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FedBizOpps Defining and Announcing Design Excellence Opportunities

FedBizOpps

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5.0 Introduction

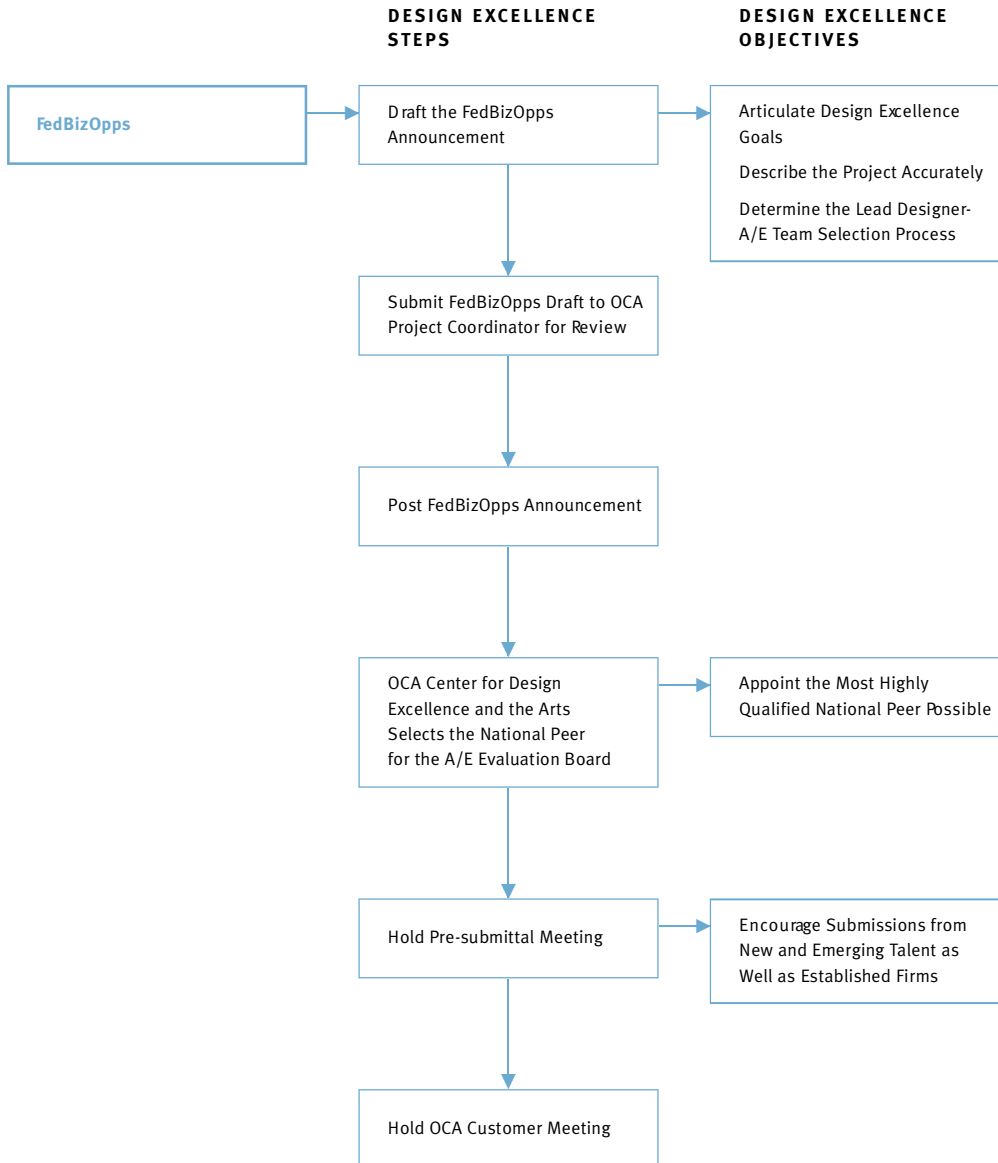
The FedBizOpps announcement is a critical element of the Design Excellence program. It is the transition from planning to project execution. It is the vehicle for inviting design professionals to compete for GSA projects. And perhaps most importantly from a project management perspective, it outlines all the stages in the A/E selection process and the criteria used to evaluate Stage I portfolio submissions.

Because it defines so many essential steps, it is crucial that it be thoughtfully developed and carefully written. FedBizOpps announcements vary subtly by project type and the stages used in the selection process. Templates are included in this publication for the language and information appropriate to five project types:

- New Construction
- Border Station
- Modernization
- Modernization of an Historic Structure
- Limited Scope

With respect to the elements important to all announcements, these are highlighted in the paragraphs that follow. In addition, the chart on the next page offers an overview of the steps and options in this phase of Design Excellence.

Defining and Announcing Design Excellence Opportunities



5.1 Articulate Design Excellence Goals

FedBizOpps must identify each prospectus-level project as a Design Excellence opportunity. This is the language that introduces every Design Excellence FedBizOpps announcement:

Continuing a legacy of outstanding public architecture, the General Services Administration (GSA) Design Excellence Program seeks to commission our nation's most talented designers and artists to design federal buildings of outstanding quality and value. These projects are to demonstrate the value of true integrated design that balances aesthetics, cost, constructability, and reliability; create environmentally responsible and superior workplaces for civilian federal employees; and give contemporary form and meaning to our democratic values.

In this context, GSA announces an opportunity for Design Excellence in public architecture for(The text continues with language specific to each project—please refer to individual FedBizOpps templates for the complete announcement language.)

The exception to a Design Excellence FedBizOpps announcement—granted after consulting with OCA—might be projects that are strictly systems upgrades, but even these may, on occasion, present a Design Excellence opportunity.

5.2 Describe the Project Accurately

FedBizOpps announcements must accurately describe the nature of the project:

- Stand alone new construction is easily summarized with a brief description of the site, client, program, and specific design objectives.

- Additions are more complex as they may require a blend of new work, preservation, and renovation. The FedBizOpps announcement must accurately outline this mix.
- Modernizations are the most challenging. The description must distinguish and suggest the balance among between architectural work, preservation, interior design, and systems upgrades. Unless a project is overwhelmingly an engineering effort, it must be made clear that the architect is to be responsible for project management and oversight, even if architectural design is a smaller part of the scope of work.

The accuracy of these descriptions is critical as they are used by professionals to identify the appropriate lead designer and A/E team members. They also help the Office of the Chief Architect Center for Design Excellence and the Arts select the most qualified peers for the lead designer-A/E team selection process and concept development peer reviews.

5.3 Select the Appropriate Design Excellence Process

In consultation with the Office of the Chief Architect, regions must select one of three A/E selection processes:

- **Two-Stage**—Portfolio evaluations followed by Stage II submissions and lead designer-A/E team interviews—This is the norm, the most common process. It can be used for new construction, modernization, and preservation projects. The portfolio in Stage I provides an overview of the lead designer’s and design firm’s philosophy and design approach, while the submissions and interviews in Stage II give the A/E Evaluation Board information on the design teams, how they are organized, how they work with clients, and the lead designer’s priorities and strategies for addressing the project.

- **Two-Stage plus Charrette**—Portfolio evaluations followed by Stage II submissions, lead designer-A/E team interviews, and a charrette—This process adds a one-day charrette immediately following lead designer-A/E team interviews. (The charrette is an opportunity for each shortlisted lead designer-A/E team to prepare a design vision.) It provides a more specific sense of each lead designer-A/E team’s design approach and priorities. The additional time and cost is minimal. A small fee for service paid to each participating team.

The one caveat is to make it clear to the A/E Selection Board that this additional step is not about selecting a project design. It is to reveal more information helpful to the selection of a lead designer and a design team—how these people identify and respond to design priorities, what they emphasize as their creative focus, and how they communicate strategies and ideas.

Charrettes are organized and managed by the Office of the Chief Architect Center for Design Excellence and the Arts. Project managers need to alert the Center at least two months in advance of any planned charrette so that the Center can hire a charrette advisor. The advisor will then work with the Center to select an appropriate charrette site and write the charrette program and rules. The Center will also select three peers as to serve as a jury to evaluate the charrette results.

- **Three-Stage**—Portfolio evaluations followed by Stage II submissions and lead designer-A/E team interviews followed, in turn, by a 30-day vision competition—In this process, the Stage II submissions and lead designer-A/E team interviews are the basis for selecting and inviting an even smaller shortlist of lead designer-A/E teams to participate in a vision competition. Selected lead designer-A/E teams are given an extensive program and a minimum of 30 days to prepare a design vision for the project.

This approach adds to both schedule and cost. The Office of the Chief Architect Center for Design Excellence and the Arts needs to hire a competition advisor and invite peer jurors to evaluate submissions. To allow adequate time to write a program and rules and coordinate schedules, this process begins at least two months in advance of the competition. Each lead designer-A/E team has 30 days to develop its ideas, at which point, the jury evaluates the submissions and gives a report to the A/E Evaluation Board.

As in the case of charrettes, the A/E Evaluation Board must understand that the competition is not being used to select a project design but rather to evaluate potential lead designers and their design teams, enabling GSA to understand in greater depth each lead designer-A/E team's design approach and its interpretation of a project's design priorities. In addition, to help avoid impressive but unrealistically expensive schemes, competition submissions must include a confirmation that the construction cost of each design is within the project budget.

There are benefits to this selection process. It generates a rich spectrum of design options and ideas. It is a public confirmation of GSA's commitment to Design Excellence, and it brings national attention to the importance of architecture as an expression of our democracy and its institutions. These are worthwhile objectives.

Whatever process is chosen, it is critical that the FedBizOpps announcement accurately describe the process and decision-making criteria to avoid adverse consequences and unnecessary delays.

5.4 Portfolio Requirements

The FedBizOpps announcement must also clarify Stage I portfolio requirements. These are key aspects of this submission:

- Stage I portfolios should be no more than 1/4" thick.
- If the Lead Designer is an individual, then the portfolio must include up to three completed projects done by the lead designer over the past ten years (each project should identify his or her specific role) and up to five completed projects done by his or her A/E firm over the past ten years. Each example must include the required images and text subject to the page limitations noted in the FedBizOpps announcement. The portfolio must also include a three-page lead designer profile (noting such facts as education, professional experience, design recognitions, and areas of responsibility) and a two-page statement of the lead designer's philosophy and design intent that incorporates an understanding of the design issues for the proposed project and a philosophy for approaching the project.
- If the lead designer is a team (this is common in modernization projects), then the portfolio must include a limit of two completed projects per discipline done over the past ten years by each of the lead designers on the team and, representing the A/E firms, a selection of up to five additional completed projects done over the past ten years. Beyond adhering to the image and text limitations noted in the FedBizOpps announcement, the portfolio must also include a three-page lead designer profile that summarizes the backgrounds of all team members and a two-page philosophy and design intent statement that represents the perspective of the team as a whole.
- Detailed Stage I selection criteria should be noted and a summary of the entire selection process (two-stage, two-stage plus charrette, or three-stage) should be included in the FedBizOpps announcement.

