

National Renewable Energy Laboratory  
Request for Proposals Number RFH-8-88653

**“Construction Project Management Services and Support”**

REQUEST FOR PROPOSALS

READ THIS DOCUMENT CAREFULLY

This solicitation is being conducted under the procedures for competitive subcontracts established by the National Renewable Energy Laboratory (NREL).

**NREL will award a subcontract based on the following:**

- All Statement of Work (SOW) requirements being met
- The best combination of:
  - Technical factors (based on qualitative merit criteria)
  - and
  - Evaluated price (or cost)

Issue Date: **08/27/08**      Due Date: **09/30/08**      Time Due: **4:00 p.m. Mountain Time**

**Technical Questions must be received in writing no later than **Monday, 09/08/08.****

1. **Solicitation Type**      Best Value Selection  
   Labor Hour with Options

***Submit offers to and request information from the NREL RFP Contact below***

2. **NREL RFP Contact:**      Patricia Maurer, Subcontract Administrator II  
   MS 1533  
   National Renewable Energy Laboratory  
   1617 Cole Boulevard  
   Golden, CO 80401-3393  
  
   Email: [patty\\_maurer@nrel.gov](mailto:patty_maurer@nrel.gov)

**Electronic (PDF) copies of forms and appendices can be found at:**  
[http://www.nrel.gov/business\\_opportunities/related\\_docs.html](http://www.nrel.gov/business_opportunities/related_docs.html)

### **3. Project description**

As specified in the Statement of Work (see NREL RFP link in Item 12).

### **4. Proposed subcontract award and period of performance**

It is the intent of NREL to award one or more Labor Hour subcontract(s) with a base period of 12 months with two, 12-month option periods, and funding availability of approximately \$750,000.00 per 12-month period, for an estimated subcontract total of \$2,250,000.00 per award, if all options are exercised.

### **5. Competitive negotiated subcontract using Best Value Selection**

This solicitation shall be conducted using Best Value Selection that results in an award that is most advantageous to NREL based on the best value combination of (a) evaluated qualitative merit and (b) evaluated price (cost) of the offers submitted.

Best Value Selection is based on the premise that, if all offers are of approximately equal qualitative merit, award will be made to the offeror with the lowest evaluated price (cost). However, NREL will consider awarding to an offeror with a higher evaluated price (cost) if the offer demonstrates the difference in price (cost) is commensurate with the higher qualitative merit. Conversely, NREL will consider awarding to an offeror with a lower evaluated qualitative merit if the price (cost) differential between it and other offers warrant doing so.

### **6. Qualitative merit criteria for Best Value Selection**

The Statement of Work (see NREL RFP link at item 12) in this Request for Proposals serves as NREL's baseline requirements that must be met by each offer.

The qualitative merit criteria establish what NREL considers the technical factors valuable in an offer. These qualitative merit criteria are performance-based and permit selection of a higher priced offer that provides higher qualitative merit.

The following qualitative merit criteria will be used by evaluators to determine the technical value of the offer in meeting the objectives of the solicitation.

Each qualitative merit criteria and its assigned weight are provided below.

#### **6.1 Technical Factors as follows: (30%)**

- **Technical Approach**

Describe the capability, experience, and availability of existing personnel and how they relate to the skill sets detailed in the Statement of Work.

Provide two (2) resumes (do not include Social Security Numbers) of existing personnel for each Level (1–3) for both Project Managers and Project Control Engineers. (See Statement of Work section entitled "REQUIREMENTS" for level descriptions.)

Describe the specific approach and technical capability to recruit people to meet the requirements detailed in the Statement of Work.

Provide two (2) recent staffing examples. Each example must include the following information:

- Level of expertise of personnel provided;
- Fully burdened hourly rates for personnel provided; and,
- A brief description of the work effort that was required and how the personnel applied their skills.

- **Understanding the Requirement**

Demonstrate, in a narrative description, your overall understanding of the SOW and how your corporate/company mission relates to NREL's requirements.

