pentagon. Packages received after the submission deadline cited above may be determined to be late and not evaluated.

Regardless of the manner you choose to deliver your package, it is the offeror's responsibility to make sure it is received before the submission deadline.

3.6 Submission Format. Proposals shall conform to the instructions in this section; significant deviation may result in the possible exclusion of such proposals from further consideration.

3.6.1 Written Submission

a. Number of Copies - Offerors shall submit an original and four (4) copies of their qualifications as described herein.

b. Text - Text shall be at least single spaced, on 8 1/2 x 11 inch paper, with a minimum one-inch margin all around. Pages shall be numbered consecutively. A page printed on both sides shall be counted as two pages. Submission as double-sided printing/copying on recycled paper is encouraged. No foldout pages shall be used. Pages submitted in excess of the page limitations stated throughout this document will be removed and will not be evaluated.

c. Font Size - Print shall be of a minimum 12-point font size or a maximum 10 characters per inch (10-pitch, pica) spacing. Bolding, underlining, and italics may be used to identify topic

demarcations or points of emphasis. Graphic presentations, including tables, while not subject to the same font size and spacing requirements, shall have spacing and text that is easily readable.

d. **Binding** – The original and each of the copies should be submitted in separate economical, three-ring binders.

3.6.2 Electronic Submission. In addition to the paper copies identified above, the offeror shall submit all proposal information in electronic format (3.5" PC based high-density diskette(s) or CD). Text and graphics portions of the electronic copies shall be in a format readable by Microsoft (MS) Office 2000, MS Word 2000. Data submitted in spreadsheet format shall be readable by MS Office 2000, MS Excel 2000. In case of conflict between the paper copy and the electronic copy of the proposals submitted, the paper copy shall take precedence.

3.7 Confidential Information. The Freedom of Information Act (FOIA) and its amendments have resulted in an increasing number of requests from outside the Government for copies of contract qualifications and proposals submitted to federal agencies. If an offeror’s submissions contain information that he/she believes should be withheld from such requestors under FOIA on the grounds that they contain “trade secrets and commercial or financial information” [5 USC§552(b)(4)], the offeror should mark its submissions in the following manner:

- The following notice should be placed on the title page: “Some parts of this document, as identified on individual pages, are considered by the submitter to be privileged or confidential trade secrets or commercial or financial information not subject to mandatory disclosure under the Freedom of Information Act. Material considered privileged or confidential on such grounds is contained on page(s) _____”.
- Each individual item considered privileged or confidential under FOIA should be marked with the following notice: “The data or information is considered confidential or privileged, and is not subject to mandatory disclosure under the Freedom of Information Act”.

3.8 Submission Requirements. The following information shall be submitted:

Section	Tab	Description	RFQ Reference	Total Page Limit
I	A	Project Master List (see RFQ Attachment 1)	3.8.1.1	N/A
	B	Relevant Project Summaries	3.8.1.2	5
II	A	Role of Concept Designer	3.8.2.1	2
	B	Organizational Structure	3.8.2.2	10
	C	Other Required Information (see RFQ Attachment 3)	5.3	2

3.8.1 Past Performance

3.8.1.1 Project Master List. Using the table format found at RFQ Attachment 1, Offerors shall submit a list of all projects involving public spaces, landscaping, parks, memorials and/or monuments, and water features with a construction value of over \$2,000,000 and less than \$15,000,000 that are either ongoing or completed by the general construction contractor (GC) or architect/engineer (AE) member of the offeror’s team within the last 5 years. Offerors may limit the Project Master List to those projects performed by the company division/business segment

responding to this RFQ and proposing to perform the prospective contract. Instructions for completing each table are provided with RFQ Attachment 1. There is no page limit for the Project Master List.