As noted earlier, this chapter's Resources and Sample Documents section includes templates of five typical FedBizOpps announcements:

- New Construction
- Border Station
- Modernization
- Modernization of an Historic Structure
- Limited Scope

5.5 FedBizOpps Announcement Pre-Posting Review

Once the project manager has finalized the FedBizOpps announcement, it must be sent to the OCA project coordinator prior to posting for a final review. This review will be handled in a timely manner.

5.6 Pre-Submittal Meeting

It is useful to convene a pre-submittal meeting for private-sector professionals interested in a particular project. The place and time of this meeting may be included in the FedBizOpps announcement. The contracting officer runs this meeting with the participation of the project manager. The purpose is to clarify the Design Excellence process, the application process, and the nature of the project. At the meeting, it should be stressed that the lead designer can be an individual or a collaboration among individuals. This overview is also an opportunity to highlight Standard Form 330, which, as of June 8, 2004, replaces Standard Forms 254 and 255. A typical agenda, pre-submittal packet, and Standard Form 330 are in the Resources and Sample Documents at the end of this chapter.

5.7 Office of the Chief Architect Customer Meeting

The project manager must contact the Office of the Chief Architect to arrange for an OCA representative to meet with the customer as soon as the project is announced. This meeting is an opportunity to provide an overview of the Design Excellence Program, share the FedBizOpps announcement, and explain how the Design Excellence process responds to customer needs. Such a conversation can be supported with publications on Design Excellence projects and a copy of *Design Excellence: Policies and Procedures*. The goal is to increase customer understanding of Design Excellence and develop an effective working relationship. The PBS Office of Customer Service should be notified of the time and place once this meeting is scheduled.

5.8 The Peer Connection

At least 30 days before the Stage I portfolio review is to take place, the project manager must contact the Office of the Chief Architect Center for Design Excellence and the Arts to arrange for national peer participation. In addition, to make sure the most qualified peer is selected as a member of the A/E Selection Board, a project profile is required. This should include the project budget and size, type of project (new construction, border station, modernization, preservation, limited scope) an expanded project description, and an overview of the project's urban context.

Resources and Sample Documents

Sample Documents

Many sample documents are available as on-line Word files—go to:

http://insite.pbs.gsa.gov/PM/PMB/Design_Excellence_and_the_Arts

These Word documents can be used as templates by entering the requested information, shown as **COLORED BOLD TEXT IN CAPS**, and/or selecting and deleting other appropriate text, which generally have instructions in **COLORED BOLD CAPS**, with narrative options noted in non-bold colored text. Once the appropriate edits are complete, final documents can be high-lighted and reformatted entirely in black text.

FEDBIZOPPS TEMPLATES

New Construction

Border Station

Modernization

Modernization of an Historic Structure

Limited Scope

Standard Form 330

Pre-Submittal Meeting Agenda

Pre-Submittal Meeting Packet

FedBizOpps Announcement Templates

BASIC FACTS

These files are intended to help you quickly prepare a FedBizOpps (FBO) announcement to solicit a lead designer and A/E team for your project. If you have any questions, please consult the *Design Excellence: Policies and Procedures* or contact the project coordinator in the Office of the Chief Architect. You may also contact the director of the Office of the Chief Architect Center for Design Excellence and the Arts.

These standard FedBizOpps announcements have been developed to make it easier for lead designers and A/E teams to go after GSA projects. Because firms pursue projects a round the country, it is important that our announcements be as uniform as possible to ensure national coherence. Since the manpower and reproduction costs necessary to prepare submission materials can be very expensive for lead designers and A/E teams pursuing our projects, it is important for us to keep that in mind in preparing a solicitation announcement.

HOW TO USE THESE DOCUMENTS

Much of any FedBizOpps announcement is standard boilerplate that should remain constant from project to project. This “standard” text appears in black. Where project-specific information is called for, the requested data appears in color. A description of what specifically needs to be included is provided along with an occasional example of how the text might read. The goal is to make this document as simple as possible to complete. It is also intended to facilitate review of this announcement by the Office of the Chief Architect. Please keep all changes confined to the red areas. All new, project-specific text should remain in red so that it is easily identifiable.

WHAT TO DO WHEN YOU ARE DONE

When you have modified the document and the project manager and region are satisfied with it, it should be forwarded to the Office of the Chief Architect project coordinator for review. Once OCA has reviewed it and any necessary changes have been made, it may be submitted to FedBizOpps by the contracting officer.

ORGANIZING THE EVALUATION BOARD FOR YOUR A/E SELECTION

Please remember to contact the director of the Center for Design Excellence and the Arts in the Office of the Chief Architect (202.501.1888) at least a month before you would like to schedule your Stage I review to request an OCA peer and a national peer for your A/E Evaluation Board. In accord with national Design Excellence procedures and the related procurement regulations, the A/E Evaluation Board shall consist of five professionals: a Design Excellence peer from the private sector, a GSA regional architect, a GSA regional engineer, a representative with a design and procurement background from the client agency or designated tenant, and a design professional from the Office of the Chief Architect. Project managers may not sit on the A/E Evaluation Board for their own projects. The Chief Architect shall concur on all appointments to the A/E Evaluation Board.

NEW CONSTRUCTION PROJECT
GSA Design Excellence Solicitation for Lead Design Architect
C-Architect-Engineer Services Solicitation # **INSERT SOLICITATION NUMBER**

Region: **INSERT REGION**
City: **INSERT CITY**
State: **INSERT STATE**
Contracting Officer: **INSERT CONTRACTING OFFICER**
Phone Number: **INSERT PHONE NUMBER**

PROJECT: INSERT PROJECT NAME, CITY, STATE
BUILDING TYPE: INSERT PROJECT TYPE—EXAMPLE: Courthouse, Federal
Office Building
CLIENT AGENCY: INSERT NAME(S) OF PRIMARY TENANT OR AGENCIES
SIZE: INSERT GROSS SQUARE FOOTAGE OF PROJECT
PARKING SPACES: INSERT NUMBER OF INDOOR/OUTDOOR SPACES
BUDGET: INSERT ESTIMATED CONSTRUCTION COST AT AWARD
OR RANGE
INSERT IF APPLICABLE:
FUNDING: Funds Are Not Currently Available
GEOGRAPHIC LIMITATION: INSERT LIMITS BY RADIUS, STATE,
OR OTHER CRITERIA
INSERT IF APPLICABLE:
SMALL BUSINESS SET ASIDE: INSERT PERCENTAGE

Continuing a legacy of outstanding public architecture, the General Services Administration (GSA) Design Excellence Program seeks to commission our nation's most talented designers and artists to design federal buildings of outstanding quality and value. These projects are to demonstrate the value of true integrated design that balances aesthetics, cost, constructability, and reliability; create environmentally responsible and superior workplaces for civilian federal employees; and give contemporary form and meaning to our democratic values.

In this context, GSA announces an opportunity for Design Excellence in public architecture for performance of architectural/engineering design in accordance with GSA quality standards and requirements. As required by law, all facilities will meet federal energy goals and security requirements and the facility will be designed in metric units. All projects will be LEED certified.

See the attached Word document for the full solicitation. **THE TEXT UP TO THIS POINT SHOULD BE ENTERED INTO FEDBIZZOPS. A WORD DOCUMENT THAT INCLUDES THIS INTRODUCTORY TEXT AND THE TEXT THAT FOLLOWS SHOULD BE ATTACHED TO THE FEDBIZZOPS ANNOUNCEMENT.**

PROJECT DESCRIPTION

The project is a new **INSERT BRIEF DESCRIPTION OF THE PROJECT**. The proposed site is **INSERT LOCATION AND BRIEF DESCRIPTION OF THE SITE OR DELINEATED AREA**. This new project will be **INSERT A BRIEF DESCRIPTION OF THE GOAL OR INTENTION OF THE PROJECT—EXAMPLE: an anchor in the neighborhood** and should make a distinct architectural statement that is responsive to **INSERT A DESCRIPTION OF ARCHITECTURAL OR URBAN DESIGN GOALS—EXAMPLE: overall urban design quality and life of the burgeoning mixed-use neighborhood**. **INSERT IF APPLICABLE A BRIEF DESCRIPTION OF THE PROJECT DELIVERY METHOD—EXAMPLE: CMC, traditional design-bid-build.**

SCOPE OF WORK

The scope of professional services will require at a minimum: professional architectural, landscape architectural, engineering, interior design, and related consulting services for **INSERT SCOPE OF WORK—EXAMPLE: concept design documents, design development documents, metric construction documents, specifications, cost estimates, value engineering services, computer-aided design and drafting (CADD), and post-construction contract services (PCCS)** for **INSERT TYPE OF FACILITY** that includes **INSERT SCOPE OF DESIGN WORK—EXAMPLE: the construction of a new building and related systems, a parking structure, and site development**. The project is also to include GSA design standards for secure facilities; conformance to the P100 (Facility Standards for Public Buildings), including LEED certification; and customer agency requirements.

SELECTION PROCESS

This is a request for qualifications (RFQ) of A/E firms/lead designers interested in contracting for this work. The A/E firm as used in this RFQ means an individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of architecture or engineering that will have contractual responsibility for the project design. The lead designer is the individual or the team of designers who will have primary responsibility to develop the concept and the project design. The lead designer will also be involved in commissioning an artist or artists for this project and in assisting with the successful integration of works of arts into the architectural design.

A/E firms are advised that at least 35% of the level of contract effort must be performed in the **INSERT CITY, STATE, OR RADIUS** in which the project is located. The A/E firm will address the contractual relationship with the lead designer and project team in Stage II. **INSERT IF NEEDED: At that time, the following specialty consultants will be required: LIST SPECIALTY CONSULTANTS.**

INCLUDE THE APPROPRIATE PARAGRAPH:

The A/E selection will be completed in two stages as follows: In Stage I, interested lead designers and associated A/E firms will submit portfolios of accomplishment that establish the design capabilities of the lead designer and design firm. In Stage II,

shortlisted lead designer-A/E teams will be interviewed **INSERT IF NEEDED:** and asked to participate in a design charrette.