## **6.2 Management Factors as follows: (20%)**

- **Management Approach**

Provide a detailed discussion of your approach to the management of Offeror's personnel that will be working at NREL, as well as techniques that demonstrate how the work requirements are proposed to be met. Also, demonstrate how your organization is prepared to respond promptly to problems or issues which may occur under the subcontract.

- **Staffing Plan**

Describe the proposed staffing plan, including the average amount of time it will take to provide Project Management and Project Controls personnel which meet the requirements specified in the Statement of Work.

Explain how labor resources are identified and provide information on recruiting efforts and turnover rates, as well as the estimated timeframe required for completing drug tests, reference checks, and background checks.

## **6.3 Corporate Experience (25%)**

- Describe prior corporate experience that demonstrates the Offeror's ability to provide support services personnel to perform duties similar to those required in the Statement of Work.
- Demonstrate previous corporate experience in Project Management and Project Controls.

## **6.4 Past Performance (25%)**

Provide a list of current and past contracts awarded for the same or similar services required for this solicitation. Please provide the name of the organization/company, point of contact (including phone number and email address), contract title, dollar value, dates, and a brief description of how the referenced contract relates to these requirements. Identify and provide a description/synopsis of at least three (3) past/current contracts, or if previous contracts are not available, provide an explanation. By providing the references, the Offeror authorizes NREL to contact them.

Include in the examples of past performance, in a technical support services context, discussion on the following:

- DOE experience in project management/project controls.
- DOE experience with DOE Order 413.3a (for construction of facilities).
- DOE experience with a design-build construction strategy.

## **7. Hourly Labor Rate Ranges**

Provide three (3) separate levels of fully burdened hourly rate ranges for Project Managers and three (3) separate levels of fully burdened hourly rate ranges for Project Control Engineers for the Base Period and each Option Period on the forms provided. (See NREL RFP link at item 12).

## **8. Price (cost) evaluation for Best Value Selection**

After evaluation of the qualitative merit criteria, the following price (cost) evaluation will be used to determine the best value of the offer in meeting the objectives of the solicitation.

The combined qualitative merit value will be considered substantially more important than the price (cost), as represented by the Hourly Labor Rate Ranges Proposal.

## **9. Evaluation process**

NREL will evaluate offers in two general steps:

### Step One—Initial Evaluation

An initial evaluation will be performed to determine if all required information has been provided for an acceptable offer. Offerors may be contacted only for clarification purposes during the initial evaluation. Offerors shall be notified if their offer is determined unacceptable and the reasons for rejection will be provided. Unacceptable offers will be excluded from further consideration.

### Step Two—Discussion, Selection, Negotiation, and Award

All acceptable offers will be evaluated against the Statement of Work (see NREL RFP link at item 12) and the qualitative merit criteria listed above. Based on this evaluation, NREL has the option, depending on the specific circumstances of the offers received, to use one of the following methods of selection:

- (a) make individual selection(s), conduct negotiations, and make an award(s);
- (b) conduct parallel negotiations with all offerors and make award(s);
- (c) conduct discussions with all offerors, select successful finalists, conduct parallel negotiations with successful finalists, and then make award(s);
- (d) conduct discussions with all offerors, conduct parallel negotiations with the finalists, select successful finalist(s), and then make award(s);
- (e) select successful finalists, conduct successive negotiations, and make successive selections and awards;
- (f) make no award(s).

## 10. Proposal preparation information

- a. The proposal must include a title page, including the RFP title and number, name of your organization and point of contact (including postal address, telephone and fax numbers, and email address). The title page should be succinct and capture the essence of your offer.
- b. Formatting instructions
  - A page is defined as one side of an 8 ½" x 11" sheet of paper.
  - Use a 12-point font.
  - Maintain at least 1-inch margins on all sides.
  - Copies may be either single or double sided.
- c. A **technical proposal** in an original and four (4) copies directed toward meeting the requirements of NREL's Statement of Work (see NREL RFP link at item 12) and qualitative merit criteria (see item 6 above). The technical proposal shall be organized in the following sections:
  - I. Executive Summary (background and overview of the Offeror's organization)
  - II. Technical Factors (30%) -
    - Technical Approach (with staffing examples)
    - Understanding the Requirement
  - III. Management Factors (20%) -
    - Management Approach
    - Staffing Plan
  - IV. Corporate Experience (25%)
  - V. Past Performance (25%)

The total technical proposal shall not exceed 12 pages (not including resumes).

