INSTRUCTIONS TO OFFERORS

FIRE ALARM & MASS NOTIFICATION SYSTEMS
NAVAL STATION GREAT LAKES BUILDING 4/4A
GREAT LAKES, ILLINOIS
RFP # 3920097

**IMPORTANT**
Per Design Build Multiple Award Construction Contract as awarded: "All contractors that are awarded a contract will compete on subsequent task orders. Each task order will site a specific completion date and associated liquidated damages. Contractors will be required to participate in all task order site visits and submit proposals. Failure to participate responsibly in site visits and failure to submit proposals on task orders may result in the Government not exercising the option and extending the contract. Only the selected contractors will be permitted to compete on future task orders. Proposals received from other contractors will not be accepted. Participation in the pre-proposal conference and/or site visits for future task orders will be the responsibility of the offeror and will not be reimbursable by the Government."

CLIN 0001:

Design, provide and install a new integrated Fire Alarm and Mass Notification system capable of notifying building occupants of the existence of an emergency situation and instructing people of the necessary and appropriate response and action at Building 4/4A, Naval Station, Great Lakes, IL.

PROVIDE ALL LABOR AND MATERIAL TO DESIGN AND INSTALL THE NEW FIRE ALARM AND MASS NOTIFICATION SYSTEMS, INCLUDING, BUT NOT LIMITED TO:

- Provide, design and install an integrated Fire Alarm and Mass Notification system capable of notifying building occupants of the existence of an emergency situation and instructing people of the necessary and appropriate response and action.
- Provide engineering, calculations and drawings to reflect new work.
- Provide and install new fire alarm panel, annunciators, power booster panels, and local operating controls.
- Provide and install all new wiring and conduits.
- Provide and install all new smoke and heat detectors, manual stations, duct smoke detectors, audio/visual alarms and LED signs, and HVAC shutdown.
- Provide a single switch capable of shutting down all heating, ventilating, and air conditioning (HVAC) equipment in the facility in accordance with the requirements of UFC 4-010-01.
- The FACP shall incorporate a single switch for shutting down of all building HVAC units.
- The system shall be compatible with the existing base fire reporting system.
- Provide testing and certification of the new systems. The new fire alarm/mass notification system will be subject to audibility and intelligibility testing in accordance with NAVFAC and NFPA standards.
- Provide as-built drawings and O&M manuals.
1. **POINT OF CONTACT**
   Ms. Ann Bonis, Contract Specialist
   Phone: (847) 688-5395 extension 246
   Fax: (847) 688-3689
   Email: ann.bonis@navy.mil

2. **STATEMENT OF WORK (SOW)**
   All work shall be accomplished in accordance with the attached plans and specifications and this Request for Proposal (RFP), while meeting all minimum requirements of the offeror’s base IDIQ DBMAC Contract as it pertains to the submission of proposals for design/construction.

3. **NAICS and Size Standard**
   NAICS code for this solicitation is 236220 with a Small Business Size Standard of $36.5m.

4. **PRE-PROPOSAL CONFERENCE/SITE VISIT**
   A pre-proposal conference and site visit will be held:
   DATE: Tuesday December 1, 2015
   TIME: 9:30 a.m. CT
   PLACE: 2625 Ray Street
   Building 2016
   Great Lakes, IL 60088-3147

   Following the pre-proposal conference, a site visit to the construction site will be conducted. Pre-proposal Conference & Site Visit Questions shall be directed to the above mentioned Point of Contact (ann.bonis@navy.mil).

   Due to restricted access, all attendees must be escorted at all times. Offerors are required to RSVP to Ann Bonis at ann.bonis@navy.mil. Please email names of site visit attendees along with the company they represent no later than 12:00 pm CDT, November 23, 2015. Offerors must RSVP to attend the site visit. **ONLY SUBMIT NAMES OF PERSONNEL THAT WILL DEFINITELY BE ATTENDING.**

5. **SOLICITATION REQUEST FOR INFORMATION (RFIs):** Inquiries and questions on this Request for Proposal shall be submitted in writing electronically to the Contract Specialist using the Request for Information (RFI) form provided as Attachment 1 of the this solicitation. **Please ensure that the RFI form is returned as an Excel spreadsheet, not as a .pdf.** The Point of Contact (POC) for inquiries is Ann Bonis at ann.bonis@navy.mil. **All RFIs must be received no later than 2:00pm**
**CT, Monday December 7, 2015.** It is the offeror’s responsibility to verify that RFIs were received by the Government.

