

CEMP-EC Engineer Pamphlet 715-1-4	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	EP 715-1-4 10 November 1997
	Architect-Engineer Contracts HOW TO OBTAIN CONSIDERATION FOR ARCHITECT-ENGINEER CONTRACTS WITH THE U.S. ARMY CORPS OF ENGINEERS	
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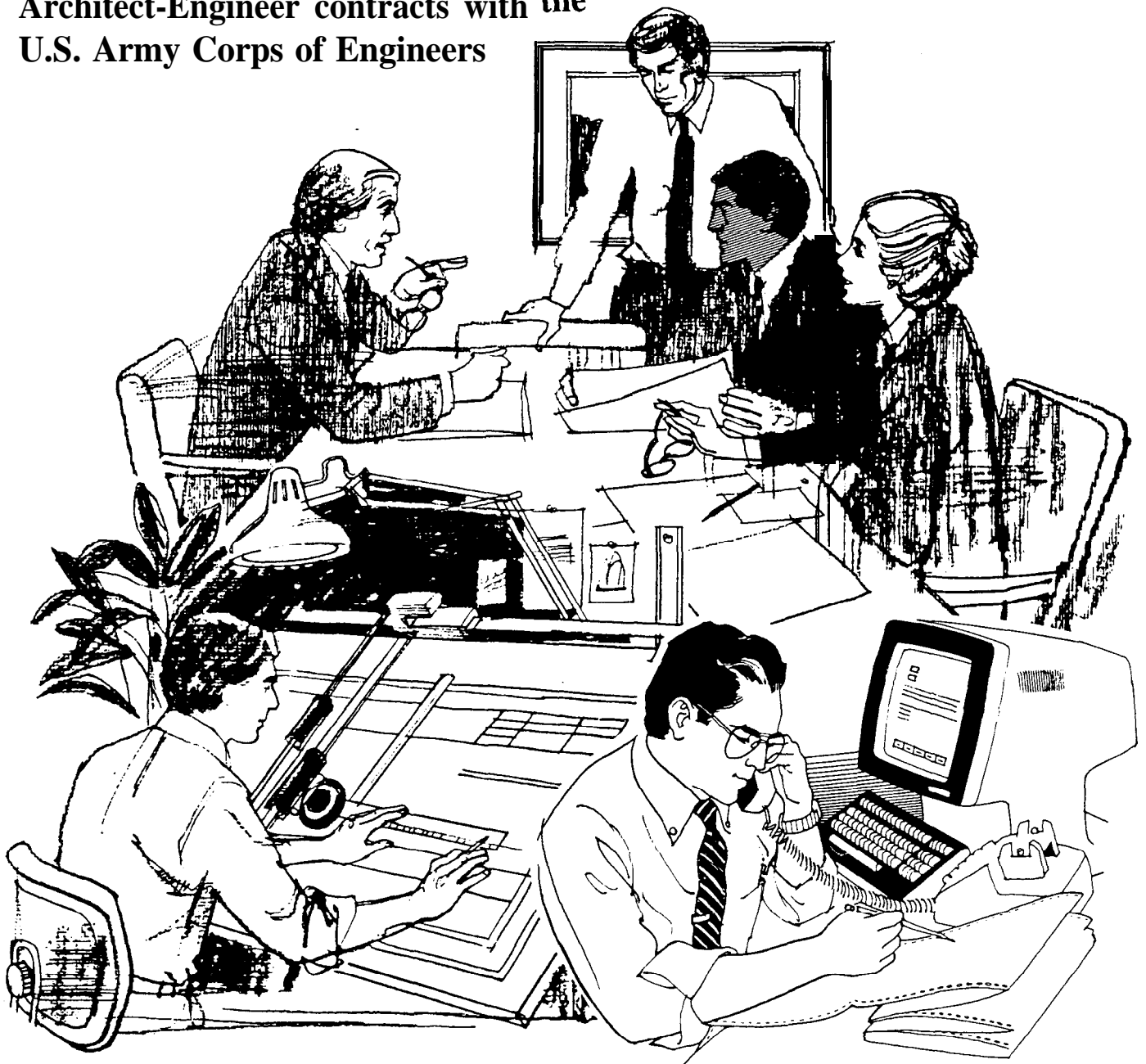


US Army Corps
of Engineers

EP 715-I -4
10 November 1997

Architect-Engineer Contracts

How to obtain consideration for
Architect-Engineer contracts with the
U.S. Army Corps of Engineers



FOREWORD

The U.S. Army Corps of Engineers (USACE) provides quality, responsive engineering and construction support to the Army and the Nation. USACE missions include civil works, military construction, environmental restoration and support to other agencies. The civil works program encompasses flood control, navigation, shore erosion, and recreation facilities. The military construction program supports the Army, most of the Air Force, and certain other Department of Defense (DoD) agencies. USACE performs environmental restoration work for the Army, DoD, Environmental Protection Agency, Department of Energy and several other agencies. USACE also provides design and construction management services for non-DoD Federal agencies, state and local governments, and foreign governments.

