

SECTION L

TECHNICAL EVALUATION STANDARDS

B) Experience On Similar Projects

This section should include sufficient information to identify and describe previous experience and the effectiveness of the firm in similar work. Provide a list of eight (8) EIS projects and eight (8) EA projects performed in the past five (5) years. It should demonstrate the firm's current expertise with Environmental Assessments (EA's) and Environmental Impact Statements (EIS's) completed for projects of the size and geographic dispersion of those anticipated under this contract. Projects cited may be private sector, local, state or Federal Government. Include experience, if any, in the locations in which the contemplated actions are planned. Include contract fee amounts (cost of service, not project costs), and reference sources, i.e. name of client, point of contact, address, telephone number, etc.

C) Understanding and Approach

This section must include sufficient information to demonstrate the offeror's thorough understanding of the National Environmental Policy Act (NEPA) process, the need that generated this Request for Proposal (RFP), the potential problems and issues to be faced in this project, and how these issues will be resolved. In addition, this section should include a separate narrative on the offeror's approach to accomplish the Scope of Work. This narrative should indicate the objectives of the proposed contract work, the sources of data to be used, the method(s) of data collection and analysis, as well as a graphic-type diagram (i.e., Gantt Chart) of the steps planned to accomplish the Scope of Work to ensure clarity, relationship, and timing of tasks to be undertaken. Provide one (1) example of an EIS and one (1) of an EA completed in the past three (3) years. They must be similar in nature to the current projects (involving

the construction of a commercial retail, institutional, or office type structure of at least 50,000 square feet).

D) Contract Management and Staff Qualifications

Your firm must demonstrate the ability to prepare two (2) EIS's and four (4) EA's simultaneously. In addition, your firm's proposal must provide a detailed description of its organizational approach to providing the services required and to satisfying individual work orders, including:

- 1) Proposed Contract Manager;
- 2) Project Team organizational chart;
- 3) Project Administrator (include resume, list of awards and achievements, professional affiliations & certifications, role on the project team and responsibilities);
- 4) Project Task Managers (include resumes, list of awards and achievements, professional affiliations & certifications, and task assignments);
- 5) Key personnel (include resumes, list of awards and achievements, professional affiliations & certifications, role on the project team and task assignments);
- 6) Other key personnel (including resumes and task assignments for this project);

Note: the current employment status of each employee with the offeror must be detailed.

- 7) subcontractors, if any, including qualifications, work experience, and involvement in the project (include resumes, special qualifications, task assignments);

The offeror should provide a functional description of the operation of the proposed team's organization with emphasis on the means of scheduling, prioritizing, and monitoring work, and providing quality assurance. The extent of the subcontractors' role should be clearly specified as well as the firm's previous experience working with such subcontractors. The availability of support personnel, (clerical and technical assistants including graphic artists, editors, computer specialists, researchers, etc.) who can be utilized as resources for this project should be detailed.

E) Professional and Special Qualifications

Failure to demonstrate capability and thorough understanding in all areas will result in a determination of unacceptability. Therefore, your firm must demonstrate experience and capability in select areas as follows:

1. Urban Problems

A synopsis of the firm's experience in analyzing urban environmental problems and issues of urban design, including Puerto Rico and the U.S. Virgin Islands.

2. Suburban and Rural Problems

A synopsis of the firm's expertise in analyzing suburban and rural environmental problems, including Puerto Rico and U.S. Virgin Islands.

3. Interface

A synopsis of the firm's experience in developing interfaces with local and regional governmental bodies, planning groups, State Historic Preservation Office (SHPO), developing Memorandums of Agreements (MOA), etc.).

4. Archaeological Problems

A synopsis of the firm's experience in analyzing archaeological impacts, issues and problems.

5. Hazardous Material Problems

A synopsis of the firm's experience in analyzing hazardous waste impacts, issues and problems.

6. Cultural Resources Management

A synopsis of the firm's experience in undertaking cultural resource studies and overall experience with the compliance requirements of Section 106 of the Historic Preservation Act. Must have the capability to complete a cultural resources study in 4-8 weeks.

7. Sociological Studies

A synopsis of the firm's experience in determining sociological impacts, including a list of studies demonstrating the firm's experience in the field.

8. Economic Impact

A synopsis of the firm's experience in determining economic impacts of the project on taxes, impacts from induced development, additional economic loads imposed on area jurisdiction.

9. Historic Buildings Preservation and Districts

A synopsis of the firm's experience in analyzing problems associated with historic building preservation, renovation, restoration, and historic districts, or the impact of new construction on such properties.