6. **PROPOSAL DUE DATE & SUBMISSION INSTRUCTIONS:** Technical and Price Proposals are due no later than Wednesday December 16, 2015 by 2:00pm CDT. **Electronic submission of proposals will NOT be accepted.** Offerors shall provide four (04) hard copies and one (01) CD of their Technical Proposal and two (02) hardcopies of their Price Proposal, including any amendments. Offerors must submit Attachment 2 – Price Proposal Worksheet with their pricing volume. Attachment 2 must be signed. Hard-copy originals and CDs as required by this RFP should be mailed to:

NAVFAC Mid-Atlantic PWD Great Lakes  
ATTN Ms. Ann Bonis, Contract Specialist  
310 B Street  
Great Lakes, IL 60088-2814

Hand delivered bids are accepted as long as the offeror has base access. If the offeror **DOES NOT** have base access, proposals shall be mailed to the above address. It is the offerors responsibility to ensure the proposals are received timely.

7. **Price Proposals MUST** include a cover sheet on company letterhead with your DUNS number, CAGE Code, Tax ID, Names, titles, phone number(s) and email address(es) of persons authorized to negotiate on the Offeror’s behalf with the Government. Cover sheet shall indicate your proposal expiration date.

8. Technical Proposals **MUST** include proof of VETS 4212 registration.

9. **PERIOD OF PERFORMANCE:** All work shall be completed and ready for use no later than 180 calendar days after the date of award (this includes time for processing of base passes, pre-construction submittals, permits, hazmat surveys, construction work and closeout).

In accordance with FAR 52.211-12, Liquidated Damages (LDs) in the amount of $200.00 will be assessed for every calendar day of delay until the work is completed or accepted.

10. **DAVIS-BACON ACT & DEPARTMENT OF LABOR (DoL) WAGE DETERMINATION(S):**  
In accordance with FAR 22.407 (clause 52.222-6, Davis-Bacon Act) Department of Labor General Decision Number IL150008 10/16/2015 IL18 and IL150020 10/16/2015 IL20 apply to this Award. If this wage determination is updated by the Department of Labor (DoL) prior to award of this contract, the most current wage determinations will be incorporate.
into the award.

11. **SYSTEM FOR AWARD MANAGEMENT (SAM)**  
Offerors must be registered in the database IAW FAR 52.204-7 in order to be awarded a contract.

12. **ESTIMATED COST RANGE:** The estimated value of this project is between $310,000.00 and $378,000.00.

13. **ELECTRONIC INVOICING:** The Department of Defense (DoD) Wide Area Workflow (WAWF) system shall be used for the submission of invoices In Accordance With DFAR CLAUSE 252.232-7006.

14. **BONDING:** A bid guarantee is required with proposals, equal to 20% of the proposed price, in accordance with (IAW) FAR 28.101-1. Performance and Payment bonds equal to 100% of the awarded dollar value are required after award In Accordance With (IAW) FAR 52.228-15. Also, IAW 52.225-5 Insurance Work on a Government Installation, insurance coverage is required within 15 days after award.

15. In making the best value award decision, the LPTA process is selected as appropriate for this acquisition because the best value is expected to result from selection of the technically acceptable proposal with the lowest evaluated price. All non-price factors will be rated “ACCEPTABLE” or “UNACCEPTABLE”. An overall non-price factors rating must be at least "ACCEPTABLE" in order to be eligible for award. An "UNACCEPTABLE" rating in any factor results in the overall non-price factors proposal being rated "UNACCEPTABLE" unless corrected through discussions. An overall non-price factors rating of "UNACCEPTABLE" makes a proposal ineligible for award.