OR

The A/E selection will be completed in three stages as follows: In Stage I, interested lead designers and associated A/E firms will submit portfolios of accomplishment that establish the design capabilities of the lead designer and design firm. In Stage II, shortlisted lead designer-A/E teams will be interviewed. In Stage III, an even smaller group of shortlisted lead designer-A/E teams will be invited to participate in a vision competition.

Stage I

All documentation will be in an 8 1/2" x 11" format. The assembled content for the Stage I portfolio should be no more than 1/4 inch thick. Submissions may be double-sided where feasible. The portfolio should include the following: a cover letter referencing the FedBizOpps announcement and briefly describing the firm and its location, organizational makeup, and noteworthy accomplishments; Standard Form 330 Architect Engineer Qualifications Part II; and responses to the submission requirements and evaluation criteria listed below. An A/E Evaluation Board consisting of a private sector peer and representatives of the client and GSA will evaluate the submissions. The board will establish a shortlist of three to six firms.

Identification of team members, other than the lead designer(s), is not required at this stage. Consultant and "production firm" (if different from the design firm) information should not be included in the Stage I portfolio.

Submission Requirements And Evaluation Criteria:

- (1) **PAST PERFORMANCE ON DESIGN (35%):** The A/E firm(s) will submit a portfolio of not more than five projects completed in the last ten years (maximum of five pages per project). The narrative shall address the design approach with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operational objectives were satisfied by the overall design/planning solution. It should comment on the relevance of submitted projects to the GSA project, including **INSERT ANY SPECIAL ISSUES TO BE ADDRESSED—EXAMPLE:** sustainability, the urban design strategy, and workplace design. This section of the submission should include tangible evidence such as certificates, awards, peer recognition, etc. demonstrating design excellence, and provide a client reference contact for each project, including name, title, address, email, phone, and fax numbers. A representative floor plan, a site plan, a building section, or other appropriate drawing, and a minimum of two photographs must be included for each project.
- (2) **PHILOSOPHY AND DESIGN INTENT (25%):** In the lead designer's words (maximum of two pages), as related to this project, state: the parameters of an overall design philosophy; his/her approach to the challenge of public architecture

and related issues; parameters that may apply in creating **INSERT DESCRIPTION OF PROJECT TYPE OR ISSUES—EXAMPLE: a courthouse OR a federal office building OR an attractive and productive workplace;** and commitment to integrated and sustainable design.

- (3) **LEAD DESIGNER PROFILE (15%):** Submit a biographical sketch (maximum of three pages) including education, professional experience, recognition for design efforts inclusive of the portfolio examples. Identify and describe areas of responsibility and commitment to each project.
- (4) **LEAD DESIGNER PORTFOLIO (25%):** Submit a portfolio representative of the lead designer's ability to provide design excellence. Address his or her participation in each project. If a single designer, submit a portfolio of up to three projects completed in the last ten years (maximum of five pages per project). If the lead designer is a team, submit graphics and a description of up to two projects from each lead designer or lead design discipline. The narrative shall address the design philosophy with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operations and maintenance objectives were satisfied by the overall design/planning solution. Include tangible evidence such as certificates, awards, peer recognition, etc., demonstrating design excellence. Where there is duplication with criteria (1) Past Performance on Design, the lead designer shall address his or her participation in the project.

Stage II

The shortlisted lead designers and associated A/E firms will be notified and asked to submit more detailed information indicating each member of the design team, including all outside consultants. Sufficient time will be provided for the lead designer and associated A/E design firm to establish its team. The firms will be required to complete Standard Form 330 Architect Engineer Qualifications Parts I and II that reflect the entire design team. The government will establish the detailed evaluation criteria and the date that these submittals are due and provide the selection criteria for the interviews along with the Stage I shortlist announcement. **INSERT NOTICE OF SMALL BUSINESS NETWORKING SESSION IF PLANNED.**

The board will interview each team. Candidates should be prepared to discuss all aspects of the criteria indicated above and evaluation criteria as established for Stage II, and demonstrate their ability to fulfill all project requirements. Emphasis will be placed on the lead designer-A/E team's understanding of the unique aspects of the project, their design philosophy, project management process, and quality assurance plan. **END THIS PARAGRAPH WITH ONE OF THREE CHOICES:**

INSERT IF THERE IS NO CHARRETTE OR STAGE III VISION COMPETITION, USE THIS TEXT: Responses to the evaluation criteria and interview questions will be used to rank the lead designer-A/E teams.

OR

IF THERE IS A CHARRETTE, USE THIS TEXT: Lead designers and associated A/E firms selected to participate in Stage II will be further evaluated by an anonymous, one-day design charrette judged by a jury of independent design professionals. The purpose of the design charrette is to further evaluate the lead designer-A/E teams qualifications for the project. The "vision" developed in the charrette will weigh substantially in the lead designer-A/E team ranking. The submitted charrette concepts become the property of the government. The charrette proposals will be used in conjunction with Stage II interview rankings in the final evaluation of lead designer-A/E teams.

OR

IF THERE IS A STAGE III VISION COMPETITION, END THIS PARAGRAPH WITH THIS TEXT: Responses to the evaluation criteria and interview questions will be used to identify an even smaller shortlist of lead designer-A/E teams to be invited to participate in a Stage III vision competition.

INSERT IF THERE IS A STAGE III VISION COMPETITION:

Stage III

Lead designer-A/E teams selected to participate in Stage III will be further evaluated by an anonymous vision competition judged by a jury of independent design professionals. The purpose of the vision competition, for which lead designer-A/E teams will receive a program and have 30 days to develop a submission and cost estimate, is to further evaluate the lead designer-A/E teams qualifications for the project. The "vision" developed in this stage will weigh substantially in the lead designer-A/E team ranking. The submitted vision competition concepts become the property of the government. The vision competition proposals will be used in conjunction with Stage II interview rankings in the final evaluation of lead designer-A/E teams.

IMPORTANT INFORMATION FOR STAGE I SUBMITTALS

Firms having the capabilities to perform the services described in this announcement are invited to respond by submitting Standard Form 330 Architect Engineer Qualifications Part II, which must not be dated more than twelve (12) months before the date of this synopsis along with letter of interest and the portfolio TO:

Contracting Officer: INSERT NAME

Delivery Address: INSERT ADDRESS

Phone number: INSERT PHONE NUMBER

ALL SUBMISSIONS ARE DUE by 3:00PM local time on **INSERT DUE DATE OF THIS NOTICE.**

A total of **INSERT NUMBER OF COPIES REQUIRED** copies should be submitted. The following information must be on the outside of the sealed envelope 1) solicitation number/title, 2) due date, 3) closing Time. Late responses are subject to FAR 52.214-7.

**INSERT SMALL BUSINESS OR OTHER PROCUREMENT REQUIREMENTS.
THIS TEXT IS TYPICAL FOR PROCUREMENTS OPEN TO SMALL AND**

LARGE BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is open to small and large business concerns. Before award of the contract, the A/E (if not a small business of \$12,000,000 gross receipts over a three (3) year period or no more than \$4,000,000 gross average receipts per year for the same time frame) shall be required to present an acceptable Small Business and Small Disadvantaged Business Subcontracting Plan in accordance with Public Law 95-507. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses. All interested large business firms are reminded that the successful firm will be expected to place subcontracts to the maximum practical extent with small and disadvantaged firms as part of their original submitted teams (Stage II).

OR

THIS TEXT IS TYPICAL FOR PROCUREMENTS LIMITED TO SMALL

BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is a set-aside and restricted to small businesses. The NAICS Code is 541310; the size standard is no more than \$12,000,000 gross receipts over a three (3) year period or no more than \$4,000,000 gross average receipts per year for the same time frame. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses.

Contract will be procured under the Brooks A/E Act and FAR Part 36. The government will not allow payment for travel, living expense, computer time or hookups for the prime or the consultants during the selection process. This is not a request for proposals.

NEW CONSTRUCTION PROJECT – BORDER STATION
GSA Design Excellence Solicitation for Lead Design Architect
C-Architect-Engineer Services Solicitation # **INSERT SOLICITATION NUMBER**

Region: **INSERT REGION**
City: **INSERT CITY**
State: **INSERT STATE**
Contracting Officer: **INSERT CONTRACTING OFFICER**
Phone Number: **INSERT PHONE NUMBER**

PROJECT: INSERT PROJECT NAME, CITY, STATE
PROJECT TYPE: NEW CONSTRUCTION OR EXPANSION/RENOVATION
CLIENT AGENCY: INSERT NAME OF PRIMARY TENANT OR AGENCIES
SIZE: INSERT ENCLOSED GROSS SQUARE FOOTAGE—NUMBER OF COMMERCIAL PRIMARY INSPECTION STATIONS—NUMBER OF NON-COMMERCIAL PRIMARY INSTPECTION STATIONS
BUDGET: INSERT ESTIMATED CONSTRUCTION COST AT AWARD OR RANGE
INSERT IF APPLICABLE:
FUNDING: Funds Are Not Currently Available
GEOGRAPHIC LIMITATION: INSERT LIMITS BY RADIUS, STATE, OR OTHER CRITERIA
INSERT IF APPLICABLE:
SMALL BUSINESS SET ASIDE: INSERT PERCENTAGE

Continuing a legacy of outstanding public architecture, the General Services Administration (GSA) Design Excellence Program seeks to commission our nation's most talented designers and artists to design federal buildings of outstanding quality and value. These projects are to demonstrate the value of true integrated design that balances aesthetics, cost, constructability, and reliability; create environmentally responsible and superior workplaces for civilian federal employees; and give contemporary form and meaning to our democratic values.

In this context, GSA announces an opportunity for Design Excellence in public architecture for performance of architectural/engineering design in accordance with GSA quality standards and requirements. As required by law, all facilities will meet federal energy goals and security requirements and the facility will be designed in metric units. All projects will be LEED certified.