3.8.1.2 Relevant Project Summaries. Each offeror shall complete and submit summaries, as described below, for five (5) projects from the Master Projects List. As part of the five projects identified as relevant projects, Offerors may select projects that are not included in their Master Project List but have been completed within the last ten (10) years. At least 2 of the project summaries shall be from the general construction contractor (GC), and at least 2 from the architect/engineer (AE). The remaining project summary may be from either. If the Offeror has less than five (5) relevant projects, the Offeror shall submit as many relevant projects as it has. Offerors without projects meeting the dollar thresholds described in paragraph 3.8.1.1 should submit the requested information for the most relevant projects regardless of value.

“Relevant” projects are defined as those design and construction contracts ongoing or completed within the last 10 years with comparable levels of complexity to the Pentagon Memorial project. These may include, but are not limited to:

Relevance Aspect		SR	R	VR	HR
A	Project performed by proposing division/business segment			X	X
B	Design-Build project			X	X
C	Design-Build project that involved the proposing GC and AE team				X
D	Project was ongoing or completed in the last 5 years				X
E	Project was completed 6-10 years ago	X	X	X	
F	Project has fixed end date	X	X	X	X
G	Project was in a regulated, public place	X	X	X	X
H	Project involved landscaping	X	X	X	X
I	Contract was with a Government organization			X	X
J	High profile or sensitive project			X	X
K	Project had significant site constraints			X	X
L	Project had a pre-selected designer				X
M	Project involved design/ construction of a park	At least 1 of M, N, O, or P	At least 2 of M, N, O, or P	At least 3 of M, N, O, or P	At least 3 of M, N, O, or P
N	Project involved design/ construction of a memorial or monument				
O	Project involved design/ construction of water features				
P	Project commemorates a historical event				

An X in a column indicates that aspect is required to be part of the project for that project to be assessed as having that level of relevance to the Pentagon Memorial project.

<p>SR – Somewhat Relevant R – Relevant VR – Very Relevant HR – Highly Relevant</p> <p>Aspect Definitions: F – The project had a set date by which it had to be completed. G – The project was in a public place that was subject regulations or guidelines provided by an established regulatory authority, e.g., National Capital Planning Commission, or equivalent organization. H – The project had a major landscaping aspect to it. I – The contract was with a government organization, e.g., Federal, State, local. J – The project had a high degree of visibility beyond the local media, or dealt with a sensitive, emotionally charged subject.</p>

K – The project had significant site constraints such as restricted access to the project area, limited lay-down area, limited on-site utilities, etc.
L – The project design concept was furnished for execution. This does not refer to the design-bid-build delivery method.
M – A major aspect of the project involved the design/construction of a park.
N – A major aspect of the project involved the design/construction of a memorial or monument.
O – A major aspect of the project involved the design/construction of water features.
P – The project commemorated a historical event.

Multi-division or regionalized firms should submit projects performed by the division/business segment that would, if selected, perform the design/construction of the Pentagon Memorial. Projects performed by other divisions/business segments may be considered but are considered less relevant than projects performed by the local division as indicated on the chart above.

For the five relevant projects selected, Offerors shall summarize the following information in addition to the information request in Attachment 1, not to exceed one (1) page for each project (total page limit -5 pages):

- Describe the relevance to the Pentagon Memorial project. This should expand on the project description provided in the Project Master List.
- If a project is selected that is not within the 5-year window for inclusion in the Master Project List (and therefore not on the Master Project List), the Offeror will include all the information required for the Master Project List as part of the 1 page relevant project summary for that project.
- Describe the project team composition (design/construction firms involved).
- Describe cost and schedule performance (include explanations for any cost and/or time growth experienced).
- Provide the date the Past Performance Questionnaire was requested and to whom it was sent (see paragraph 3.8.1.3).

3.8.1.3 Questionnaires. The Offeror shall initiate the Past Performance Questionnaires (RFQ Attachment 2) for each of the five (5) projects selected in paragraph 3.8.1.2. above. The Offeror shall complete blocks 1 through 7 on the form. The Offeror shall request that the owner's representative most knowledgeable of the project complete block 8 on the form and submit the Past Performance Questionnaires directly to the Pentagon Renovation Program POC identified on the form no later than the qualifications proposal due date; however, the desired response date is Friday, March 14, 2003. Offerors are responsible for ensuring that the telephone numbers provided for the owner's representative indicated on each Relevant Project Summary are accurate and that the representative is aware that the Pentagon Renovation Program will be contacting them regarding the questionnaire and the Offeror's past performance.