A majority of the planning, engineering, design and surveying and mapping services for these programs is acquired by contract with private architect-engineer (A-E) firms. USACE is one of the largest Federal procurers of A-E services. This pamphlet describes the USACE policies and procedures for the procurement of A-E services, and how A-E firms can obtain consideration for A-E contracts.

FOR THE COMMANDER:



OTIS WILLIAMS
Colonel, Corps of Engineers
Chief of Staff

USACE ORGANIZATION

USACE is a highly decentralized organization. Headquarters, USACE, located at 20 Massachusetts Avenue N.W., Washington, D.C. 20314-1000, is responsible for formulating Corps policies, allocating resources, and overseeing the execution of all programs. The public announcement of requirements for A-E services, the selection of firms, and the negotiation and administration of contracts is performed by districts and centers (contracting offices) located throughout the United States and overseas. Appendix A lists all USACE offices that contract for A-E services.

BROOKS ARCHITECT-ENGINEER ACT

A-E services required by Federal agencies are procured under the Brooks A-E Act (see Appendix B) and the procedures in Part 36 of the Federal Acquisition Regulation (FAR)¹. The Brooks Act requires the public announcement of requirements for A-E services (with some exceptions), selection of the most highly qualified firms based on demonstrated competence and professional qualifications, and the negotiation of a fair and reasonable price, starting with the highest qualified firm.

FAR 36.601-4(a) describes A-E services as:

(1) "Professional services of an architectural or engineering nature, as defined by applicable State law, which the State law requires to be performed or approved by a registered architect or engineer.

(2) Professional services of an architectural or engineering nature associated with design or construction of real property.

(3) Other professional services of an architectural or engineering nature or incidental services thereto (including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals and other related services) that logically or justifiably require performance by registered architects or engineers or their employees.

(4) Professional surveying and mapping services of an architectural or engineering nature. Surveying is considered to be an architectural and engineering service and shall be procured pursuant to § 36.601 from registered surveyors or architects and engineers.

¹ Appendix C is a list of relevant Internet addresses, including the complete and current FAR, and its Defense, Army, and Corps of Engineers supplements.

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Mapping associated with the research, planning, development, design, construction, or alteration of real property is considered to be an architectural and engineering service and is to be procured pursuant to § 36.601..."

FAR 36.601-4(b) limits the award of A-E contracts to firms (individual, partnership, corporation, association, or other legal entity) permitted by law to practice the professions of architecture or engineering.

FAR 36.601-3 instructs the contracting officer to follow A-E procurement procedures "if the statement of work, substantially or to a dominant extent, specifies performance or approval by a registered or licensed architect or engineer."

USACE procedures for A-E contracting, which implement the Brooks A-E Act and the FAR and its supplements, are described in Engineer Regulation 715-1-20, Architect-Engineer Contracting. This regulation is available on the Internet (see Appendix C).

STANDARD FORMS 254 AND 255

Standard Forms (SF) 254 and 255 are used by A-E firms to submit their professional qualifications to Federal agencies. Copies of these forms can be purchased from the Government Printing Office (GPO). These forms can also be filled in and downloaded at no cost from the General Services Administration website on the Internet (see Appendix C). Appendix D provides suggestions for preparing SFs 254 and 255.

SF 254, "Architect-Engineer and Related Services Questionnaire," provides basic information about the capabilities and experience of a firm and is not specific to a contract. A firm may submit a SF 254 at any time. Multi-office firms should submit a separate SF 254 for each branch office and for the total firm. The address for filing is:

U.S. Army Engineer District, Portland
ATTN: CENWP-CT-AA
P.O. Box 2946
Portland, Oregon 97208-2946
Telephone: 503-808-4591 or 4590

The SF 254 data will be entered into the Architect-Engineer Contract Administration Support System (ACASS) computer database. A printout will be returned to the A-E firm for data verification. Once entered into ACASS, the SF 254 data will be available to all USACE offices. A firm should submit an updated SF 254 annually, or more frequently if its qualifications have significantly changed. A firm, and each joint venture partner and subcontractor, must have a current SF 254 on file in ACASS, or submit one in response to the public announcement, to be considered for selection for an A-E contract.

SF 255, "Architect-Engineer and Related Services Questionnaire for Specific Project," provides the qualifications of the prime firm or joint venture partners, and any subcontractors, for a specific project. A SF 255 is submitted to an agency (not the ACASS Center) in response to the agency's public announcement seeking specific A-E services.

ANNOUNCING REQUIREMENTS FOR A-E SERVICES

Except for certain authorized exceptions such as overseas, classified, non-appropriated fund, or urgent projects, all requirements for A-E services are publicly announced by one of the following methods:

Federal Acquisition Computer Network (FACNET) - FACNET is a Government-wide systems architecture (a series of capabilities rather than a system) that enables Federal agencies and vendors to do business electronically in a standard way. Contracts greater than \$2,500, but not exceeding \$100,000, may be publicized via the FACNET. In order for a contractor to conduct electronic commerce with the Federal Government via FACNET, the contractor must provide registration information to the Central Contractor Registration (CCR). For information on FACNET and CCR, call 800-EDI-3414.