See the attached Word document for the full solicitation. **THE TEXT UP TO THIS POINT SHOULD BE ENTERED INTO FEDBIZZOPS. A WORD DOCUMENT THAT INCLUDES THIS INTRODUCTORY TEXT AND THE TEXT THAT FOLLOWS SHOULD BE ATTACHED TO THE FEDBIZZOPS ANNOUNCEMENT.**

PROJECT DESCRIPTION

The project is a new land port of entry on the **INSERT: northern OR southern** border in **INSERT STATE**. The proposed site is **INSERT LOCATION AND BRIEF DESCRIPTION OF THE SITE**. This new project will be a gateway to our country and will **INSERT A BRIEF DESCRIPTION OF THE GOAL OR INTENTION OF THE PROJECT—EXAMPLE:** transform an obsolete border facility into a state-of-the-art commercial port of entry. It should make a distinct architectural statement that is responsive to the efficient movement of trade and commerce, the security requirements of law enforcement agencies, and the welcoming of visitors and citizens to the United States of America. **INSERT IF APPLICABLE A BRIEF DESCRIPTION OF THE PROJECT DELIVERY METHOD—EXAMPLE:** CMc, traditional design-bid-build.

SCOPE OF WORK

The scope of professional services will require at a minimum: professional architectural, landscape architectural, engineering, traffic engineering, interior design, and related consulting services for **INSERT SCOPE OF WORK—EXAMPLE:** concept design documents, design development documents, metric construction documents, specifications, cost estimates, value engineering services, computer-aided design and drafting (CADD), and post-construction contract services (PCCS). The scope of design work for the project includes **INSERT SCOPE OF DESIGN WORK—EXAMPLE:** the landscape design, construction of a new building and related systems, traffic engineering, and site development. The project is also to include GSA design standards for secure facilities; conformance to the P100 (Facility Standards for Public Buildings), including LEED certification; and customer agency requirements, including the Port of Entry Design Guide.

SELECTION PROCESS

This is a request for qualifications (RFQ) of A/E firms/lead designers interested in contracting for this work. The A/E firm as used in this RFQ means an individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of architecture or engineering that will have contractual responsibility for the project design. The lead designer is the individual or the team of designers who will have primary responsibility to develop the concept and the project design. The lead designer will also be involved in commissioning an artist or artists for this project and in assisting with the successful integration of works of arts into the architectural design.

A/E firms are advised that at least 35% of the level of contract effort must be performed in the **INSERT CITY, STATE, OR RADIUS** in which the project is located. The A/E firm will address the contractual relationship with the lead designer and project team in Stage II. **INSERT IF NEEDED:** At that time, the following specialty consultants will be required: **LIST SPECIALTY CONSULTANTS**.

INCLUDE THE APPROPRIATE PARAGRAPH:

The A/E selection will be completed in two stages as follows: In Stage I, interested lead designers and associated A/E firms will submit portfolios of accomplishment that establish the design capabilities of the lead designer and design firm. In Stage II, shortlisted lead designer-A/E teams will be interviewed **INSERT IF NEEDED:** and asked to participate in a design charrette.

OR

The A/E selection will be completed in three stages as follows: In Stage I, interested lead designers and associated A/E firms will submit portfolios of accomplishment that establish the design capabilities of the lead designer and design firm. In Stage II, shortlisted lead designer-A/E teams will be interviewed. In Stage III, an even smaller group of shortlisted lead designer-A/E teams will be invited to participate in a vision competition.

Stage I

All documentation will be in an 8 1/2" x 11" format. The assembled content for the Stage I portfolio should be no more than 1/4 inch thick. Submissions may be double-sided where feasible. The portfolio should include the following: a cover letter referencing the FedBizOpps announcement and briefly describing the firm and its location, organizational makeup, and noteworthy accomplishments; Standard Form 330 Architect Engineer Qualifications Part II; and responses to the submission requirements and evaluation criteria listed below. An A/E Evaluation Board consisting of a private sector peer and representatives of the client and GSA will evaluate the submissions. The board will establish a shortlist of three to six firms.

Identification of team members, other than the lead designer(s), is not required at this stage. Consultant and "production firm" (if different from the design firm) information should not be included in the Stage I portfolio.

Submission Requirements And Evaluation Criteria:

- (1) **PAST PERFORMANCE ON DESIGN (35%):** The A/E firm(s) will submit a portfolio of not more than five projects completed in the last ten years (maximum of five pages per project). The narrative shall address the design approach with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operational objectives were satisfied by the overall design/planning solution. It should comment on the relevance of submitted projects to the GSA project, including **INSERT ANY SPECIAL ISSUES TO BE ADDRESSED—EXAMPLE:** remoteness, harsh climate, and phasing of a project that must be operational 24/7. This section of the submission should include tangible evidence such as certificates, awards, peer recognition, etc. demonstrating design excellence, and provide a client reference contact for each project, including name, title, address, email, phone, and fax numbers. A representative floor plan, a site plan, a building section, or other appropriate drawing, and a minimum of two photographs must be included for each project.

- (2) **PHILOSOPHY AND DESIGN INTENT (25%):** In the lead designer's words (maximum of two pages), as related to this project, state: the parameters of an overall design philosophy; his/her approach to the challenge of public architecture and related issues; parameters that may apply in creating a secure and welcoming state-of-the-art border facility and commitment to integrated and sustainable design.
- (3) **LEAD DESIGNER PROFILE (15%):** Submit a biographical sketch (maximum of three pages) including education, professional experience, recognition for design efforts inclusive of the portfolio examples. Identify and describe areas of responsibility and commitment to each project.
- (4) **LEAD DESIGNER PORTFOLIO (25%):** Submit a portfolio representative of the lead designer's ability to provide design excellence. Address his or her participation in each project. If a single designer, submit a portfolio of up to three projects completed in the last ten years (maximum of five pages per project). If the lead designer is a team, submit graphics and a description of up to two projects from each lead designer or lead design discipline. The narrative shall address the design philosophy with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operations and maintenance objectives were satisfied by the overall design/planning solution. Include tangible evidence such as certificates, awards, peer recognition, etc., demonstrating design excellence. Where there is duplication with criteria (1) Past Performance on Design, the lead designer shall address his or her participation in the project.

Stage II

The shortlisted lead designers and associated A/E firms will be notified and asked to submit more detailed information indicating each member of the design team, including all outside consultants. Sufficient time will be provided for the lead designer and associated A/E design firm to establish its team. The firms will be required to complete Standard Form 330 Architect Engineer Qualifications Parts I and II that reflect the entire design team. The government will establish the detailed evaluation criteria and the date that these submittals are due and provide the selection criteria for the interviews along with the Stage I shortlist announcement. **INSERT NOTICE OF SMALL BUSINESS NETWORKING SESSION IF PLANNED.**

The board will interview each team. Candidates should be prepared to discuss all aspects of the criteria indicated above and evaluation criteria as established for Stage II, and demonstrate their ability to fulfill all project requirements. Emphasis will be placed on the lead designer-A/E team's understanding of the unique aspects of the project, their design philosophy, project management process, and quality assurance plan. **END THIS PARAGRAPH WITH ONE OF THREE CHOICES:**

INSERT IF THERE IS NO CHARRETTE OR STAGE III VISION COMPETITION, USE THIS TEXT: Responses to the evaluation criteria and interview questions will be used to rank the lead Designer-A/E teams.

OR

IF THERE IS A CHARRETTE, USE THIS TEXT: Lead designers and associated A/E firms selected to participate in Stage II will be further evaluated by an anonymous, one-day design charrette judged by a jury of independent design professionals. The purpose of the design charrette is to further evaluate the lead designer-A/E teams qualifications for the project. The "vision" developed in the charrette will weigh substantially in the lead designer-A/E team ranking. The submitted charrette concepts become the property of the government. The charrette proposals will be used in conjunction with Stage II interview rankings in the final evaluation of lead designer-A/E teams.

OR

IF THERE IS A STAGE III VISION COMPETITION, END THIS PARAGRAPH WITH THIS TEXT: Responses to the evaluation criteria and interview questions will be used to identify an even smaller shortlist of lead designer-A/E teams to be invited to participate in a Stage III vision competition.

INSERT IF THERE IS A STAGE III VISION COMPETITION:

Stage III

Lead designer-A/E teams selected to participate in Stage III will be further evaluated by an anonymous vision competition judged by a jury of independent design professionals. The purpose of the vision competition, for which lead designer-A/E teams will receive a program and have 30 days to develop a submission and cost estimate, is to further evaluate the lead designer-A/E teams qualifications for the project. The "vision" developed in this stage will weigh substantially in the lead designer-A/E team ranking. The submitted vision competition concepts become the property of the government. The vision competition proposals will be used in conjunction with Stage II interview rankings in the final evaluation of lead designer-A/E teams.

IMPORTANT INFORMATION FOR STAGE I SUBMITTALS

Firms having the capabilities to perform the services described in this announcement are invited to respond by submitting Standard Form 330 Architect Engineer Qualifications Part II, which must not be dated more than twelve (12) months before the date of this synopsis along with letter of interest and the portfolio TO:

Contracting Officer: INSERT NAME
Delivery Address: INSERT ADDRESS
Phone number: INSERT PHONE NUMBER

ALL SUBMISSIONS ARE DUE by 3:00PM local time on **INSERT DUE DATE OF THIS NOTICE.**

A total of **INSERT NUMBER OF COPIES REQUIRED** copies should be submitted. The following information must be on the outside of the sealed envelope 1) solicitation number/title, 2) due date, 3) closing time. Late responses are subject to FAR 52.214-7.

INSERT SMALL BUSINESS OR OTHER PROCUREMENT REQUIREMENTS. THIS TEXT IS TYPICAL FOR PROCUREMENTS OPEN TO SMALL AND LARGE BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is open to small and large business concerns. Before award of the contract, the A/E (if not a small business of \$12,000,000 gross receipts over a three (3) year period or no more than \$4,000,000 gross average receipts per year for the same time frame) shall be required to present an acceptable Small Business and Small Disadvantaged Business Subcontracting Plan in accordance with Public Law 95-507. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses. All interested large business firms are reminded that the successful firm will be expected to place subcontracts to the maximum practical extent with small and disadvantaged firms as part of their original submitted teams (Stage II).

OR

THIS TEXT IS TYPICAL FOR PROCUREMENTS LIMITED TO SMALL BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is a set-aside and restricted to small businesses. The NAICS Code is 541310; the size standard is no more than \$12,000,000 gross receipts over a three (3) year period or no more than \$4,000,000 gross average receipts per year for the same time frame. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses.