3.8.2 Approach Overview

3.8.2.1 Role of Concept Designer

a. Offerors shall describe how they intend to integrate the concept designer into their organizational structure and describe the specific role and depth of involvement that they intend for the concept designer in the execution of this project.

b. There is a two (2) page limit for the Role of Concept Designer submission.

3.8.2.2 Organizational Structure

a. Offerors shall provide an organization chart for their team for this project (showing organizational positions/ functions). The organizational chart should identify which team member is providing which function, but should not identify specific personnel by name. This chart shall show lines of authority and responsibility within the organization, as well as lines of communication between the project organization, their corporate organization(s), and the Government.

b. Offerors shall describe how the proposed organization structure will facilitate the management of the design and construction processes. At a minimum this description should include approaches for quality control, schedule compliance, and cost control.

c. For each position on the proposed organization chart for this project, Offerors shall describe the position and how the position interfaces with others shown on the organization chart.

d. Offerors shall demonstrate how it will accommodate the Pentagon Memorial project within their known and projected workload, and describe their long-range plans for securing and maintaining the resources necessary to effectively respond to and complete the known and projected projects as well as the Pentagon Memorial project, both from in house and subcontractors.

e. Offerors shall provide documentary evidence of their ability to obtain the appropriate levels of 1) performance bonds, 2) payment bonds, and 3) insurance.

f. There is a ten (10) page limit for the Organizational Structure submission.

3.9 Evaluation

3.9.1 Evaluation Factors

3.9.1.1 Factor Identification. The Phase I evaluation will select approximately three (3) most highly qualified offerors from the qualifications received in response to the Pentagon Memorial Request for Qualifications using the following factors:

Factor 1 – Past Performance

Factor 2 – Approach Overview

Sub-factor 1 – Role of Concept Designer

Sub-factor 2 – Organizational Structure

3.9.1.2 Order of Importance. Past Performance is more important than Approach Overview. Within Approach Overview (Factor 2), Role of Concept Designer (Sub-factor 1) is more important than Organizational Structure (Sub-factor 2).

3.9.2 Factor Descriptions and Evaluation Criteria

3.9.2.1 Past Performance. Past performance will be evaluated as a measure of the Government's confidence in the Offeror's ability to successfully perform this project based on demonstrated relevant and recent performance.

The Offeror's past performance will be evaluated based on the information received as part of the past performance questionnaires, phone interviews with identified customers on the project master list, project descriptions, and relevance summaries. The five projects identified by the Offeror in the Relevant Project Summaries may not serve as the sole basis of evaluation of past performance. The Government reserves the right to obtain and utilize information obtained by the Government from sources other than those identified by the Offeror. The evaluation will consider the extent of the Offeror's recent, relevant experience (as defined in 3.8.1.2), and ability to meet project 1) quality, 2) performance/ technical requirements, 3) schedule, 4) cost control, and 5) customer satisfaction. Projects with Highly Relevant scores (as defined in 3.8.1.2) will be given more consideration in the evaluation of the offeror's past performance than projects with lower relevance scores.

3.9.2.2 Approach Overview. The following sub-factors will be evaluated as a measure of the Government's confidence in the Offeror's ability to successfully manage the project and meet the Government's expectations:

3.9.2.2.1 Role of Concept Designer. The evaluation will assess the adequacy of the Offeror's plans to integrate the concept designer into their organizational structure. The evaluation will also assess the adequacy of the offeror's intended level of participation of the concept designer.

3.9.2.2.2 Organizational Structure. The evaluation will assess the adequacy of the proposed organizational structure to successfully manage the design and construction processes. These should include processes such as quality control, schedule compliance, cost constraints, etc.

The evaluation will assess the adequacy of the proposed organizational lines of authority, responsibility, and communication, to include communication between the project, their corporate organization(s), and the Government.