Commerce Business Daily (CBD) - Contracts over \$25,000 not publicized via FACNET are announced (synopsized) in the CBD. Each announcement (synopsis) appears in the CBD only once, unless there is an amendment, and firms are given at least 30 days to respond (except a shorter time period is permissible for contracts of \$100,000 or less). The CBD is published every business day by the Department of Commerce. Subscriptions to the CBD can be obtained by contacting the Superintendent of Documents, GPO, telephone number 202-512-1800. The CBD is also available on the Internet (see Appendix C), at major public libraries, at over 700 Federal Depository Libraries located around the United States, and from private subscription services. Requirements for A-E services are listed under Service Code C in the CBD, except surveying and mapping requirements are listed under Service Codes R and T.

Local Announcement - Contracts of \$25,000 or less which are not publicized via FACNET are announced on the public bulletin board of the contracting office for at least 10 days. The selection board may also consider qualified firms in ACASS.

The public announcement by any of the above methods includes a brief description of the project, the scope of A-E services, the selection criteria (in order of importance), the submission instructions and a point of contact. The announcement will instruct firms to submit a SF 255 and possibly a SF 254, even if one is already on file in ACASS. Typically, firms will be instructed to summarize their Design Quality Management Plan in Block 10 of the SF 255, which is an important consideration in selection.

The public announcement provides all of the information firms require to prepare their SF 255; solicitation packages are not provided. Contracting offices will answer routine questions about the submission instructions, but firms should not request additional technical information about the project or required qualifications. The public announcement is not a request for price proposal and firms should not submit any price-related information with their SF 255.

SELECTION CRITERIA

FAR 36.602-1 sets the general selection criteria for A-E contracts as follows:

"(1) Professional qualifications necessary for satisfactory performance of required services;

(2) Specialized experience and technical competence in the type of work required, including, where, appropriate, experience in energy conservation, pollution prevention, waste reduction, and the use of recovered materials;

(3) Capacity to accomplish the work in the required time;

(4) Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;

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

(6) Acceptability under other appropriate evaluation criteria."

The Defense FAR Supplement (DFARS) 236.602-1(a)(6) specifies additional selection criteria for DoD. In particular, DoD agencies must:

(1) "Consider the volume of work awarded by DoD during the previous 12 months. In considering equitable distribution of work among A-E firms, include small and small disadvantaged business firms and firms that have not had prior DoD contracts,"

(2) "Consider as appropriate superior performance evaluations on recently completed DoD contracts," and

(3) "Consider the extent to which potential contractors identify and commit to small business and to small disadvantaged business, historically black college and university, or minority institution performance of the contract, whether as a joint venture, teaming arrangement, or subcontractor."

The DFARS emphasizes that "the primary factor in A-E selection is the determination of the most highly qualified firm," and that secondary criteria should not be given greater significance than technical qualifications and past performance. The secondary criteria in DoD are geographic proximity, equitable distribution of work and extent of participation of small and disadvantaged businesses. DFARS further states "do not reject the overall most highly qualified firm solely in the interest of equitable distribution of contracts." Price or any cost-related factors, such as overhead or labor rates, are not considered in the selection of A-E firms.

SELECTION PROCEDURE

The evaluation process is conducted by formally constituted preselection (optional) and selection boards at the contracting office. Board members are highly qualified professional employees having experience in architecture, engineering, construction and acquisition, and the specific type of work being contracted. Boards are typically chaired by a registered engineer or architect. The using agency or customer is usually invited to participate on the evaluation board(s) for its project.

A preselection board, if held, evaluates the SFs 254 and 255 of all firms responding to the public announcement using the published selection criteria. The preselection board then develops a list of highly qualified firms (typically 6-12). Highly qualified firms are those which have a reasonable chance of being considered as most highly qualified by the selection board. Secondary criteria are not applied by a preselection board.

The selection board evaluates the SFs 254 and 255 of the highly qualified firms using the primary selection criteria and develops a list of at least three most highly qualified firms, in order of preference. If a preselection board was not held, the initial phase of a selection board is conducted similar to a preselection board. As a part of its evaluation process, the selection board conducts interviews with the most highly qualified firms prior to ranking them. The firms are asked similar questions about their experience, capabilities, organization, quality management procedures, and approach for the project. For most projects the interviews are conducted by telephone. However, for very significant projects, the selection board may request that firms make in-person presentations. The secondary criteria are only applied as a "tie-breaker," if necessary, in ranking the most highly qualified firms after the interviews.

A selection board report is presented to the selection authority for approval. Only A-E selections for medical facilities require approval at Headquarters, USACE. The authority to approve all other types of A-E selections is delegated to division, district and center commanders.