Contract will be procured under the Brooks A/E Act and FAR Part 36. The government will not allow payment for travel, living expense, computer time or hookups for the prime or the consultants during the selection process. This is not a request for proposals.

MODERNIZATION PROJECT

GSA Design Excellence Solicitation for Lead Design Architect **INSERT IF APPROPRIATE: and Interior Designer and/or Engineer
C-Architect-Engineer Services Solicitation # **INSERT SOLICITATION NUMBER****

Region: **INSERT REGION
City: **INSERT CITY**
State: **INSERT STATE**
Contracting Officer: **INSERT CONTRACTING OFFICER**
Phone Number: **INSERT PHONE NUMBER****

PROJECT: **INSERT PROJECT NAME, CITY, STATE
BUILDING TYPE: **INSERT PROJECT TYPE**—EXAMPLE: Courthouse,
Federal Office Building
HISTORIC STRUCTURE: YES NO
CLIENT AGENCY: **INSERT NAME OF PRIMARY TENANT OR AGENCIES**
SIZE: **INSERT GROSS SQUARE FOOTAGE OF PROJECT**
PARKING SPACES: **INSERT NUMBER OF INDOOR/OUTDOOR SPACES**
BUDGET: **INSERT ESTIMATED CONSTRUCTION COST AT AWARD
OR RANGE**
INSERT IF APPLICABLE:
FUNDING: Funds Are Not Currently Available
**GEOGRAPHIC LIMITATION: **INSERT LIMITS BY RADIUS, STATE,
OR OTHER CRITERIA****
INSERT IF APPLICABLE:
SMALL BUSINESS SET ASIDE: **INSERT PERCENTAGE****

Continuing a legacy of outstanding public architecture, the General Services Administration (GSA) Design Excellence Program seeks to commission our nation's most talented designers and architects to modernize our federal buildings and prepare them for the next 50 to 100 years of service. These projects are to demonstrate the value of true integrated design that balances aesthetics, cost, constructability, and reliability; create environmentally responsible and superior workplaces for civilian federal employees; and give contemporary form and meaning to our democratic values.

In this context, GSA announces an opportunity for Design Excellence in public architecture for performance of architectural/engineering Design in accordance with GSA quality standards and requirements. As required by law, all facilities will meet federal energy goals and security requirements. All projects will be LEED certified.

See the attached Word document for the full solicitation. **THE TEXT UP TO THIS POINT SHOULD BE ENTERED INTO FEDBIZZOPS. A WORD DOCUMENT THAT INCLUDES THIS INTRODUCTORY TEXT AND THE TEXT THAT FOLLOWS SHOULD BE ATTACHED TO THE FEDBIZZOPS ANNOUNCEMENT.**

PROJECT DESCRIPTION

The project is a **INSERT BRIEF DESCRIPTION OF THE PROJECT**. It is located **INSERT LOCATION AND BRIEF DESCRIPTION OF THE SITE**. This project will be **INSERT A BRIEF DESCRIPTION OF THE GOAL OR INTENTION OF THE PROJECT—EXAMPLE:** a model workplace and sustainable design and should make a distinct architectural statement that is responsive to the existing character of the building while **INSERT A DESCRIPTION OF ARCHITECTURAL OR URBAN DESIGN GOALS—EXAMPLE:** supporting the quality and life of the neighborhood. **INSERT IF APPLICABLE A BRIEF DESCRIPTION OF THE PROJECT DELIVERY METHOD—EXAMPLE:** CMc, traditional design-bid-build.

SCOPE OF WORK

The scope of professional services will require at a minimum: professional architectural, engineering, interior design, landscape architecture, and related consulting services for **INSERT SCOPE OF WORK—EXAMPLE:** concept design documents, design development documents, construction documents, specifications, cost estimates, value engineering services, computer-aided design and drafting (CADD), and post-construction contract services (PCCS) for **INSERT TYPE OF FACILITY** that includes **INSERT SCOPE OF DESIGN WORK—EXAMPLE:** the construction of a new interior and related systems and site development. Space alterations include **DESCRIBE SPACE ALTERATIONS. ADD STATEMENT ABOUT ANY SPECIAL CONDITIONS SUCH AS UNIQUE PROGRAMMATIC OBJECTIVES AND COMMENTS ON BUILDING MATERIALS**. The project is also to include GSA design standards for secure facilities; conformance to the P100 (Facility Standards for Public Buildings), including LEED certification; and customer agency requirements.

SELECTION PROCESS

This is a request for qualifications (RFQ) of A/E firms/lead designers interested in contracting for this work. **STATE IF BOTH A LEAD ARCHITECTURAL DESIGNER AND A LEAD ENGINEER DESIGNER ARE REQUIRED**. The A/E firm as used in this RFQ means an individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of architecture or engineering that will have contractual responsibility for the project design. The lead designer is the individual or the team of designers who will have primary responsibility to develop the concept and the project design. **INSERT IF RELEVANT:** The lead designer will also be involved in commissioning an artist or artists for this project and in assisting with the successful integration of works of arts into the architectural design.

A/E firms are advised that at least 35% of the level of contract effort must be performed in the **INSERT CITY, STATE, OR RADIUS** in which the project is located. The A/E firm will address the contractual relationship with the lead designer and project team in Stage II. **INSERT IF NEEDED:** At that time, the following specialty consultants will be required: **LIST SPECIALTY CONSULTANTS**.

The A/E selection will be completed in two stages as follows: In Stage I, interested designers and associated A/E firms will submit portfolios of accomplishment that establish the design capabilities of the lead designer and design firm. In Stage II, shortlisted lead designer-A/E teams will be interviewed **INSERT IF NEEDED:** and asked to participate in a design charrette.

Stage I

All documentation will be in an 8 1/2" x 11" format. The assembled Stage I portfolio should be no more than 1/4 inch thick. Submissions may be double-sided where feasible. The portfolio should include the following: a cover letter referencing the FedBizOpps announcement and briefly describing the firm and its location, organizational makeup, and noteworthy accomplishments; Standard Form 330 Architect Engineer Qualifications Part II; and responses to the submission requirements and evaluation criteria listed below. An A/E Evaluation Board consisting of a private sector peer and representatives of the client and GSA will evaluate the submissions. The board will establish a shortlist of three to six firms.

Identification of team members, other than the lead designer(s), is not required at this stage. Consultant and "production firm" (if different from the design firm) information should not be included in the Stage I portfolio.

Submission Requirements And Evaluation Criteria:

- (1) **PAST PERFORMANCE ON DESIGN (35%):** The A/E firm(s) will submit a portfolio of not more than five projects completed in the last ten years (maximum of five pages per project). The narrative shall address the design approach with salient features for each project and discuss how the client's program, function, image, mission, economic, schedule, and operational objectives were satisfied by the overall design/planning solution. It should comment on the relevance of submitted projects to the GSA project, including **INSERT ANY SPECIAL ISSUES TO BE ADDRESSED—EXAMPLE:** sustainability, the urban design strategy, and workplace design. This section of the submission should include tangible evidence such as certificates, awards, peer recognition, etc. demonstrating design excellence, and provide a client reference contact for each project, including name, title, address, email, phone, and fax numbers. A representative floor plan, a site plan, a building section, or other appropriate drawing, and a minimum of two photographs must be included for each project.
- (2) **PHILOSOPHY AND DESIGN INTENT (25%):** In the lead designer's words (maximum of two pages), as related to this project, state: the parameters of an overall design philosophy; his/her approach to the challenge of public architecture and related issues; parameters that may apply in creating **INSERT DESCRIPTION OF PROJECT TYPE OR ISSUES—EXAMPLE:** a courthouse **OR** a federal office building **OR** an attractive and productive workplace; and commitment to integrated and sustainable design.
- (3) **LEAD DESIGNER PROFILE (15%):** Submit a biographical sketch (maximum of three pages) including education, professional experience, recognition for design efforts inclusive of the portfolio examples. Identify and describe areas of responsibility and commitment to each project.

- (4) **LEAD DESIGNER PORTFOLIO (25%):** Submit a portfolio representative of the lead designer's ability to provide design excellence. Address his or her participation in each project. If a single designer, submit a portfolio of up to three projects completed in the last ten years (maximum of five pages per project). If the lead designer is a team, submit graphics and a description of up to two projects from each lead designer or lead design discipline. The narrative shall address the design philosophy with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operations and maintenance objectives were satisfied by the overall design/planning solution. Include tangible evidence such as certificates, awards, peer recognition, etc., demonstrating design excellence. Where there is duplication with criteria (1) Past Performance on Design, the lead designer shall address his or her participation in the project.

Stage II

The shortlisted lead designers and associated A/E firms will be notified and asked to submit more detailed information indicating each member of the design team, including all outside consultants. Sufficient time will be provided for the lead designer and associated A/E design firm to establish its team. The firms will be required to complete Standard Form 330 Architect Engineer Qualifications Parts I and II that reflect the entire design team. The government will establish the detailed evaluation criteria and the date that these submittals are due and provide the selection criteria for the interviews along with the Stage I shortlist announcement. **INSERT NOTICE OF SMALL BUSINESS NETWORKING SESSION IF PLANNED.**

The board will interview each team. Candidates should be prepared to discuss all aspects of the criteria indicated above and evaluation criteria as established for Stage II, and demonstrate their ability to fulfill all project requirements. Emphasis will be placed on the lead designer-A/E team's understanding of the unique aspects of the project, their design philosophy, project management process, and quality assurance plan. **END THIS PARAGRAPH WITH ONE OF TWO CHOICES:**

INSERT IF THERE IS NO CHARRETTE, USE THIS TEXT: Responses to the evaluation criteria and interview questions will be used to rank the Lead Designer-A/E Teams.

OR

IF THERE IS A CHARRETTE, USE THIS TEXT: Lead designers and associated A/E firms selected to participate in Stage II will be further evaluated by an anonymous, one-day design charrette judged by a jury of independent design professionals. The purpose of the design charrette is to further evaluate the lead designer-A/E teams qualifications for the project. The "vision" developed in the charrette will weigh substantially in the lead designer-A/E team ranking. The submitted charrette concepts become the property of the government. The charrette proposals will be used in conjunction with Stage II interview rankings in the final evaluation of lead designer-A/E teams.

