

**APPLYING FOR  
ARCHITECT-ENGINEERING (A-E) CONTRACTS  
AT NAVFAC PACIFIC**



Department of the Navy

NAVFAC Pacific

A-E Contracts II Branch

# A-E Federal Contracting Laws & Regulations



- Brooks Act (P.L. 92-582 (40 U.S.C. 541))
- Federal Acquisition Regulation (FAR)
- Defense Federal Acquisition Regulation Supplement (DFARS)
- Defense Federal Acquisition Regulation Procedures, Guidance & Information (PGI)
- Navy Marine Corps Acquisition Regulation Supplement (NMCARS)
- Naval Facilities Acquisition Supplement (NFAS)

# Brooks Act



- Public Law 92-582, as amended
- It is the policy of the Federal Government to:
  - Publicly announce all requirements for architectural & engineering services
  - Negotiate contracts for A-E services on the basis of demonstrated competence & qualifications for the type of professional services required at fair & reasonable prices

# A-E Services



- A-E Services include:
  - Professional services of an A-E nature for which State law requires services to be performed or approved by a registered architect or engineer
  - Professional services of an A-E nature associated with design or construction or real property
  - Other professional services of an A-E nature or services incidental thereto (including studies, investigations, surveying & mapping, tests, evaluations, consultations, soils engineering, etc.)
  - Professional surveying & mapping services of an A-E nature
- Contracts for A-E services may be awarded to any firm permitted by law to practice the professions of architecture & engineering

# Announcements

# Public Announcements



- Proposed contract actions for which the total fee is expected to exceed \$25,000 are synopsisized in the Governmentwide Point of Entry (GPE)
- GPE may be accessed via the Federal Business Opportunities website at <http://www.fedbizopps.gov>
- Primary purposes is to improve small business access to acquisition information & to enhance competition by identifying contracting & subcontracting opportunities
- 30-day minimum response time is required from the date of publication
- Notices also available at Navy Electronic Commerce Online (NECO) <https://www.neco.navy.mil/> & NAVFAC Pacific A-E/Construction Contracts Office Bulletin Board

# Submittals

# Architect-Engineer Qualifications



- Interested firms must submit a Standard Form (SF) 330, Architect-Engineer Qualifications, to be considered for an A-E contract:
  - Part I - Contract-Specific Qualifications
  - Part II - General Qualifications
  - Form available at <http://www.gsa.gov/>
- All information required to submit a SF 330 is indicated on the synopsis:
  - Project information & requirements
  - Selection criteria
  - Where to submit
  - Number of copies
  - Closing date & time
- Other Requirements:
  - On-line Representations & Certifications Application (ORCA)  
<http://orca.bpn.gov>
  - Subcontracting plan & subcontracting goals



# Selection Criteria

# Evaluation of Firms for A-E Contracts



- Government will evaluate potential A-Es based on selection criteria published in the synopsis
- Selection criteria required by FAR 36.602-1:
  - (1) Professional qualifications
  - (2) Specialized experience & technical competence in the type of work required

# Evaluation of Firms for A-E Contracts (cont'd)



- Selection criteria required by FAR 36.602-1 cont.:
  - (3) Capacity to accomplish the work in the required time
  - (4) Past performance on contracts with Government agencies & private industry in terms of cost control, quality of work & compliance with performance schedules

# Evaluation of Firms for A-E Contracts (cont'd)



- Selection criteria required by FAR 36.602-1 cont.:

(5) Location in the general geographical area of the project & knowledge of the locality of the project; provided that application of this criterion leaves an appropriate number of qualified firms, given the nature & size of the project

(6) Acceptability under other appropriate evaluation criteria

# Evaluation of Firms for A-E Contracts (cont'd)



- Additional selection factors required:
  - DoD Volume of Work in Past 12 Months (DFARS 236.602-1)
  - Superior Performance Evaluations on DoD Contracts (DFARS 236.602-1)
  - Identify & Commit to Small Businesses (DFARS 236.602-1 & NFAS 19.702)
  - Sustainable Design (NFAS 36.602-1)
  - Quality Control Program (NFAS 36.602-1)

# A-E Contract Clauses/Requirements



- A-E Liability (FAR 36.608)
  - A-E shall be responsible for the professional quality, technical accuracy & coordination of all services required
  - A-E may be liable for Government costs resulting from errors or deficiencies in designs furnished
- Design within Funding Limitations (FAR 52.236-22)
  - Design services shall permit award of a construction contract which does not exceed the estimated construction contract price
  - A-E shall perform redesign & other services as necessary to permit contract award within the funding limitation at no increase in the contract price

# Lessons Learned

## General Information



- Read the synopsis carefully.
- Focus on and address the selection criteria. Do not read into the project title.
  - Example: Project title is for “Ballistic Missile Range Facilities” but the selection criteria is noted as “designing administration, maintenance, engine generation and reinforced concrete building”.
- You must address the specific project and the selection criteria. List the criteria and explain how you will meet those criteria.