- d. An original and four (4) copies of the completed **Proposed Hourly Labor Rate Ranges** form (found at the NREL RFP link at item 12). The Proposed Hourly Labor Rate Ranges must include supporting documentation for each proposed fully burdened labor rate (as detailed in Attachment 2).

Please include any GSA Schedules or government pricing agreements that may apply. The Offeror's labor rates and delivery terms must be valid for 90 days from the date of the offer. Note: Expenses shall be unallowable and unallocable to the labor hour subcontract.

- e. Submit one original completed "**Representations and Certifications**" form with your offer (accessed via the NREL general access website referenced in item 12).
- f. Submit one original of either the "**Organizational Conflicts of Interest Representation Statement**" OR the "**Organizational Conflicts of Interest Disclosure Statement**", as applicable, with your offer (accessed via the NREL general access website referenced in item 12 below).
- g. Submit a summary cover letter with your offer which includes:
  - A **summary statement** indicating acceptance of the Statement of Work or any change with the reason(s) (see NREL RFP link at item 12).
  - A **summary of deviations/exceptions** (if any) to the sample subcontract schedule and/or the standard terms and conditions and/or the intellectual

property terms and conditions in the appendices (accessed via the NREL RFP link in item 12). The offeror will explain any exceptions (including deviations and conditional assumptions) taken with respect to the subcontract schedule and/or terms and conditions. Any exceptions must contain sufficient amplification and justification to permit evaluation. Such exceptions will not, of themselves, automatically cause an offer to be termed unacceptable. A large number of exceptions or one or more significant exceptions not providing any obvious benefit to the Department of Energy or NREL may, however, result in rejection of such offer as unacceptable.

- h. This solicitation does not allow the submittal of facsimile or electronic proposals.
- i. This solicitation does not commit NREL to pay costs incurred in the preparation and submission of a proposal in response to this RFP.

## 11. Solicitation Provisions—full text provided

### a. Late submissions, modifications, and withdrawals of offers

Offers, or modifications to them, received from qualified organizations after the latest date specified for receipt may be considered if received prior to award, and NREL determines that there is a potential price (cost), technical, or other advantage, as compared to the other offers received. However, depending on the circumstances surrounding the late submission or modification, NREL may consider a late offer to be an indication of the offeror's performance capabilities, resulting in downgrading of the offer by NREL evaluators in the technical evaluation process. Offers may be withdrawn by written notice or telegram (including mailgram) received at any time before award. Offers may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the offer before award.

### b. Restrictions on disclosure and use of data

Offerors who include in their proposals data that they do not want disclosed to the public for any purpose or used by the government or NREL, except for evaluation purposes shall—

1. Mark the title page with the following legend:  
"This offer includes data that shall not be disclosed outside the government or NREL and shall not be used or disclosed—in whole or in part—for any purpose other than to evaluate this offer. If, however, a subcontract is awarded to this offeror as a result of—or in connection with—the submission of this data, the government or NREL shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting subcontract. This restriction does not limit the government or NREL's right to use information contained in this data if obtained from another source without restriction. The data subject to this restriction are contained on pages [insert page and line numbers or other identification of pages] of this offer"; and
2. Mark each page of data it wishes to restrict with the following legend:  
"Use or disclosure of data contained on this page is subject to the restriction on the title page of this offer."