IMPORTANT INFORMATION FOR STAGE I SUBMITTALS

Firms having the capabilities to perform the services described in this announcement are invited to respond by submitting Standard Form 330 Architect Engineer Qualifications Part II, which must not be dated more than twelve (12) months before the date of this synopsis along with letter of interest and the portfolio TO:

Contracting Officer: **INSERT NAME**

Delivery Address: **INSERT ADDRESS**

Phone number: **INSERT PHONE NUMBER**

ALL SUBMISSIONS ARE DUE by 3:00PM local time on **INSERT DUE DATE OF THIS NOTICE.**

A total of **INSERT NUMBER OF COPIES REQUIRED** copies should be submitted. The following information must be on the outside of the sealed envelope 1) solicitation number/title, 2) due date, 3) closing time. Late responses are subject to FAR 52.214-7.

INSERT SMALL BUSINESS OR OTHER PROCUREMENT REQUIREMENTS. THIS TEXT IS TYPICAL FOR PROCUREMENTS OPEN TO SMALL AND LARGE BUSINESSES:

This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is open to small and large business concerns. Before award of the contract, the A/E (if not a small business of \$12,000,000 gross receipts over a three (3) year period or no more than \$4,000,000 gross average receipts per year for the same time frame) shall be required to present an acceptable Small Business and Small Disadvantaged Business Subcontracting Plan in accordance with Public Law 95-507. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses. All interested large business firms are reminded that the successful firm will be expected to place subcontracts to the maximum practical extent with small and disadvantaged firms as part of their original submitted teams (Stage II).

OR

THIS TEXT IS TYPICAL FOR PROCUREMENTS LIMITED TO SMALL BUSINESSES:

This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is a set-aside and restricted to small businesses. The NAICS Code is 541310; the size standard is no more than \$12,000,000 gross receipts over a three (3) year period or no more than \$4,000,000 gross average receipts per year for the same time frame. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses.

Contract will be procured under the Brooks A/E Act and FAR Part 36. The government will not allow payment for travel, living expense, computer time or hookups for the prime or the consultants during the selection process. This is not a request for proposals.

MODERNIZATION OF AN HISTORIC STRUCTURE
GSA Design Excellence Solicitation for Lead Design Architect **INSERT IF APPROPRIATE: and Interior Designer and/or Engineer**
C-Architect-Engineer Services Solicitation # **INSERT SOLICITATION NUMBER**

Region: **INSERT REGION**
City: **INSERT CITY**
State: **INSERT STATE**
Contracting Officer: **INSERT CONTRACTING OFFICER**
Phone Number: **INSERT PHONE NUMBER**

PROJECT: **INSERT PROJECT NAME, CITY, STATE**
BUILDING TYPE: **INSERT PROJECT TYPE—EXAMPLE: Courthouse,
Federal Office Building**
CLIENT AGENCY: **INSERT NAME OF PRIMARY TENANT OR AGENCIES**
SIZE: **INSERT GROSS SQUARE FOOTAGE OF PROJECT**
PARKING SPACES: **INSERT NUMBER OF INDOOR/OUTDOOR SPACES**
**BUDGET: **INSERT ESTIMATED CONSTRUCTION COST AT AWARD
OR RANGE****
INSERT IF APPLICABLE:
FUNDING: Funds Are Not Currently Available
**GEOGRAPHIC LIMITATION: **INSERT LIMITS BY RADIUS, STATE,
OR OTHER CRITERIA****
INSERT IF APPLICABLE:
SMALL BUSINESS SET ASIDE: **INSERT PERCENTAGE**

Through the preservation and modernization of an historic federal building, this project continues the legacy of outstanding public architecture. In accord with this tradition, the General Services Administration (GSA) Design Excellence Program seeks to commission our nation's most talented designers and artists to prepare our historic federal buildings for the next 50 to 100 years of service. These projects are to demonstrate the value of integrated design that balances historic significance with current needs; balances aesthetics, cost, constructability, and reliability; creates environmentally responsible and superior workplaces for civilian federal employees; and gives public expression to our democratic values.

In this context, GSA announces an opportunity for Design Excellence in public architecture for performance of architectural/engineering design in accordance with GSA quality standards and requirements. As required by law, all facilities will meet federal energy goals and security requirements. All projects will be LEED certified.

See the attached Word document for the full solicitation. **THE TEXT UP TO THIS POINT SHOULD BE ENTERED INTO FEDBIZZOPS. A WORD DOCUMENT**

THAT INCLUDES THIS INTRODUCTORY TEXT AND THE TEXT THAT FOLLOWS SHOULD BE ATTACHED TO THE FEDBIZZOPS ANNOUNCEMENT.

PROJECT DESCRIPTION

The project is a **INSERT BRIEF DESCRIPTION OF THE PROJECT—EXAMPLE:** a 1930s federal building by Cass Gilbert. It is located **INSERT LOCATION AND BRIEF DESCRIPTION OF THE SITE.** This project will be **INSERT A BRIEF DESCRIPTION OF THE GOAL OR INTENTION OF THE PROJECT—EXAMPLE:** a model workplace and example of successful preservation. The design will follow the Secretary of Interior's Standards for Rehabilitating Historic Buildings and Building Preservation Plan (BPP) guidance, respecting the existing historic character of the building while accomplishing the project requirements to **INSERT A DESCRIPTION OF ARCHITECTURAL OR URBAN DESIGN GOALS—EXAMPLE:** maintain the integrity of the historic building at the same time that the design supports the needs of a modern workforce. **INSERT IF APPLICABLE A BRIEF DESCRIPTION OF THE PROJECT DELIVERY METHOD—EXAMPLE:** CMc, traditional design-bid-build.

SCOPE OF WORK

The scope of professional services will require at a minimum: professional architectural, landscape architectural, engineering, interior design, and related consulting services for **INSERT SCOPE OF WORK—EXAMPLE:** concept design documents, design development documents, construction documents, specifications, cost estimates, value engineering services, computer-aided design and drafting (CADD), and post-construction contract services (PCCS) for **INSERT TYPE OF FACILITY** that includes **INSERT SCOPE OF DESIGN WORK—EXAMPLE:** the construction of a new interior and related systems, restoration of historic materials, and site development. Space alterations include **DESCRIBE SPACE ALTERATIONS. ADD STATEMENT ABOUT ANY SPECIAL CONDITIONS SUCH AS UNIQUE PROGRAMMATIC OBJECTIVES AND COMMENTS ON BUILDING MATERIALS.** The project is also to include GSA design standards for secure facilities; conformance to the P100 (Facility Standards for Public Buildings), including LEED certification; and customer agency requirements.

This building is **INSERT: listed OR eligible** for the National Register of Historic Places. Each design submission must be approved by the Regional Historic Preservation Officer, who will coordinate external review by the State Historic Preservation Officer (SHPO) and Advisory Council on Historic Preservation, in compliance with the National Historic Preservation Act, Section 106. Design submissions will include a preservation report with captioned photographs and relevant design details identifying preservation design issues and solutions as they are developed. Every effort will be made to avoid adversely effecting original materials and design in the buildings restoration or preservation zones identified in the Building Preservation Plan. Alteration or removal of original materials and design requires special justification and a Memorandum of Agreement with the SHPO.

SELECTION PROCESS

This is a request for qualifications (RFQ) of A/E firms/lead designers interested in contracting for this work. The A/E firm as used in this RFQ means an individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of architecture or engineering that will have contractual responsibility for the project design. The lead designer is the individual or the team of designers who will have primary responsibility to develop the concept and the project design.

INSERT IF RELEVANT: The lead designer will also be involved in the Art in Architecture program for this project, which will include **STATE IF COMMISSIONING NEW WORK AND/OR CONSERVING EXISTING ART WORK.**

A/E firms are advised that at least 35% of the level of contract effort must be performed in the **INSERT CITY, STATE, OR RADIUS** in which the project is located. The A/E firm will address the contractual relationship with the lead designer and project team in Stage II. **INSERT IF NEEDED:** At that time, the following specialty consultants will be required: **LIST SPECIALTY CONSULTANTS.**

The A/E selection will be completed in two stages as follows: In Stage I, interested lead designers and associated A/E firms will submit portfolios of accomplishment that establish the design capabilities of the lead designer and design firm. In Stage II, shortlisted lead designer-A/E teams will be interviewed **INSERT IF NEEDED:** and asked to participate in a design charrette.

Stage I

All documentation will be in an 8 1/2" x 11" format. The assembled content for the Stage I portfolio should be no more than 1/4 inch thick. Submissions may be double-sided where feasible. The portfolio should include the following: a cover letter referencing the FedBizOpps announcement and briefly describing the firm and its location, organizational makeup, and noteworthy accomplishments; Standard Form 330 Architect Engineer Qualifications Part II; credentials of historic preservation specialist; and responses to the submission requirements and evaluation criteria listed below. An A/E Evaluation Board consisting of a private sector peer and representatives of the client and GSA will evaluate the submissions. The board will establish a shortlist of three to six firms.

Identification of team members, other than the lead designer(s), is not required at this stage. Consultant and "production firm" (if different from the design firm) information should not be included in the Stage I portfolio.

Submission Requirements And Evaluation Criteria:

- (1) **PAST PERFORMANCE ON DESIGN (35%):** The A/E firm(s) will submit a portfolio of not more than five renovation projects completed in the last ten years (maximum of five pages per project). At least two projects should include restoration/conservation work and represent a history of commendable design work in the restoration/conservation specialty. The narrative shall address the

design approach with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operational objectives were satisfied by the overall design/planning solution. It should describe how preservation goals were met and address the relevance of submitted projects to this project, including **INSERT ANY SPECIAL ISSUES TO BE ADDRESSED—EXAMPLE:** the integration of contemporary functions and technology in an historic building. This section of the submission should include tangible evidence such as certificates, awards, peer recognition, etc. demonstrating design excellence, and provide a client reference contact for each project, including name, title, address, email, phone, and fax numbers. A representative floor plan, a site plan, a building section, or other appropriate drawing, and a minimum of four photographs must be included for each project.