The evaluation will assess the adequacy of the Offeror's plan for providing and maintaining adequate resources over the term of this project.

The evaluation will assess the adequacy of their ability to obtain the appropriate levels of bonding and insurance capacity to support the project.

3.10 Special Notice to Offerors. Offerors are advised that the Government may utilize Daniel, Mann, Johnson, & Mendenhall - 3D/International, Inc. (DMJM/3DI), CACI, and their subcontractors to assist during the source selection. The exclusive responsibility for source selection will reside with the Government. Proprietary information submitted in response to this solicitation will be protected from unauthorized disclosure as required by Subsection 27 of the Office of Procurement Policy Act as amended (41 U.S.C. 423) (hereinafter referred to as "the Act") as implemented in the FAR. These companies are bound contractually by Organizational Conflict of Interest and disclosure clauses with respect to proprietary information. Contractor personnel assisting in the proposal evaluation are procurement officials within the meaning of the Act, and will take all necessary action to preclude unauthorized use or disclosure of a competing Contractor's proprietary data.

4 PHASE II – PROPOSALS

During Phase II, a Request for Proposal (RFP) to include requirements for technical approach, management approach, and cost/price proposals will be issued to the approximately three (3) most highly qualified offerors selected during Phase I.

The offerors selected in Phase I shall be required to demonstrate their ability to obtain the required performance and payment bonds for the project as part of their response to the RFP. The contract awardee shall be required to obtain performance and payment bonds. For planning purposes, the Government estimates the cost of the Pentagon Memorial to be between \$2.4M and \$15M, depending on the design concept selected.

The evaluation factors (and any sub-factors), evaluation criteria, and submission requirements upon which the contract award will be based will be described in the Phase II RFP. The past performance rating received in Phase I will be carried forward and considered in the final Phase II selection.

5 CLAUSES AND OTHER REQUIRED INFORMATION

These clauses are applicable to Phase I only. The contracting clauses applicable to Phase II will be provided in the RFP.

5.1 Clauses**Solicitation Provisions Incorporated by Reference (FAR 52.252-1) (FEB 1998)**

This solicitation incorporates the following solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text of the provisions available. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a clause may be accessed electronically at this address: <http://www.arnet.gov/far>

5.1.1 Federal Acquisition Regulation (FAR) (48 CFR Chapter 1)

<u>Provision</u>	<u>Date</u>	<u>Title</u>
52.203-11	APR 1991	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions
52.204-3	OCT 1998	Taxpayer Identification
52.204-6	JUN 1999	Data Universal Numbering System (DUNS) Number
52.215-1	MAY 2001	Instructions to Offerors--Competitive Acquisition

5.1.2 Defense Federal Acquisition Regulation Supplement (DFARS) (49 CFR Chapter 2)

<u>Provision</u>	<u>Date</u>	<u>Title</u>
252.204-7004	NOV 2001	Required Central Contractor Registration

5.2 Service of Protest (FAR 52.233-2) (Aug 1996)

Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Ms. Christy Skirchak, Contracting Officer
Pentagon Renovation Office
100 Boundary Channel Drive
Arlington, VA 22202

The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

5.3 Other Required Information

Provide the following information by completing RFQ Attachment 3:

5.3.1 Small Business Program Representations (See FAR 52.219-1)

The North American Industry Classification System (NAICS) code for this acquisition is 236220 (Commercial and Institutional Building Construction).

The size standard for NAICS Code 236220 is \$28,500,000.00 in average yearly sales over the last three complete fiscal years.

5.3.2 Taxpayer Identification, DUNS, and Commercial and Government Entity (CAGE) Code

The Offeror shall provide its Taxpayer Identification Number as required by FAR 52.204-3 (see paragraph 5.1.1), DUNS number as required by FAR 52.204-6 (see paragraph 5.1.1), and CAGE code as defined in DFARS 204.72.