NOTIFICATION AND DEBRIEFING OF UNSUCCESSFUL FIRMS

All firms who responded to a public announcement are notified of their selection status within 10 days after approval of the selection board report. If a procurement is canceled, notices are promptly sent to all firms that responded to the announcement. Also, if a procurement is significantly delayed, notices are sent to all firms still under consideration.

A firm may request a debriefing on why it was not selected. The firm must request the debriefing in writing or electronically within 10 days after its receipt of selection notification. The debriefing will be conducted by the selection board chairperson or his/her designee. The debriefing may be by telephone or in-person, as mutually agreed between the firm and the Corps debriefer, and usually within 14 days of the request. A firm will be advised of all significant weak or deficient factors in their qualification submission for that particular project, which will enable the firm to better compete for future similar contracts. Specific qualifications of other firms will not be discussed.

CONTRACT NEGOTIATIONS

Contract negotiations are conducted in accordance with FAR Subparts 15.8 and 36.6. Negotiations are initiated first with the highest qualified firm. The firm is provided a statement of work (SOW), project information and design criteria. One or more preproposal conferences are usually held to discuss and refine the SOW and project requirements. The firm then prepares and submits a price proposal as instructed.

After careful evaluation of the proposal, which may include an audit for contracts over \$500,000, negotiations will be initiated. If a "mutually satisfactory contract cannot be negotiated" (FAR 36.606(f)), negotiations are initiated with the next ranked firm on the selection list. This procedure would continue until a mutually satisfactory contract has been negotiated and awarded by the contracting officer. For most projects, the firm will be required to submit for USACE approval a Design Quality Control Plan showing specifically how it will manage, coordinate and review the work.

CONTRACT TYPES

Two contract types are principally used in USACE for A-E services: firm-fixed-price (FFP) and indefinite delivery (ID). FFP contracts are used for moderate-to-large size projects when the SOW can be reasonably defined during negotiations. A FFP contract is an agreement to pay a certain price for specified services and products. Monthly progress payments are made based upon satisfactorily completed work.

ID contracts are typically used for small-to-moderate size projects when procurement of the A-E services by separate FFP contracts would be uneconomical or untimely. Work is accomplished by individually negotiated task orders. Typically, contracts have an

annual ceiling of \$1,000,000. Contracts usually include two option years with the same monetary limit. The ID contract consists of negotiated rates for all anticipated labor disciplines, overhead, tests, supplies, travel and, in some cases, profit. These contract rates are then used in pricing individual task orders. Monthly progress payments are also made based upon completed work for each order. A specified minimum dollar value is guaranteed for an ID contract.

OVERSEAS CONTRACTS

Some A-E contracts are awarded by USACE offices located outside of the United States. The procedures for awarding such contracts depend on local laws and international agreements. A-E firms interested in doing overseas work for USACE should contact the appropriate USACE contracting office listed in Appendix A.

SMALL AND SMALL DISADVANTAGED BUSINESS UTILIZATION PROGRAMS

A policy of the Government is to place a fair portion of its acquisitions with small businesses (SB) and small disadvantaged businesses (SDB), and to encourage subcontracting to SB and SDB. The following programs support this policy in USACE.

Small Business Set-Asides

A SB A-E firm has average annual receipts over the past 3 years of no more than \$2,500,000. A SDB is a SB that is at least 51% owned and controlled by one or more individuals who are socially and economically disadvantaged. If a contract is set aside for SB, competition is restricted to only that type of firm. The public announcement will clearly state if the project is set aside.

SB set-asides for A-E services are presently governed by the Small Business Competitiveness Demonstration Program (SBCDP), which is a test program to determine the ability of SB to compete successfully without the use of set-asides. During the test program, A-E contracts are not set aside for SB if at least 35% of A-E contract awards, measured in dollars, are competitively made to SB. DoD may direct that SB set-asides be reinstated when the awards to SB firms falls below 35%. However, by separate legislation, USACE A-E contracts of \$85,000 or more may not be set aside. Contracts under \$85,000 are ordinarily set aside for SB when the SBCDP is in effect. SDB set-asides are not currently authorized in DoD.

Contracting with the Small Business Administration (SBA)

An 8(a) firm is a SDB that is certified by the Small Business Administration (SBA) in its Section 8(a) program. A-E contracts of any amount and for any program may be awarded to the SBA for subcontracting with an 8(a) firm. Public announcement is not

required. The SBA can recommend 8(a) firms to USACE contracting offices, or 8(a) firms can "self-market" directly with USACE offices. An 8(a) firm is evaluated by USACE to ensure that it is technically qualified for the required work. If so, the firm is requested to submit a price proposal to USACE, and negotiations are initiated. Agreement must be at a fair market price.

Subcontracting

An A-E contract over \$500,000 which is awarded to a large business must include a subcontracting plan which provides maximum practicable opportunities for SB and SDB subcontracting. Subcontracting plans are negotiated and must be approved by the contracting officer prior to contract award. A prime firm must report on compliance with its subcontracting plan during performance of the contract.

Small Business Specialist

Each USACE contracting office has a small business specialist to promote the utilization of SB and SDB contractors. Additional information on the above programs can be obtained from any small business specialist. Their phone numbers are provided in Appendix A.