- (2) **PHILOSOPHY AND DESIGN INTENT (25%):** In the lead designer's words (maximum of two pages), as related to this project, state: the parameters of an overall design philosophy; his/her approach to the challenge of historic public architecture and related issues; parameters that may apply in creating **INSERT DESCRIPTION OF PROJECT TYPE OR ISSUES—EXAMPLE:** an effective approach to accommodating contemporary uses in an historic building; and a commitment to integrated and sustainable design.
- (3) **LEAD DESIGNER PROFILE (15%):** Submit a biographical sketch (maximum of three pages) including education, professional experience, recognition for design efforts inclusive of the portfolio examples, and identify and describe areas of responsibility and commitment to each project.
- (4) **LEAD DESIGNER PORTFOLIO (25%):** Submit a portfolio representative of the lead designer's ability to provide design excellence. Address his or her participation in each project. If a single designer, submit a portfolio of up to three projects completed in the last ten years (maximum of five pages per project). If the lead designer is a team, submit graphics and a description of up to two projects from each lead designer or lead design discipline. The narrative shall address the design philosophy with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operations and maintenance objectives were satisfied by the overall design/planning solution. Include tangible evidence such as certificates, awards, peer recognition, etc., demonstrating design excellence. Where there is duplication with criteria (1) Past Performance on Design, the lead designer will address his or her participation in the project. The lead designer shall demonstrate a history of commendable design work in restoration/conservation, and rehabilitation.

Stage II

The shortlisted lead designers and associated A/E firms will be notified and asked to submit more detailed information indicating each member of the design team, including all outside consultants. Sufficient time will be provided for the lead designer and associated A/E design firm to establish its team. The firms will be required to complete Standard Form 330 Architect Engineer Qualifications Parts I and II that reflect the entire

design team. The government will establish the detailed evaluation criteria and the date that these submittals are due and provide the selection criteria for the interviews along with the Stage I shortlist announcement. **INSERT NOTICE OF SMALL BUSINESS NETWORKING SESSION IF PLANNED.**

The board will interview each team. Candidates should be prepared to discuss all aspects of the criteria indicated above and evaluation criteria as established for Stage II, and demonstrate their ability to fulfill all project requirements. Emphasis will be placed on the lead designer-A/E team's understanding of the unique aspects of the project, their design philosophy, project management process, and quality assurance plan. **END THIS PARAGRAPH WITH ONE OF TWO CHOICES:**

INSERT IF THERE IS NO CHARRETTE, USE THIS TEXT: Responses to the evaluation criteria and interview questions will be used to rank the lead designer-A/E teams.

OR

IF THERE IS A CHARRETTE, USE THIS TEXT: Lead designers and associated A/E firms selected to participate in Stage II will be further evaluated by an anonymous, one-day design charrette judged by a jury of independent design professionals. The purpose of the design charrette is to further evaluate the lead designer-A/E teams qualifications for the project. The "vision" developed in the charrette will weigh substantially in the lead designer-A/E team ranking. The submitted charrette concepts become the property of the government. The charrette proposals will be used in conjunction with Stage II interview rankings in the final evaluation of lead designer-A/E teams.

IMPORTANT INFORMATION FOR STAGE I SUBMITTALS

Firms having the capabilities to perform the services described in this announcement are invited to respond by submitting Standard Form 330 Architect Engineer Qualifications Part II, which must not be dated more than twelve (12) months before the date of this synopsis along with letter of interest and the portfolio TO:

Contracting Officer: INSERT NAME
Delivery Address: INSERT ADDRESS
Phone number: INSERT PHONE NUMBER

ALL SUBMISSIONS ARE DUE by 3:00PM local time on **INSERT DUE DATE OF THIS NOTICE.**

A total of **INSERT NUMBER OF COPIES REQUIRED** copies should be submitted. The following information must be on the outside of the sealed envelope 1) solicitation number/title, 2) due date, 3) closing time. Late responses are subject to FAR 52.214-7.

**INSERT SMALL BUSINESS OR OTHER PROCUREMENT REQUIREMENTS.
THIS TEXT IS TYPICAL FOR PROCUREMENTS OPEN TO SMALL AND**

LARGE BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is open to small and large business concerns. Before award of the contract, the A/E (if not a small business of \$12,000,000 gross receipts over a three (3) year period or no more than \$4,000,000 gross average receipts per year for the same time frame) shall be required to present an acceptable Small Business and Small Disadvantaged Business Subcontracting Plan in accordance with Public Law 95-507. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses. All interested large business firms are reminded that the successful firm will be expected to place subcontracts to the maximum practical extent with small and disadvantaged firms as part of their original submitted teams (Stage II).

OR

THIS TEXT IS TYPICAL FOR PROCUREMENTS LIMITED TO SMALL

BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is a set-aside and restricted to small businesses. The NAICS Code is 541310; the size standard is no more than \$12,000,000 gross receipts over a three (3) year period or no more than \$4,000,000 gross average receipts per year for the same time frame. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses.

Contract will be procured under the Brooks A/E Act and FAR Part 36. The government will not allow payment for travel, living expense, computer time or hookups for the prime or the consultants during the selection process. This is not a request for proposals.

LIMITED SCOPE PROJECT

NOTE AND DELETE: USE MODERNIZATION TEMPLATE IF PUBLIC IMAGE OR PUBLIC AREAS ARE IMPACTED BY PROJECT

GSA Design Excellence Solicitation for Lead Design SELECT: Architect OR Architect and Engineer

C-Architect-Engineer Services Solicitation # INSERT SOLICITATION NUMBER

Region: INSERT REGION

City: INSERT CITY

State: INSERT STATE

Contracting Officer: INSERT CONTRACTING OFFICER

Phone Number: INSERT PHONE NUMBER

PROJECT: INSERT PROJECT NAME, CITY, STATE

BUILDING TYPE: INSERT PROJECT TYPE— EXAMPLE: Courthouse, Federal Office Building

PROJECT TYPE: INSERT NATURE OF PROJECT—EXAMPLES: systems upgrades, tenant improvements, chiller replacement

HISTORIC STRUCTURE: [] YES [] NO

CLIENT AGENCY: INSERT NAME OF PRIMARY TENANT OR AGENCIES

SIZE: INSERT GROSS SQUARE FOOTAGE OF PROJECT

PARKING SPACES: INSERT NUMBER OF INDOOR/OUTDOOR SPACES IF RELEVANT

BUDGET: INSERT ESTIMATED CONSTRUCTION COST AT AWARD OR RANGE

INSERT IF APPLICABLE:

FUNDING: Funds Are Not Currently Available

GEOGRAPHIC LIMITATION: INSERT LIMITS BY RADIUS, STATE, OR OTHER CRITERIA

INSERT IF APPLICABLE:

SMALL BUSINESS SET ASIDE: INSERT PERCENTAGE

The General Services Administration (GSA) Design Excellence Program seeks to commission architects and engineers to maintain and modernize our legacy federal buildings for the next 50 to 100 years of service. These projects are to demonstrate the value of integrated design that balances historic significance with current needs; balances aesthetics, cost, constructability, and reliability; and creates environmentally responsible and superior workplaces for civilian federal employees.

In this context, GSA announces an opportunity for performance of architectural-engineering design in accordance with GSA quality standards and requirements. As required by law, all facilities will meet Federal energy targets and security requirements.

See the attached Word document for the full solicitation. **THE TEXT UP TO THIS POINT SHOULD BE ENTERED INTO FEDBIZZOPS. A WORD DOCUMENT THAT INCLUDES THIS INTRODUCTORY TEXT AND THE TEXT THAT FOLLOWS SHOULD BE ATTACHED TO THE FEDBIZZOPS ANNOUNCEMENT.**

PROJECT DESCRIPTION

The **INSERT NAME OF BUILDING** is located **INSERT LOCATION**. The project involves **BRIEFLY DESCRIBE TYPE OF WORK** and will **INSERT A ONE OR TWO SENTENCE DESCRIPTION OF THE GOAL OR INTENTION OF THE PROJECT—EXAMPLE:** updating the building systems or improving the facility's energy efficiency. **INSERT IF APPLICABLE A BRIEF DESCRIPTION OF THE PROJECT DELIVERY METHOD—EXAMPLE:** CMc, traditional design-bid-build.

SCOPE OF WORK

The scope of professional services will require at a minimum: professional **INSERT TYPE OF PROFESSIONAL SERVICE REQUIRED** services. The scope of work includes **INSERT SCOPE OF WORK—EXAMPLE:** concept design documents, design development documents, construction documents, specifications, cost estimates, value engineering services, computer-aided design and drafting (CADD), and post-construction contract services (PCCS). **INSERT IF NEEDED:** Other special requirements include: **LIST ANY SPECIAL EXPERTISE NEEDED TO COMPLETE THE PROJECT—EXAMPLES:** space planning and systems evaluation. The project is also to include GSA design standards for secure facilities, conformance to the P100 (Facility Standards for Public Buildings), sustainability goals, and customer agency requirements.

SELECTION PROCESS

This is a request for qualifications (RFQ) of A/E firms/lead designers interested in contracting for this work. **STATE IF BOTH A LEAD ARCHITECTURAL DESIGNER AND A LEAD ENGINEER DESIGNER ARE REQUIRED.**

The A/E firm as used in this RFQ means an individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of architecture or engineering that will have contractual responsibility for the project design. The lead designer is the individual or the team of designers who will have primary responsibility to develop the concept and the project design.

A/E firms are advised that at least 35% of the level of contract effort must be performed in the **INSERT CITY, STATE, OR RADIUS** in which the project is located. The A/E firm will address the contractual relationship with the lead designer and project team in Stage II. **INSERT IF NEEDED:** At that time, the following specialty consultants will be required: **LIST SPECIALTY CONSULTANTS.**

The A/E selection will be completed in two stages as follows: In Stage I, interested lead designers and associated A/E firms will submit portfolios of accomplishment that

establish the design capabilities of the lead designer and design firm. In Stage II, shortlisted lead designer-A/E teams will be interviewed.

Stage I

All documentation will be in an 8 1/2" x 11" format. The assembled content for the Stage I portfolio should be no more than 1/4 inch thick. The portfolio should include the following: a cover letter referencing the FedBizOpps announcement and briefly describing the firm and its location, organizational makeup, and noteworthy accomplishments; Standard Form 330 Architect Engineer Qualifications Part II; and responses to the submission requirements and evaluation criteria listed below. An A/E Evaluation Board consisting of a private sector peer and representatives of the client and GSA will evaluate the submissions. The board will establish a shortlist of three to six firms.

Identification of team members, other than the lead designer(s), is not required at this stage. Team member information should not be included in the Stage I portfolio.