## General Information, cont.



- Be sure to clearly address all the selection criteria.
- All applications and submittals (SF330) must be tailor-made for the solicitation. Do not submit the same or old submittal from a previous solicitation.
- Address all criteria in Section H, Additional Information of the SF330

## General Information, cont.



- Organize the SF330 clearly
- Use tabs for easy reference
- Use tables to summarize
- Know your audience, i.e.  
Slate/Selection board
- The SF330 should be “reader-friendly”

# Selection Interviews



- If you are slated, you met all the selection criteria.
- Interviews are usually 45 minutes: 30 minutes for presentation and 15 minutes for questions and answers.
- Identify personnel to work on the project
- Identify the POC for the project
- Introduce yourselves & identify name/title/firm
- Prime does not have to bring every consultant to the interview.
- Do not bring examples of plans and specifications and leave it with the Selection Board.

## Selection Interviews, cont.



- All information must be presented at the interview because the selection determination is made upon completion of interview.
- Everyone does not have to speak at the interview, however we like to see alternate presenters or speakers. Everyone should have a specific role for the interview.
- Know your audience. i.e. speak in layman's terms, when necessary.
- Presentations may be made to Admirals and VIPs, therefore your speaking ability is very important.
- Good presentations at the interviews are desired. Good speakers make a difference.

# Review Process



- Slate/selection board members are all primarily architects and engineers.
- The Board consists of one Senior Member, usually the Head or Assistant Head of the branch and two architects or engineers.
- All board members are required to review each and all submittals. Discussions follow the review.
- The Government slates 3 to 5 of the best-qualified firms depending on the firms' qualifications and project size. Only the most highly qualified firm is selected.

## Selection & Award Process



- Once the A-E is selected, a Request for Proposal (RFP) is issued.
- Contract Clauses (FAR, DFAR, NFAS, etc.)
- Fee proposal is due in 15 - 45 days:
  - Labor Rates, Overhead & Price Proposal
  - Subcontracting Plan
  - Central Contractor Registration (CCR)  
<http://www.ccr.gov/>
  - On-line Representations & Certifications Application (ORCA) <http://orca.bpn.gov>
  - Contract Provisions

## Selection & Award Process cont.



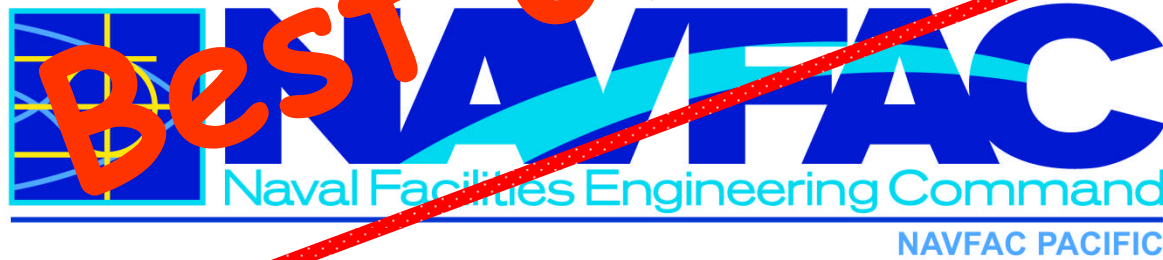
- Government reviews the proposal:
  - Technical analysis of fee proposal (effort, labor rates, overhead, profit, & other proposed items).
  - DCAA audit of rates & overhead
  - CAS Disclosure compliance review
  - Review of Contractor Responsibility Determination & Compliances (FAR 9.1)
- Negotiations between Government & A-E
- Business clearance & final approval to award contract.
- Contract award.

# Architect-Engineer Contracts



# Questions?





Best of Luck!

4/23/2009