PERFORMANCE EVALUATIONS

Past performance is a very critical consideration in the selection of firms for A-E contracts. FAR 36.604 requires the preparation of performance evaluations for A-E contracts of more than \$25,000. All evaluations of A-E contracts performed for DoD agencies are maintained in ACASS for a period of 6 years as required by FAR 36.604. A firm is promptly provided a copy of its completed evaluation by the Corps office managing the contract.

For an FFP contract, a performance evaluation is prepared after the completion of the design or engineering services. An evaluation is also prepared after the completion of construction, when applicable. For an ID contract, an interim, cumulative evaluation is prepared at the end of each year of the contract, covering all work completed at that time. A final contract evaluation is prepared after all task orders have been completed. Task orders over \$500,000 are individually evaluated.

DD Form 2631 is used for preparation of the performance evaluation. During contract negotiations, a firm will be provided a blank copy of this form so that it understands how it will be evaluated. There are five overall rating levels, ranging from "excellent" to "poor." A firm can appeal a proposed rating of "below average" or "poor."

**APPENDIX A
CORPS OF ENGINEERS OFFICES
WHICH CONTRACT FOR A-E SERVICES**

**U.S. Army Engineering and Support Center,
Huntsville**

ATTN: CEHNC-PM-AE
4820 University Square
Huntsville, AL 35816-1822
A-E Information: (205) 895-1381
SB* Information: (205) 895-1050

U.S. Army Engineer District, Louisville
ATTN: CELRL-CT
600 Dr. Martin Luther King Jr. Place
Louisville, KY 40202
A-E Information: (502) 582-5591
SB Information: (502) 582-5591

Great Lakes and Ohio River Division **

U.S. Army Engineer District, Buffalo
ATTN: CELRB-CT
1776 Niagra Street
Buffalo, NY 14207-3199
A-E Information: (716) 879-4252
SB Information: (716) 879-4252

U.S. Army Engineer District, Nashville
ATTN: CELRN-CT
Estes Kefauver Federal Building
110 Ninth Avenue South
Nashville, TN 37203-3863
A-E Information: (615) 736-5626
SB Information: (615) 736-7276

U.S. Army Engineer District, Chicago
ATTN: CELRC-ED-A
111 North Canal Street, Suite 1200
Chicago, IL 60606-7205
A-E Information: (312) 353-6400 x3001
SB Information: (312) 353-6400 x1700

U.S. Army Engineer District, Pittsburgh
ATTN: CELRP-ED
William S. Moorhead Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222-4186
A-E Information: (412) 644-6813
SB Information: (412) 644-6929

U.S. Army Engineer District, Detroit
ATTN: CELRE-CT
McNamara Federal Building
477 Michigan Avenue
Detroit, MI 48226-2575
A-E Information: (313) 226-5148
SB Information: (313) 226-5148

Mississippi Valley Division **

U.S. Army Engineer District, Memphis ATTN:
CEMVM-ED-DM
167 North Main Street
Memphis, TN 38103-1894
A-E Information: (901) 544-3233
SB Information: (901) 544-4146

U.S. Army Engineer District, Huntington
ATTN: CELRH-CT
502 8th Street
Huntington, WV 25701-2070
A-E Information: (304) 529-5619
SB Information: (304) 529-5619

U.S. Army Engineer District, New Orleans
ATTN: CEMVN-ED-SE
7400 Leake Avenue
New Orleans, LA 70118
A-E Information: (504) 862-1793/1841
SB Information: (504) 862-2885

* SB = Small Business

** Division office does not perform contracting.

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U.S. Army Engineer District, Rock Island
ATTN: CEWVR-ED-C
Clock Tower Building, P.O. Box 2004
Rock Island, IL 61204-2004
A-E Information: (309) 794-5270
SB Information: (309) 794-5312

U.S. Army Engineer District, St. Louis
ATTN: CEMVS-ED-CC
1222 Spruce Street
St. Louis, MO 63103-2833
A-E Information: (314) 331-8301
SB Information: (314) 331-8513

U.S. Army Engineer District, St. Paul
ATTN: CEMVP-PE-M
Army Corps of Engineers Centre
190 Fifth Street East
St. Paul, MN 55101-1638
A-E Information: (612) 290-5430
SB Information: (612) 290-5414

U.S. Army Engineer District, Vicksburg
ATTN: CEMVK-ED-AC
4155 Clay Street
Vicksburg, MS 39180-3435
A-E Information: (601) 631-5486
SB Information: (601) 631-5347

North Atlantic Division **

U.S. Army Engineer District, Baltimore
ATTN: CENAB-CT-A
10 South Howard Street
Baltimore, MD 21201
A-E Information: (410) 962-3495
SB Information: (410) 962-1894

U.S. Army Engineer District, New England
ATTN: CENAE-EP-A
424 Trapelo Road
Waltham, MA 02254-9149
A-E Information: (617) 647-8718
SB Information: (617) 647-8668