Submission Requirements And Evaluation Criteria:

- (1) **PAST PERFORMANCE ON DESIGN (35%):** The A/E firm(s) will submit a portfolio of not more than five similarly scoped projects completed in the last ten years (maximum of five pages per project). The narrative shall: address the design approach with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operational objectives were satisfied by the overall design/planning solution; address the relevance of submitted projects to the GSA project; and provide a client reference contact for each project, including name, title, address, email, phone, and fax numbers. A representative floor plan, a building section and a minimum of two photographs must be included for each project.
- (2) **PHILOSOPHY AND DESIGN INTENT (25%):** In the lead designer's words, (maximum of two typewritten pages) state the parameters he/she will apply to the challenges of: designing limited scope projects for major public facilities; meeting federal standards and codes; addressing sustainable design goals of construction waste management, energy efficiency, and environmental responsibility; managing work in occupied buildings; and integrating new design into existing systems and infrastructure.
- (3) **LEAD DESIGNER PROFILE (15%):** Submit a biographical sketch (maximum of three pages) including education, professional experience, recognition for design efforts inclusive of the portfolio examples. Identify and describe areas of responsibility and commitment to each project.
- (4) **LEAD DESIGNER PORTFOLIO (25%):** Submit a portfolio representative of the lead designer's ability to provide design excellence. Address his or her participation in each project. If a single designer, submit a portfolio of up to three projects completed in the last ten years (maximum of five pages per project). If the lead designer is a team, submit graphics and a description of up to two projects from each lead designer or lead design discipline. The narrative shall

address the design philosophy with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operations and maintenance objectives were satisfied by the overall design/planning solution. Include tangible evidence such as certificates, awards, peer recognition, etc., demonstrating design excellence. Where there is duplication with criteria (1) Past Performance on Design, the lead designer shall address his or her participation in the project.

Stage II

The shortlisted lead designers and associated A/E firms will be notified and asked to submit more detailed information indicating each member of the design team, including all outside consultants. Sufficient time will be provided for the lead designer and associated A/E design firm to establish its team. The firms will be required to complete Standard Form 330 Architect Engineer Qualifications Parts I and II that reflect the entire design team. The government will establish the detailed evaluation criteria and the date that these submittals are due and provide the selection criteria for the interviews along with the Stage I shortlist announcement. **INSERT NOTICE OF SMALL BUSINESS NETWORKING SESSION IF PLANNED.**

The board will interview each team. Candidates should be prepared to discuss all aspects of the criteria indicated above and evaluation criteria as established for Stage II, and demonstrate their ability to fulfill all project requirements. Emphasis will be placed on the lead designer-A/E team's understanding of the unique aspects of the project, their design philosophy, project management process, and quality assurance plan. Responses to the evaluation criteria and interview questions will be used to rank the shortlisted lead designer-A/E teams.

IMPORTANT INFORMATION FOR STAGE I SUBMITTALS

Firms having the capabilities to perform the services described in this announcement are invited to respond by submitting Standard Form 330 Architect Engineer Qualifications Part II, which must not be dated more than twelve (12) months before the date of this synopsis along with letter of interest and the portfolio TO:

Contracting Officer: INSERT NAME
Delivery Address: INSERT ADDRESS
Phone number: INSERT PHONE NUMBER

ALL SUBMISSIONS ARE DUE by 3:00PM local time on **INSERT DUE DATE OF THIS NOTICE.**

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Standard Form 330

This form is available at
[http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?](http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?under the Form Type Standard Forms.)
under the Form Type Standard Forms.

ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0157
Expires: 12/31/2006

Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVA), Regulatory and Federal Assistance Publications Division, GSA, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR).

The Brooks A-E Act requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of

pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. **Title and Location.** Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. **Public Notice Date.** Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. **Solicitation or Project Number.** Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact.

4-8. **Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address.** Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in This Contract. Self explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number
Self explanatory.

24. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

FedBizOpps

Defining and Announcing Design Excellence Opportunities

Standard Form 330 page 3

25. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section F worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self explanatory.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)												
		1	2	3	4	5	6	7	8	9	10			
Jane A. Smith	Chief Architect	X		X										
Joseph B. Williams	Chief Mech. Engineer	X	X	X	X									
Tara C. Donovan	Chief Elec. Engineer	X	X		X									

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport RI

STANDARD FORM 330 (6/2004) PAGE 3 OF INSTRUCTIONS

Part II - General Qualifications

See the "General Instructions" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number. See FAR Part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was

effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
B01	Barracks; Dormitories	E13	Environmental Testing and Analysis
B02	Bridges	F01	Fallout Shelters; Blast-Resistant Design
C01	Cartography	F02	Field Houses; Gyms; Stadiums
C02	Cemeteries (<i>Planning & Relocation</i>)	F03	Fire Protection
C03	Charting: Nautical and Aeronautical	F04	Fisheries; Fish ladders
C04	Chemical Processing & Storage	F05	Forensic Engineering
C05	Child Care/Development Facilities	F06	Forestry & Forest products
C06	Churches; Chapels	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C07	Coastal Engineering	G02	Gas Systems (Propane; Natural, Etc.)
C08	Codes: Standards; Ordinances	G03	Geodetic Surveying: Ground and Airborne
C09	Cold Storage; Refrigeration and Fast Freeze	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C10	Commercial Building (<i>low rise</i>); Shopping Centers	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C11	Community Facilities	G06	Graphic Design
C12	Communications Systems; TV; Microwave	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C13	Computer Facilities; Computer Service	H02	Hazardous Materials Handling and Storage
C14	Conservation and Resource Management	H03	Hazardous, Toxic, Radioactive Waste Remediation
C15	Construction Management	H04	Heating, Ventilating, Air Conditioning
C16	Construction Surveying	H05	Health Systems Planning
C17	Corrosion Control; Cathodic Protection; Electrolysis	H06	Highrise; Air-Rights-Type Buildings
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H07	Highways; Streets; Airfield Paving; Parking Lots
C19	Cryogenic Facilities	H08	Historical Preservation
D01	Dams (<i>Concrete; Arch</i>)	H09	Hospital & Medical Facilities
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	H10	Hotels; Motels
D03	Desalination (<i>Process & Facilities</i>)	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
D04	Design-Build - Preparation of Requests for Proposals	I112	Hydraulics & Pneumatics
D05	Digital Elevation and Terrain Model Development	H13	Hydrographic Surveying
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

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List of Experience Categories (Profile Codes)

Code	Description	Code	Description
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage		
J01	Judicial and Courtroom Facilities	R01	Radar; Sonar; Radio & Radar Telescopes
L01	Laboratories; Medical Research Facilities	R02	Radio Frequency Systems & Shieldings
L02	Land Surveying	R03	Railroad; Rapid Transit
L03	Landscape Architecture	R04	Recreation Facilities (Parks, Marinas, Etc.)
L04	Libraries; Museums; Galleries	R05	Refrigeration Plants/Systems
L05	Lighting (Interior; Display; Theater, Etc.)	R06	Rehabilitation (Buildings; Structures; Facilities)
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R07	Remote Sensing
M01	Mapping Location/Addressing Systems	R08	Research Facilities
M02	Materials Handling Systems; Conveyors; Sorters	R09	Resources Recovery; Recycling
M03	Metallurgy	R10	Risk Analysis
M04	Microclimatology; Tropical Engineering	R11	Rivers; Canals; Waterways; Flood Control
M05	Military Design Standards	R12	Roofing
M06	Mining & Mineralogy	S01	Safety Engineering; Accident Studies; OSHA Studies
M07	Missile Facilities (Silos; Fuels; Transport)	S02	Security Systems; Intruder & Smoke Detection
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S03	Seismic Designs & Studies
N01	Naval Architecture; Off-Shore Platforms	S04	Sewage Collection, Treatment and Disposal
N02	Navigation Structures; Locks	S05	Soils & Geologic Studies; Foundations
N03	Nuclear Facilities; Nuclear Shielding	S06	Solar Energy Utilization
O01	Office Buildings; Industrial Parks	S07	Solid Wastes; Incineration; Landfill
O02	Oceanographic Engineering	S08	Special Environments; Clean Rooms, Etc.
O03	Ordnance; Munitions; Special Weapons	S09	Structural Design; Special Structures
P01	Petroleum Exploration, Refining	S10	Surveying; Platting; Mapping; Flood Plain Studies
P02	Petroleum and Fuel (Storage and Distribution)	S11	Sustainable Design
P03	Photogrammetry	S12	Swimming Pools
P04	Pipelines (Cross-Country - Liquid & Gas)	S13	Storm Water Handling & Facilities
P05	Planning (Community, Regional, Areawide and State)	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P06	Planning (Site, Installation, and Project)	T02	Testing & Inspection Services
P07	Plumbing & Piping Design	T03	Traffic & Transportation Engineering
P08	Prisons & Correctional Facilities	T04	Topographic Surveying and Mapping
		T05	Towers (<i>Self-Supporting & Guyed Systems</i>)
		T06	Tunnels & Subways

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List of Experience Categories (Profile Codes)

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	<i>(Check)</i>			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	JOINT VENTURE PARTNER	SUBCONTRACTOR			
a.						
			<input type="checkbox"/>	CHECK IF BRANCH OFFICE		
b.						
			<input type="checkbox"/>	CHECK IF BRANCH OFFICE		
c.						
			<input type="checkbox"/>	CHECK IF BRANCH OFFICE		
d.						
			<input type="checkbox"/>	CHECK IF BRANCH OFFICE		
e.						
			<input type="checkbox"/>	CHECK IF BRANCH OFFICE		
f.						
			<input type="checkbox"/>	CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM *(Attached)*

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
16. FIRM NAME AND LOCATION <i>(City and State)</i>			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
b.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
c.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
d.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
e.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION <i>(City and State)</i>		22. YEAR COMPLETED
		PROFESSIONAL SERVICES CONSTRUCTION <i>(If applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

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H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE

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Pre-Submittal Meeting Agenda

Pre-Submittal Meeting Agenda

The pre-submittal meeting agenda should include these items:

- Welcome: Purpose of the Meeting
- The Project: Purpose of the Facility
- The Program: What Will the Structure Contain?
- Specific Issues: Security, Sustainability, Functionality, Workplace Performance, Preservation
- The Site: Description of Site (If Available and If There Is No Charrette)
- The City: The Context for Design
- The Process: Description of the Selection Process
- Schedule: Selection, Design, Construction
- Questions and Answers

Pre-Submittal Meeting Packet

The Pre-Submittal Meeting Packet

The pre-submittal meeting packet should contain these items:

- Agenda
- Copy of FedBizOpps Announcement
- Schedule
- Selection Process
- Site Information (If Available and If There Is No Charrette)
- Information on the GSA Design Excellence Program and the National Peers