5.3.3 Point of Contact Information

The Offeror shall provide the name, phone number, fax number, and email address of the person who will serve as their point of contact to the Government for this acquisition.

PROJECT MASTER LIST

Project Master List Completion Instructions

For each project meeting the criteria in paragraph 3.8.1.1 of the RFQ, complete the Project Master List using the instructions below:

1. Projects listed in the Project Master List must be numbered.
2. Insert the name of the project.
3. Identify where the project is located.
4. Identify if the project is a design-build project.
5. Identify which of the companies (GC/ AE) in the design-build team proposing on the Pentagon Memorial performed on the project listed. If both companies performed on that project, list both companies.
6. Identify if the business segment/division of each company performing on the identified project is the same company business segment/division that would be performing on the Pentagon Memorial project.
7. Identify the role each company performed on the listed project (GC – General Construction Contractor, AE – Architect Engineer, CM – Construction Manager, Sub – Subcontractor). If a subcontractor, identify what function of service the company provided on the listed project.
8. If the role on the listed project was the CM, state if the CM was at risk.
9. Identify if the listed project was one of those selected by the Offeror as a Relevant Project IAW RFQ paragraph 3.8.1.2.
10. Identify the contract/ subcontract type for the listed project (FP – Fixed Price, Cost, FPI – Fixed Price Incentive, GMP – Guaranteed Maximum Price, etc.)
11. If a Government contract, insert the contract number for the listed project.
12. Insert the original value of the contract (or subcontract, as applicable) for the listed project.
13. Insert the final value of the contract (or subcontract, as applicable) for the listed project.
14. Insert the start date of the listed project.
15. Insert the completion date of the listed project. If the listed project is on going, insert the currently scheduled completion date.
16. Provide a brief description (3-5 lines) of the scope of the project. Identify which aspects of the project you were responsible for.
17. Provide the name, title, phone number, and email address of the person representing the project owner most knowledgeable of your performance on this project. Provide the current phone number of the person identified as the point of contact as the evaluation team may contact the person for information on your past performance on the listed project.

#	Project Name		Project Location		Design-Build?		Company(ies) Performing This Project		Same Company Bus. Segment?		Role on Project		If CM, At Risk?	
	Relevant Project (see 3.8.1.2)?		Contract/ Subcontract Type		Contract Number		Original Contract/ Subcontract Value		Final Contract/ Subcontract Value		Project Start Date		Completion Date	
1	Yes	No			Yes	No								No
	Project Point of Contact Info													
	Name													
	Title													
	Phone Number													
	Email													

#	Project Name		Project Location		Design-Build?		Company(ies) Performing This Project		Same Company Bus. Segment?		Role on Project		If CM, At Risk?	
	Relevant Project (see 3.8.1.2)?		Contract/ Subcontract Type		Contract Number		Original Contract/ Subcontract Value		Final Contract/ Subcontract Value		Project Start Date		Completion Date	
2	Yes	No			Yes	No								No
	Project Point of Contact Info													
	Name													
	Title													
	Phone Number													
	Email													

#	Project Name		Project Location		Design-Build?		Company(ies) Performing This Project		Same Company Bus. Segment?		Role on Project		If CM, At Risk?	
	Relevant Project (see 3.8.1.2)?		Contract/ Subcontract Type		Contract Number		Original Contract/ Subcontract Value		Final Contract/ Subcontract Value		Project Start Date		Completion Date	
3	Yes	No			Yes	No								No
	Project Point of Contact Info													
	Name													
	Title													
	Phone Number													
	Email													

PERFORMANCE QUESTIONNAIRE

Your assistance is requested in support of a source selection.

Please complete this Questionnaire and mail or send by facsimile [FAX (703) 697-6045] to:

Pentagon Renovation Program
 Attn: Mr. Marty Heule
 100 Boundary Channel Drive
 Arlington, VA 22202

Desired Response Date: **Friday, March 14, 2003**

When complete, the information on this form is SOURCE SELECTION INFORMATION (FAR 2.101 & 3.104) and shall be protected accordingly.