U.S. Army Engineer District, New York
ATTN: CENAN-CT
26 Federal Plaza
New York, NY 10278-0090
A-E Information: (212) 264-0238
SB Information: (212) 264-0238

U.S. Army Engineer District, Norfolk
ATTN: CENAO-CT
803 Front Street
Norfolk, Va 23510-1096
A-E Information: (757) 441-7744
SB Information: (757) 441-7744

U.S. Army Engineer District, Philadelphia
ATTN: CENAP-EN-EC
Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107-3390
A-E Information: (215) 656-6606
SB Information: (215) 656-6867

Northwestern Division **

U.S. Army Engineer District, Kansas City ATTN:
CENWK-CT
601 East 12th Street
Kansas City, MO 64106-2896
A-E Information: (816) 983-3845 (General)
A-E Information: (816) 983-3821
(Hazardous/Toxic Waste)
SB Information: (816) 983-3919

U.S. Army Engineer District, Omaha ATTN:
CENWO-CT-M
215 North 17th Street
Omaha, NE 68102-4978
A-E Information: (402) 221-4100
SB Information: (402) 221-4110

U.S. Army Engineer District, Portland
ATTN: CENWP-CT-PC
333 S.W. First Avenue
Portland, OR 97204-3495
A-E Information: (503) 808-4612
SB Information: (503) 808-4602

U.S. Army Engineer District, Seattle
ATTN: CENWS-CT-PC
4735 East Marginal Way South
Seattle, WA 98134-2385
A-E Information: (206) 764-6575
SB Information: (206) 764-6807

U.S. Army Engineer District, Walla Walla
ATTN: CENWW-CT
201 North Third Avenue
Walla Walla, WA 99362-1876
A-E Information: (509) 527-7202
SB Information: (509) 527-7221

Pacific Ocean Division

ATTN: CEPOD-ET-MA
Building 230
Ft. Shafter, HI 96858-5440
A-E Information: (808) 438-0021
SB Information: (808) 438-9548 (Bldg. 200)

U.S. Army Engineer District, Alaska
ATTN: CEPOA-EN
Building 21-700, Room 250
Elmendorf Air Force Base, AK 99506-0898
A-E Information: (907) 753-5624
SB Information: (907) 753-2540

U.S. Army Engineer District, Far East
ATTN: CEPOF-CT
Unit #15546
APO AP 96205-0610
(Seoul, Korea)
A-E Information: 011-82-2-270-7220

U.S. Army Engineer District, Japan
ATTN: CEPOJ-EC-TA
Unit #45010
APO AO 96338-5010
(Camp Zama, Japan)
A-E Information: 011-81-3117-63-8857

South Atlantic Division **

U.S. Army Engineer District, Charleston
ATTN: CESAC-EN-DG
334 Meeting Street
Charleston, SC 29403-6479
A-E Information: (803) 727-4560
SB Information: (803) 727-4204

U.S. Army Engineer District, Jacksonville
ATTN: CESAJ-EN-DC
400 West Bay Street
Jacksonville, FL 32202-4412
A-E Information: (904) 232-2476
SB Information: (904) 232-1150

U.S. Army Engineer District, Mobile
ATTN: CESAM-EN-MN
109 St. Joseph Street
Mobile, AL 36602-3630
A-E Information: (334) 690-3400
SB Information: (334) 690-3597

U.S. Army Engineer District, Savannah
ATTN: CESAS-EN-EA
100 West Oglethrope Avenue
Savannah, GA 31401-0889
A-E Information: (912) 652-5465
SB Information: (912) 652-5340

U.S. Army Engineer District, Wilmington
ATTN: CESA-W-EN-E
69 Darlington Avenue
Wilmington, NC 28403
A-E Information: (910) 251-4789
SB Information: (910) 251-4866

South Pacific Division **

U.S. Army Engineer District, Albuquerque
ATTN: CESPAC-CT
4101 Jefferson Plaza NE
Albuquerque, NM 87109-3435
A-E Information: (505) 342-3459
SB Information: (505) 342-3459

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U.S. Army Engineer District, Los Angeles
ATTN: CESPL-CT-A
P.O. Box 532711
911 Wilshire Boulevard
Los Angeles, CA 90053-2325
A-E Information: (213) 452-3244
SB Information: (213) 452-3937

U.S. Army Engineer District, Sacramento
ATTN: CESPk-ED-M
1325 J Street
Sacramento, CA 95814-2922
A-E Information: (916) 557-7470
SB Information: (916) 557-5202

U.S. Army Engineer District, San Francisco
ATTN: CESPn-CT-C
333 Market Street
San Francisco, CA 94105-2197
A-E Information: (415) 977-8517
SB Information: (415) 977-8320

Southwestern Division **

U.S. Army Engineer District, Fort Worth
ATTN: CESWF-CT-C
819 Taylor Street
Ft. Worth, TX 76102-0300
A-E Information: (817) 978-5025
SB Information: (817) 978-4421