16. The non-cost and/or price factors that will be evaluated as acceptable or unacceptable shall be as follows:

**Non-Cost/Price Evaluation Factors:**

Factor 1 – Safety  
Factor 2 – Technical Solution

Since the LPTA methodology prohibits trade-offs, all evaluation factors and sub-factors are equally important. Proposals are evaluated for acceptability but not ranked using the non-cost and/or price factors.

**Basis of Evaluation and Submittal Requirements for Each Factor.**

(a) Price:

(1) Solicitation Submittal Requirements: Price shall be submitted on
Attachment 2 – Price Proposal Worksheet. A bid guarantee shall also be provided in accordance with FAR 52.228-1 (Bid Guarantee).

(2) Basis of Evaluation: The Government will evaluate price based on the total price. Analysis will be performed by one or more of the following techniques to ensure a fair and reasonable price:

(i) Comparison of proposed prices received in response to the RFP.

(ii) Comparison of proposed prices with the IGCE.

(iii) Comparison of proposed prices with available historical information.

(iv) Comparison of market survey results.

(b) Technical Factors:

Factor 1 – Safety

(a) Solicitation Submittal Requirements:

Provide a list of any adverse actions that have taken place since award of the design/build multiple award construction contract (DBMACC). If adverse actions have taken place, provide a narrative explaining what steps have been or will be taken to prevent adverse actions in the future. If there have been NO adverse actions since award of the DBMACC, indicate as such.

(b) Basis of Evaluation:

The Government is seeking to determine that the Offeror has consistently demonstrated a commitment to safety and that the Offeror plans to properly manage and implement safety procedures for itself and its subcontractors. The EMR and DART rates were reviewed during the DBMACC award. This evaluation factor is to verify continued acceptable safety standards and to identify potential negative trends.

Factor 2 – Technical Solution

(a) Solicitation Submittal Requirements: The Offeror shall address each of the items below:

(1) Provide a narrative describing the technical solution to the project that meets the requirements of the RFP. Include the following:

- Technical Narrative
- Materials and equipment to be used
- Approach to modifications and upgrades
- Provide a list of major subcontractors

(2) Provide a drawing showing proposed site layout for project to minimize adverse impact to customer operations. Note: laydown areas and other areas used during operations must be restored to their original condition.

Narrative shall not exceed six (6) double-sided pages (or 12 single-sided pages). Provide up to three (3) conceptual drawings to supplement the narrative (i.e. floor plan, exterior elevation, and site plan).

(3) Provide a schedule showing project duration from notice to proceed to contract closeout, submittal time for the Government and offeror, as well as any critical activities. Offeror shall assume an award date of 30 December 2015, with 180 calendar days to complete the project (this date includes submittal time and order and delivery of materials).

(4) Provide a procurement plan for materials and equipment

(b) Basis of Evaluation:

(1) The extent to which the offeror demonstrates the knowledge, skills and ability to complete this project and submit details, manufacturer’s catalog/cut sheets, notarized documents, and personnel certifications (Fire Protection Quality Control Manager, Site Safety Health Officer, Superintendent, Fire Protection Designer of Record and Manufacturers Representative).

(2) The ability of the offeror to provide a site layout with little to no impact to customer operations. Offerors eliminating any of this essential information from their proposal may receive an unacceptable rating. The Government will evaluate the narrative considering the extent to which the Offeror demonstrates a clear understanding of the engineering requirements of the project.

(3) The offeror’s ability to provide materials, equipment and personnel to successfully complete this project on or before the estimated completion date. Offeror shall adhere to drawings, Summary of Work, the solicitation and HAZMAT reports to ensure that project is completed with little to no delays. All things being equal, the offeror who is able to successfully and safely finish the project will be given an acceptable rating.

(4) The Government will evaluate the narrative and conceptual drawings (if included) considering the extent to which the Offeror demonstrates a clear understanding of the architectural and engineering requirements of the project. The Government will evaluate the effectiveness of the design-build team’s technical solution to determine the likelihood that the work will be performed in accordance with the technical requirements of the RFP.
ATTACHMENTS

1) RFI Sheet
2) Price Proposal Worksheet
3) Specifications