### c. [Reserved]

**d. Disclaimer**

NEITHER THE UNITED STATES; NOR THE DEPARTMENT OF ENERGY; NOR MIDWEST RESEARCH INSTITUTE, NATIONAL RENEWABLE ENERGY LABORATORY DIVISION; NOR ANY OF THEIR CONTRACTORS, SUBCONTRACTORS, OR THEIR EMPLOYEES MAKE ANY WARRANTY, EXPRESS OR IMPLIED, OR ASSUME ANY LEGAL LIABILITY OR RESPONSIBILITY FOR THE ACCURACY, COMPLETENESS, OR USEFULNESS FOR ANY PURPOSE OF ANY OF THE TECHNICAL INFORMATION OR DATA ATTACHED OR OTHERWISE PROVIDED HEREIN AS REFERENCE MATERIAL.

**e. Solicitation disputes**

The General Accounting Office and the Department of Energy no longer accept or rule on disputes for solicitations for Requests for Proposals issued by Management and Operating Contractors for the Department of Energy (operators of Department of Energy National Laboratories). Should an offeror have any concerns regarding the NREL solicitation process or selection determination, the offeror may contact Marty Noland, Advocate for Commercial Practices, at (303) 384-7550. NREL will address each concern received from an offeror on an individual basis.

**f. Small Business (Lower-Tier) Subcontracting Plan** (derived from FAR 52.219-9)

The following requirement does not apply to small business offerors.

If a large business is chosen for award, within ten days of notification of selection for negotiation toward award, the offeror shall submit a lower-tier subcontracting plan that separately addresses lower-tier subcontracting with small business, small disadvantaged business, and women-owned small business concerns. If the offeror is submitting an individual subcontract plan, the plan must separately address lower-tier subcontracting with small business, small disadvantaged business, and women-owned small business concerns, with a separate part for the basic subcontract and separate parts for each option (if any). The plan shall be included in and made a part of the resultant subcontract. The lower-tier subcontracting plan shall be negotiated within the time specified by the NREL Subcontract Administrator. Failure to submit and negotiate a lower-tier subcontracting plan shall make the offeror ineligible for award of a subcontract. (See NREL RFP link at item 12.)

**12. Solicitation provisions—incorporated by reference—general access**

This solicitation incorporates one or more solicitation provisions by reference with the same force and effect as if they were given in full text. The following documents can be downloaded from the NREL **general access** website under “Current Solicitations/Request for Proposals” at [http://www.nrel.gov/business\\_opportunities/related\\_docs.html](http://www.nrel.gov/business_opportunities/related_docs.html) or the NREL RFP Contact (see item 2) will make full text available upon request.

- Statement of Work, dated 08/20/08
- Sample Subcontract Schedule
  - Labor Hour with Options
- Proposed Hourly Labor Rate Ranges form

The following documents can be downloaded from the NREL **general access** website under “Related Documents and Forms” at [http://www.nrel.gov/business\\_opportunities/related\\_docs.html](http://www.nrel.gov/business_opportunities/related_docs.html) or the NREL RFP Contact (see item 2) will make full text available upon request.

- NREL Standard Terms and Conditions:
  - Appendix B-6 (10/01/03)
- NREL Addendum to Appendix B-6 Standard Terms and Conditions:
  - Attachment 1 to Appendix B-6 (10/01/07)
- NREL Intellectual Property Provisions:
  - Appendix C-3 (10/22/98)
- NREL Terms and Conditions for Subcontracts in excess of \$500,000.00:
  - Appendix D-1 (11/01/03)
- NREL Representations and Certifications for Subcontracts (05/10/07)
- NREL Organizational Conflicts of Interest Forms
- NREL Small Business (Lower-tier) Subcontracting Plan Requirements [Not applicable to Small Businesses]

### **13. NAICS Code and Small Business Size Standard**

- a. The North American Industry Classification System (NAICS) code [formerly standard industrial classification (SIC)] for this solicitation is 541990.
- b. The small business size standard for “All Other Professional, Scientific, and Technical Services” is \$6.5 million in annual receipts. (Annual receipts of a concern means the annual average gross revenue for the last three fiscal years.)