U.S. Army Engineer District, Galveston
ATTN: CESWG-ED
2000 Fort Point Road, Jadwin Building
Galveston, TX 77550
A-E Information: (409) 766-3177
SB Information: (409) 766-3185

U.S. Army Engineer District, Little Rock
ATTN: CESWL-ED-MC
700 West Capitol Street
Little Rock, AR 72201
A-E Information: (501) 324-5266
SB Information: (501) 324-7194

U.S. Army Engineer District, Tulsa
ATTN: CESWT-EC-DA
1645 South 101st East Avenue
Tulsa, OK 74128-4629
A-E Information: (918) 669-7025
SB Information: (918) 669-7269

Transatlantic Programs Center

ATTN: CETAC-EC-MC
201 Prince Frederick Drive
Winchester, VA 22604
A-E Information: (703) 665-3936
SB Information: (703) 665-4075

Europe District
ATTN: CETAE-PI-A
CMR 410, Box 12
APO, AE 09096
(Weisbaden, Germany)
A-E Information: (011) 49-611-816-2729

**APPENDIX B
BROOKS ARCHITECT-ENGINEER ACT
PUBLIC LAW 92-582, AS AMENDED**

**TITLE 40-PUBLIC BUILDINGS,
PROPERTY AND WORKS**

**SUBCHAPTER VI-SELECTION OF
ARCHITECTS AND ENGINEERS**

§ 541. Definitions

As defined in this subchapter-

(1) The term "firm" means any individual, firm, partnership, corporation, association, other legal entity permitted by law to practice the professions or architecture or engineering.

(2) The term "agency head" means the Secretary, Administrator, or head of a department, agency, or bureau of the Federal Government.

(3) The term "architectural and engineering services" means-

(A) professional services of an architectural or engineering nature, as defined by State law, applicable, which are required to be performed or approved by a person licensed, registered or certified to provide such services as described in this paragraph;

(B) professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and

(C) such other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies,

investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

§ 542. Congressional declaration of policy

The Congress hereby declares it to be the policy of the Federal Government to publicly announce all requirements for architectural and engineering services, and to negotiate contracts for architectural and engineering services on the basis of demonstrated competence and qualification for the type of professional services required and at fair and reasonable prices.

§ 543. Requests for data on architectural and engineering services

In the procurement of architectural and engineering services, the agency head shall encourage firms engaged in the lawful practice of their profession to submit annually a statement of qualifications and performance data. The agency head, for each proposed project, shall evaluate current statements of qualifications and performance data on file with the agency, together with those that may be submitted by other firms regarding the proposed project, and shall conduct discussions with no less than three firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services and then shall select therefrom, in order of preference, based upon the criteria established and published by him, no less than three of the firms deemed to

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be the most highly qualified to provide the services required.

§ 544. Negotiation of contracts for architectural and engineering services

(a) Negotiation with highest qualified firm

The agency head shall negotiate a contract with the highest qualified firm for architectural and engineering services at compensation which the agency head determines is fair and reasonable to the Government. In making such determination, the agency head shall take into account the estimated value of the services to be rendered, the scope, complexity, and professional nature thereof.

(b) Negotiation with second and third, etc., most qualified firms

Should the agency head be unable to negotiate a satisfactory contract with the firm

considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm shall be formally terminated. The agency head shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the agency head should terminate negotiations. The agency head should then undertake negotiations with the third most qualified firm.

(c) Selection of additional firms in event of failure of negotiation with selected firms

Should the agency head be unable to negotiate a satisfactory contract with any of the selected firms, he shall select additional firms in order of their competence and qualification and continue negotiations in accordance with this section until an agreement is reached.

**APPENDIX C
INTERNET ADDRESSES RELEVANT TO
ARCHITECT-ENGINEER CONTRACTING**

FEDERAL ACQUISITION REGULATION (FAR):

<http://www.arnet.gov/far/>

DEFENSE FAR SUPPLEMENT (DFARS):

<http://farsite.hill.af.mil/reghtml/dfars/httoc.htm>

ARMY FAR SUPPLEMENT (AFARS):

<http://acqnet.sarda.army.mil/library/afar/afartoc.htm>

CORPS OF ENGINEERS FAR SUPPLEMENT (EFARS):

<http://www.hq.usace.army.mil/cepr/efars0.htm>

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<http://www.usace.army.mil/inet/usace-docs/eng-regs/er715-1-20/toc.htm>

USACE HOME PAGE:

<http://www.usace.army.mil>

CEMP-E WEBSITE (HQUSACE PROPONENT FOR A-E CONTRACTING PROGRAM):

<http://www.hq.usace.army.mil/cemp/e/cemp-e.htm>

ARCHITECT-ENGINEER CONTRACT ADMINISTRATION SUPPORT SYSTEM:

<http://www.hq.usace.army.mil/cemp/e/es/acassweb/index.htm>

COMMERCE BUSINESS DAILY (CBD):

<http://www.govcon.com/>

<http://cbdnet.access.gpo.gov> (Can also order paper subscription from this site.)