10. Transportation and Traffic Problems

A synopsis of the firm's experience in analysis of issues regarding traffic patterns, trip generation characteristics, present and future anticipated traffic volumes, peaking characteristics, parking studies, and project-generated impacts, etc.

11. Masterplans

Provide a synopsis of the firm's experience with preparing studies of alternative site development approaches, based on the space requirements of the client, site constraints, economic feasibility, and environmental impacts.

12. The primary team members must have at least a minimum of four (4) years of college or three (3) years of experience or a combination of both (See Section B).

13. Demonstrate significant experience involving Environmental Assessments (EA) and Environmental Impact Statement (EIS) with Federal Government Projects.

14. Provide a list of projects which your firm has performed in the last five (5) years.

15. Familiarity with Federal, state and local environmental regulations.

16. Wetlands Policies and Regulations

A synopsis of the firm's experience in analyzing project-generated impacts on wetlands, coastal zones, etc.

Expertise in the foregoing subject areas should, ideally, be demonstrated within the context of Environmental Assessments and Environmental Impact Statements conducted for Federal Lease or Construction Projects.

Section L

F) Price Proposal Instructions

A separate Price Proposal is required for the project. Each section of the Price Proposal should be sufficiently clear and complete to facilitate analysis. The Price Proposal shall contain all of the contract documents listed below:

- a) Solicitation Offer and Award (Standard Form 33) under Section "A".
- b) Continuation Sheet (Pages 3-6) under Section "B".
- c) Contractors Qualification and "Financial Information (GSA Form 527) under Section "K".
- d) Representation and Certification (GSA Form 3503) under Section "K".

It is important that the Price Proposal be a completely separate package so that the technical evaluation will not be prejudiced by price information. Submit the original and two duplicate copies in a separate, sealed envelope plainly marked Price Proposal XXXXXXXX : including the name of the firm submitting the proposal.

1. PROPOSAL EVALUATION

An evaluation panel consisting of GSA professional personnel will be convened to review and evaluate the technical proposals. Evaluation of written technical proposals will be based on the offeror's response to the technical evaluation factors of this solicitation.

2. EVALUATION FACTORS:

Technical proposals will be evaluated based on the following technical evaluation factors:

- 1. Experience on Similar Projects
- 2. Understanding and Approach
- 3. Contract Management and Staff Qualifications
- 4. Professional and Special Qualifications
- 5. Capability and Technical Resources

In order to be considered further in the evaluation process, the offeror's proposal must be rated as acceptable or have a reasonable chance to be made acceptable through discussions.

3. PRICE PROPOSAL:

- a) Only those price proposals from offeror's submitting acceptable technical proposals will be opened.
- b) A price for each estimated man-hours by discipline for base year including options 1,2,3, & 4, shall be required. Failure to submit a completed price proposal will render your proposal unacceptable and not subject to further consideration.

4. BASIS FOR AWARD:

- a) Proposals will be evaluated in accordance with applicable FAR and GSA acquisition policies and procedures. Award will be made to the responsible offeror whose offer is determined to be among those technically acceptable and who submits the lowest grand total evaluated offer price for Base Year & Options 1, 2, 3 & 4. The Government is not obligated to exercise Option 1, 2, 3 & 4. The Government will select the offeror who the Government determines can accomplish the necessary work to satisfy the objectives and requirements set forth in the contract specifications in a manner most advantageous to the Government.
- b) Award for this solicitation is subject to availability of funds.

SECTION B

Professional Level Qualifications and Experience Requirements for Labor

Classification Categories

- 1) Project Administrator or Director - Ph.D or equivalent with additional specialized or managerial experience. Must have a minimum nine years of experience.
- 2) Senior Level Task Managers - Masters Degree or equivalent with additional specialized or managerial experience. Must have a minimum of six years of experience.
- 3) Professional Staff - B.S. or B.A. Degree or equivalent technical training with additional specialized experience. Must have a minimum of three years experience.

TECHNICAL EVALUATION FACTORS

1. EXPERIENCE ON SIMILAR PROJECTS

In order to be considered fully acceptable the proposal must demonstrate previous experience as well as the firm's involvement to effectively perform work on similar projects. The proposal must also demonstrate current expertise with EA & EIS on completed projects of comparable size and in the geographic location of those anticipated under this contract. They must be similar in nature (involving the construction of a commercial, retail, institutional, or office type structure of at least 50,000 square feet). The projects cited in their proposal may be private sector, local, state or Federal government, and the proposal must clearly demonstrate that work performed is similar in nature to those under this contract.