TO BE COMPLETED BY OFFEROR

1. CONTRACTOR NAME & ADDRESS:	2. CONTRACT NO.:
	3. CONTRACT INITIATION DATE:
	4. COMPLETION DATE:
	5. CONTRACT VALUE (with options): \$
1a: NAME OF PRIME CONTRACTOR (if this questionnaire is for a team member on the Pentagon Memorial project):	6. TYPE OF CONTRACT: (Fixed Price, GMP, FPI, etc.)
7. DESCRIPTION OF CONTRACT REQUIREMENTS:	

Please add a continuation page if additional space necessary.

TO BE COMPLETED BY EVALUATING ORGANIZATION REPRESENTATIVE

8. EVALUATION: a. EVALUATOR'S NAME, POSITION (Project Manager/ COR/ Other) AND ORGANIZATION:

b. EVALUATOR'S PHONE NUMBER:

c. MONTHS PERFORMANCE MONITORED BY EVALUATOR:

Please circle the response code for each topic (A – G) that best reflects your experience with this contractor.

EX = Exceptional

S = Satisfactory

US = Unsatisfactory

VG = Very Good

MG = Marginal

N/O = Not Observed

A. **Quality of Products and Services** – Assess the contractor’s conformance to contract requirements, specifications, and standards of good workmanship (e.g., technical, professional, environmental, or safety and health standards).

EX VG S MG US N/O

B. **Performance** – Assess the contractor’s performance as the General Contractor or Architect/Engineer (as appropriate) for the project.

EX VG S MG US N/O

C. **Technical Requirements** – Assess the contractor’s ability to fulfill the technical requirements of the contract

EX VG S MG US N/O

D. **Schedule** – Assess the timeliness of contractor against the schedule of activities..

EX VG S MG US N/O

E. **Cost Control** – Assess the contractor’s ability to manage the contract budget and control costs.

EX VG S MG US N/O

F. **Customer Satisfaction** – Assess the contractor’s responsiveness to customer concerns and “user friendliness”.

EX VG S MG US N/O

G. **Overall Assessment.**

EX VG S MG US N/O

If an Award Fee contract, what was the average Award Fee %?

OTHER REQUIRED INFORMATION

1. Small Business Program Representations. (See FAR 52.219-1)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 236220.

(2) The small business size standard is \$28,500,000.00.

(b) Representations.

	Yes	No	
1			The offeror represents as part of its offer that it is a small business concern.
<i>Complete the portion below only if the offeror represented itself as a small business concern above</i>			
2			The offeror represents, for general statistical purposes, that it is a small disadvantaged business concern as defined in 13 CFR 124.1002.
3			The offeror represents as part of its offer that it is a women-owned small business concern.
4			The offeror represents as part of its offer that it is a veteran-owned small business concern.
5			The offeror represents as part of its offer that it is a service-disabled veteran-owned small business concern.
			The offeror represents, as part of its offer, that
6			(i) It is a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and
6			(ii) It is a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate of the HUBZone small business concern or concerns that are participating in the joint venture. [<i>The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.</i>] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.
<i>Complete if offeror represented itself as disadvantaged in line 2 of this representation</i>			
			The offeror shall check the category in which its ownership falls:
7			Black American
8			Hispanic American
9			Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians
10			Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).
11			Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).
12			Individual/concern, other than one of the preceding

OTHER REQUIRED INFORMATION

2. Taxpayer Identification Number

The Taxpayer Identification Number for the entity submitting this proposal is _____

3. Data Universal Numbering System (DUNS) Number

The DUNS for the entity submitting this proposal is _____

4. Commercial and Government Entity (CAGE) Code

The CAGE Code for the entity submitting this proposal is _____

5. Offeror Point of Contact Information

The below listed person will be the point of contact for all matters related to this acquisition:

Name _____

Phone Number _____

Fax Number _____

Email Address _____

6. Acknowledgement of Amendments.

The Offeror shall acknowledge receipt by initialing after each amendment received:

Amendment #	Date	Initials	Amendment #	Date	Initials