SMALL BUSINESS ADMINISTRATION:

<http://www.SBAonline.SBA.gov>

STANDARD FORMS (SF) 254 AND 255:

http://www.gsa.gov/pbs/pc/hw_files/254-255.htm

GOVERNMENT PRINTING OFFICE: To order CBD and SFs 254 and 255.

http://www.access.gpo.gov/su_docs/

APPENDIX D

SUGGESTIONS FOR PREPARING STANDARD FORMS 254 AND 255

GENERAL

The capability of an architect-engineer (A-E) firm to perform a certain project will be evaluated from its Standard Forms (SF) 254 and 255. Hence, a firm must prepare these documents thoroughly, logically and professionally to ensure the best consideration by the A-E evaluation boards. Some general advice:

- * Read the Commerce Business Daily (CBD) synopsis carefully.
- * Submit only for projects your firm is well qualified to perform.
- * Address all requirements in the synopsis thoroughly, concisely and clearly.
- * Do not include extraneous material such as a general marketing brochure. A thicker submission is not a better submission. Evaluation board members spend the same amount of time viewing each submission. Hence, extraneous material will dilute the review of your submission.
- * A cover letter is not necessary. Use Block 10 of the SF 255 to express your firm's commitment to a project.
- * The SF 255 and the SF 254 for the prime firm and each proposed consultant should be bound into one document using a plastic spiral fastener along the long edge. Tab all documents.
- * The entire submission should be sent as one package. For example, do not have a consultant submit its SF 254 separately.
- * Bold print or shading may be used to emphasize important information. However, do not use color highlighter since this may not reproduce if copies are made by the Government. Avoid small and difficult-to-read fonts.
- * Automated software may be used to prepare SFs 254 and 255 provided the general order and format of the information are maintained.

STANDARD FORM 254

A SF 254 is required for each designated branch office of the prime firm, each joint-venture partner, and each consultant shown in Block 6 of the SF 255. The CBD synopsis

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will instruct to either submit current SFs 254 with a SF 255, or that the SFs 254 on file in the Architect-Engineer Contract Administration Support System (ACASS) will be used if not submitted. In the latter case, a firm should ensure that the SFs 254 in ACASS for their proposed team are current. If not, submit current SFs 254 with the SF 255, and also send a copy of the SFs 254 to the ACASS Center.

The instructions on the SF 254 are generally self-explanatory. More than one profile code can be shown for an example project in Block 11.

STANDARD FORM 255

A SF 255 is for the entire team; a separate SF 255 should not be prepared for a joint-venture partner or a consultant. A SF 255 can be adjusted some, provided the basic order and format of the information is maintained. Use bulleted phrases, charts, graphics and matrices instead of long sentences. The instructions on the SF 255 are generally self-explanatory. The following additional advice is offered:

- * Block 3b. Ensure that there is a SF 254 for the performing office. Include the ACASS firm number of the office to perform the work. Call the ACASS Center at 503-808-4591 or -4590 to obtain an ACASS number.

- * Block 4. This block lists the number of personnel in each discipline for the prime and the consultants anticipated to be used on the project, not the total strength of the firm (which is shown on the SF 254). The number of personnel to be assigned to a project reflects a firm's understanding of the magnitude of the work. Ensure that all disciplines cited in the CBD synopsis are reflected in this block.

- * Block 5a. If No, discuss in Block 10 how the joint-venture partners will compensate for not having worked together before.

- * Block 6. Provide the ACASS number of all consultants. Discuss in Block 10 how the prime firm will compensate for not having worked with a consultant before. Include an organizational chart of the prime firm (or joint-venture partners) and all consultants, showing all key personnel listed in Block 7 and their project responsibilities. A map showing all offices of the team members may also be helpful.

- * Block 7. Include only the resumes of key personnel in each important discipline (those listed in the CBD synopsis). Make sure all key personnel are registered, licensed or certified, as appropriate, and have considerable experience with the firm. Propose key personnel that performed the projects in Block 8, and coordinate Blocks 7.g. with Block 8. Do not use standard resumes.

- * Block 8. This block may be modified to show one or two projects per page.

Photographs of completed projects can be inserted. Present recent projects; an evaluation board will generally give less credit to projects completed more than five years ago. Block 8.d. is the completion date of the construction project. If the services were not related to construction, give the completion date of the services. Stress the relevancy of the projects in Block 8 to the announced project.

* Block 9. Include the contract number with the project name. Indicate if a project is on hold under the "percent complete" column. For an indefinite delivery contract, the percent complete should be the total of all task orders issued to date compared to the ceiling of the contract.

* Block 10. Reinforce and summarize information in Blocks 1-9, but be concise. Provide a short paragraph addressing each selection criterion. Include a list of long-term clients. Describe the firm's Design Quality Management Plan, including the management approach, management of subcontractors, coordination of disciplines, and quality control procedures. Address any selection criteria that can not be presented in Blocks 1-9 such as equipment resources and computer capability.