2. UNDERSTANDING AND APPROACH

Standard for Evaluation of Understanding and Approach

The standard is met when a majority of those interviewed (former clients) must describe the offeror's past performance as satisfactory and that they would definitely contract with the offeror for another project to provide the same or similar services. If the majority of the responses are not satisfactory, the evaluator must obtain a detailed explanation as to why the firm is not satisfactory and serious consideration would be given to this technical factor as "unacceptable".

In order to be considered fully acceptable the proposal must demonstrate the firm's understanding of the NEPA process and an awareness of the potential problems or issues to be faced and their possible solutions. The proposal must also demonstrate that the offeror's approach for accomplishing the work encompasses all of the work to be done; reflects professional expertise in data collection and analysis; and reflects a logical sequence and time frames for completing specific tasks.

MINIMUM REQUIREMENT - GO, NO-GO FACTOR

This factor will be evaluated on a go, no-go basis. In order to be considered further in the evaluation process, the offeror must demonstrate that it understands the NEPA process by citing and describing the various aspects of the act. Additionally, the offeror must demonstrate that it has successfully completed at least four (4) EIS's and four (4) EA's. Offeror's that do not meet the minimum requirements will not be considered further in the evaluation process.

3. CONTRACT MANAGEMENT AND STAFF QUALIFICATIONS

In order to be considered fully acceptable the proposed team organizational chart must indicate efficient management and control of the contract work; the contract manager has experience directing similar contract work and the personnel and subcontractors identified have the qualifications and experience in all areas necessary to effectively perform the required work.

Offers not demonstrating the required experience are rated as unacceptable for this factor. Offers that are not fully acceptable but that have a reasonable chance of being made fully acceptable through discussions may be rated as marginally acceptable for this factor.

4. PROFESSIONAL AND SPECIAL QUALIFICATIONS

To be considered fully acceptable the offer must demonstrate experience, capability and familiarity in the following:

- Urban Problems
- Suburban and Rural Problems
- Interface
- Archaeological Issues
- Hazardous Material Issues
- Sociological Studies
- Cultural Resources Management
- Economic Impact
- Historic Buildings Preservation and Districts
- Transportation & Traffic Problems

- Federal, State and Local Environmental Regulations
- Wetlands Policies & Regulations

Offers not demonstrating the required experience are rated as unacceptable for this factor. Offers that are not fully acceptable but that have a reasonable chance of being made fully acceptable through discussions may be rated as marginally acceptable for this factor.

5. CAPABILITY AND TECHNICAL RESOURCES

The offeror must:

- 1) describe the availability of available in-house production facilities including word-processing, mapping, graphics, reproduction, printing, photography, etc., or a description of outside firms used for these purposes. To be minimally acceptable the offeror must have an in-house capacity for word-processing and presentation graphics;
- 2) have an in-house TDD (Teletype Device for the Deaf) and possess operating knowledge of a TDD (also known as a Teletype Typewriter).
- 3) must be able to provide weekly reports for on-going projects.
- 4) provide a statement regarding other projects, jobs, or contract commitments which could affect the performance of service on this project. An indication of the size and composition of the organization, including available personnel by discipline, should clearly demonstrate the firm's ability to commit adequate resources to the project given anticipated workload of the firm as well as the potential loss of key personnel;
- 5) provide a description of the firm's location or location of the project team. This factor examines the firm's proximity to GSA Region 2 offices and the extent of anticipated travel. To be minimally acceptable, the proposed project team must be located within a 2 hour traveling distance of the regional office in New York at 26 Federal Plaza.

To be minimally acceptable, the firm must have on-board 2 permanent project managers and a minimum of 3 persons in 8 of the 14 professional labor classifications listed in the RFP (excluding project management).

Offers not demonstrating the required experience are rated as unacceptable for this factor. Offers that are not fully acceptable but that have a reasonable chance of being made fully acceptable through discussions may be rated as marginally acceptable for this factor.

LABOR CLASSIFICATIONS

a) Project Administrator - the contractor's representative with responsibility for the overall management of this contract.

b) Project Task Managers - contractor's personnel with management and supervisory responsibilities for individual task orders.

The Project Task Manager may be from any of the professional disciplines as listed below:

1) Planners - may include urban/regional planners, land use and transportation planners, and demographers.

2) Environmental Scientists - may include biologists, ecologists, chemists, hydrologists, and geologists.

3) Cultural Specialists - may include archaeologists, historians, and architectural historians.

4) Economist - may include economists and financial analysts.

5) Engineers - may include sanitary engineers, soils engineers, civil engineers, structural engineers, and environmental engineers.

h) Technical Assistants - may include graphic artists, editors, researchers, draftspersons, and junior/entry level professionals.

i) Clerical - may include typists, clerks, and word processors.

TECHNICAL PROPOSAL INSTRUCTIONS

Each technical proposal should be sufficiently complete and organized to insure that evaluation can be made on the basis of its content. It is important that the Technical Proposal be organized as specified since the GSA score sheet used in the evaluation will parallel the specific order. Deviations from the evaluation may sacrifice points and/or be considered grounds for rejection due to non-responsiveness.

A) General Information

1. Firm's name: complete name, address and telephone number of the offeror.

2. Firm's contact: name, title, and telephone number including area code, of the individuals with authority to negotiate and contractually bind the contract.

3. Workload: a statement as to contract commitments which could affect the performance of service on this contract.

B) Experience of Firm

Offeror must list, (in chronological order), all projects completed in the last five years involving the development of environmental documents or related type of impact assessment reports. The projects may be private sector, local, state or Federal Government. The list should include information showing type of document prepared (Env. Impact Statement, etc.), role of firm (prime contractor, subcontractor, consultant, etc.), client name, start and completion date, cost of your service, and project location (city/county, state). The offeror should provide a summary overview of the listed projects, characterizing in its own words the firm's overall experience and expertise:

1. in developing environmental documents, including the firm's level of involvement with public participation and public comment requirements;
2. the range of the firm's familiarity with Federal, state and local environmental requirements throughout the geographic area of consideration;
3. the firm's ability to perform multiple tasks simultaneously

The offeror will also provide more detailed information, with examples of work products, regarding any three of the above listed projects that in the offeror's judgement are most relevant to the services requested in the Scope of Work, and most comparable, (in terms of scope, size, and complexity), to the attached list of potential projects. Information provided should establish the organization's unique or specialized qualifications, experience, and achievements with projects similar in nature to those under this contract. Information provided must also include reference sources (name of client, point of contact, address, telephone number, etc.). The Government reserves the right to make inquiries of former clients and to adjust the qualitative evaluation on the basis of such information.

C) Special Requirements

Your firm must demonstrate experience and capability in select areas as follows:

1. Urban Problems

A synopsis of the firm's experience in analyzing urban environmental problems and issues of urban design, including Puerto Rico and the U.S. Virgin Islands.

2. Suburban and Rural Problems

A synopsis of the firm's expertise in analyzing suburban and

rural environmental problems, including Puerto Rico and U.S. Virgin Islands.

3. Interface

A synopsis of the firm's experience in developing interfaces with local and regional governmental bodies, planning groups, State Historic Preservation Office (SHPO), developing Memorandums of Agreements (MOA), etc.).

4. Archaeological Problems

A synopsis of the firm's experience in analyzing archaeological impacts, issues and problems.

5. Hazardous Material Problems

A synopsis of the firm's experience in analyzing hazardous waste impacts, issues and problems.

6. Cultural Resources Management

A synopsis of the firm's experience in undertaking cultural resource studies and overall experience with the compliance requirements of Section 106 of the Historic Preservation Act. Must have the capability to complete a cultural resources study in 4-8 weeks.

7. Sociological Studies

A synopsis of the firm's experience in determining sociological impacts, including a list of studies demonstrating the firm's experience in the field.

8. Economic Impact

A synopsis of the firm's experience in determining economic impacts of the project on taxes, impacts from induced development, additional economic loads imposed on area jurisdiction.

9. Historic Buildings Preservation and Districts

A synopsis of the firm's experience in analyzing problems associated with historic building preservation, renovation, restoration, and historic districts, or the impact of new construction on such properties.

10. Transportation and Traffic Problems

A synopsis of the firm's experience in analysis of issues regarding traffic patterns, trip generation characteristics, present and future anticipated traffic volumes, peaking characteristics, parking studies, and project-generated impacts, etc.

11. Masterplans

Provide a synopsis of the firm's experience with preparing studies of alternative site development approaches, based on the space requirements of the client, site constraints, economic feasibility, and environmental impacts.

12. The primary team members must have at least a minimum of four (4) years of college or three (3) years of experience or a combination of both (See Section B).

13. Demonstrate significant experience involving Environmental Assessments (EA) and Environmental Impact Statement (EIS) with Federal Government Projects.

14. Provide a list of projects which your firm has performed in the last five (5) years.

15. Familiarity with Federal, state and local environmental regulations.

16. Wetlands Policies and Regulations

A synopsis of the firm's experience in analyzing project-generated impacts on wetlands, coastal zones, etc.

D) Management Plan and Qualifications Staff

The offeror should give a detailed description of its organizational approach to providing the services required and to satisfying individual work order, including:

1. team organizational chart
2. Project Administrator (include resume, list of awards and achievements, professional affiliations, role on the project team and responsibilities);
3. Project Task Managers (include resumes, list of awards and achievements, professional affiliations, role on the project team and responsibilities);
4. other key personnel (include resumes, list of awards, professional affiliations, role on the project team and responsibilities);
5. subcontractors (include resumes, special qualifications, task assignments).

The offeror should provide a functional description of the operation of the proposed team's organization with emphasis on the means of scheduling, prioritizing, and monitoring work, and providing quality assurance. The extent of the subcontractors' role should be clearly specified as well as the firm's previous experience working with such subcontractors. The availability of support personnel, (clerical and technical assistants including graphic artists, editors, computer specialists, researchers, etc.), who can be utilized as resources for this project should be detailed.

EVALUATION STANDARDS

1) Experience of Firm

- related to development of environmental documents

This factor examines the extent of the firm's experience with the preparation of environmental documents. In order to be considered, the offeror must have completed at least two Environmental Impact Statements or comparable state/local documents within the last three years, or at least five significant Environmental Assessments or comparable state/local documents. More weight should be given to the preparation of NEPA documents for Federal agencies, and to projects, NEPA or otherwise, involving a significant level of public involvement.

- familiarity with Federal, state and local environmental regulations throughout the geographic area of Region 2

This factor examines the breadth and diversity of the firm's experience in the geographic area of Region 2. In order to be minimally acceptable, the offeror must have undertaken environmental projects in at least two states in the region, or a minimum of five separate communities in a single state

- ability to perform multiple tasks simultaneously

This factor examines the firm's ability to work on several projects simultaneously. In order to be minimally acceptable, the offeror must have demonstrated experience in undertaking a minimum of three (3) environmental projects at the same time. More weight should be given to the size and complexity of concurrent projects.

- with project tasks of comparable size and complexity

This factor examines the firm's experience with the type and size of projects identified on the List of Potential Projects. To be minimally acceptable the project must be relevant to (involving the construction of a commercial, retail, institutional, or office type structure), and comparable in scope (at least 50,000 square feet in floor area).

2) Special Requirements

- urban areas

To be minimally acceptable, the firm must have completed one major/significant environmental project within the city limits of the "MSA" as defined by the Bureau of the Census.

- cultural resources

To be minimally acceptable, the firm must have undertaken at least one major archaeological survey.

- economic impacts

To be minimally acceptable, the firm must demonstrate that they have performed sophisticated Economic Impact Analyses.

- transportation impacts

To be minimally acceptable, the firm must demonstrate that they have completed sophisticated Transportation Impact Analyses including parking studies.

- interface

To be minimally acceptable, the firm must have a working relationship with Federal, state and local environmental and cultural offices in the Region 2 geographical area.

- masterplanning

To be minimally acceptable, the firm must have completed one site specific masterplan.

3) Management Plan and Qualifications of Staff

- organization of proposed project team and consultants, roles, and responsibilities

This factor examines the organization of the project team. To be minimally acceptable, the firm must show evidence that the project team members are responsible solely to the project manager for each project.

- experience/ qualifications of project administrator and project task managers

This factor examines the qualifications and experience of the proposed project management staff. To be minimally acceptable, the project administrator must have a Ph.D. or equivalent degree with additional specialized/managerial experience, and overall experience of at least nine years. Project Task Managers must have a Masters or equivalent degree with additional specialized/managerial experience, and overall experience of at least six years.

- qualifications of other key technical staff

This factor examines the qualifications and experience of other key technical staff. To be minimally acceptable, professionals must have a B.S. or B.A. or equivalent technical training/specialized experience, and overall experience of at least three years.

4) Capacity and Technical Resources

- production capability and facilities

This factor examines the firm's technical resources. To be minimally acceptable the offeror must have the in-house capacity for word-processing and graphics presentation of data.

- workload

This factor examines the size and composition of the firm as relates to the firm's anticipated workload. To be minimally acceptable, the firm must have on board two permanent project managers and a minimum of three persons in 4 or 5 professional labor classifications listed in the SFO(excluding project administrator).

- location of project team

This factor examines the firm's proximity to GSA Region 2 offices and the extent of anticipated travel. To be minimally acceptable, the proposed project team must be located within a two hour traveling distance of the Regional Office in New York, New York