Design Build & Construction MATOC, Vietnam

Pre-Proposal Conference
SOLICITATION NO. WKB91120R0038
Design and Construction
Vietnam
Pre-Proposal Conference
2 APRIL 2020

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Pre-Proposal Conference Agenda

I. Welcome
II. Purpose & Background
III. Source Selection Schedule
IV. Proposal Requirements (Phase 1)
V. Proposal Requirement (Phase 2)
VI. System For Award Management Registration (SAM)
VII. Payment Process
VIII. Defense Base Act (DBA) Insurance
IX. Wire Transfer Authorization
X. Closing Remarks
Purpose of Conference

• Receive input from prospective offerors regarding the solicitation package.
• Clarify questions/issues concerning the solicitation package.
• Provide technical discussion of the required work and provide responses to questions.
• Incorporate input into an amendment to the solicitation.
• Doing business with the U.S Government
US Humanitarian Assistance Program

- Funded entirely by the United States Government
- Projects only for civilian or humanitarian needs
- Examples of humanitarian assistance projects:
  - Schools
  - Clinics
  - Hospitals
  - Blood Centers
Est. Timeline/ Schedule

- Phase 1 Pre-Proposal Conference: 2 Apr 2020
- Finalized questions submitted: 15 Apr 2020
- Amendment to answer questions: 18 Apr 2020
- Phase 1 proposals due: 5 May 2020
- Evaluate Proposals: 6-14 May 2020
- Select Contractors for Phase 2: 19 May 2020
- Amendment to issue Phase 2 RFP: 20 May 2020
- Finalized questions submitted: 1 June 2020
- Amendment to answer questions: 5 June 2020
- Phase 2 proposal due: 21 June 2020
- Evaluate Proposals: 22-28 June 2020
- Anticipated Contract Award Notification: 7 July 2020
Source Selection Process

Phase 1 Requirements
Design – Build Type of contract

• What is a design – build contract?
  – The contractor is responsible for both the design and construction of the project
  – The contractor must:
    • Obtain the services of a professional qualified to provide the design (either his employee or via sub-contract to designer)
    • Must communicate all requirements of the contract to the designer
SF 1442 (Solicitation)

- Request for Proposals (RFP)/Solicitations
  - SF 1442
    - Consists of Sections 001101 – 007200
      - Section 00 11 01 – CLIN Schedule
      - Section 00 21 00 – Instructions, conditions and Notices to Offerors
      - Section 00 22 10 – Phase 1 Selection Procedures
      - Section 00 22 20 – Phase 2 Selection Criteria
      - Section 00 72 00 – Contract Clauses
Request for Proposal

RFP Contains

– Instructions on how to propose
– What to include in your proposal
– Information on how your proposal will be evaluated

**Pay Attention to Sections 00 21 00 and 00 22 10
**Pay Attention to page limits
Evaluation Criteria (Phase 1)
Section 00 22 10

• Non-Cost Evaluation Factors:
  – Experience (section 4.0)
  – Organization & Management (section 5.0)
  – Past Performance (section 6.0)
Submission Requirements

Your proposal will include **One** volume

1) Volume 1 – TECHNICAL Qualification (TABS A-C) - **DO NOT INCLUDE COST INFORMATION**

Submit 1 original (via Email)

Email Address: ctha.asia@usace.army.mil

All submittals in English and in electronic format
Submission Requirements

SECTION 00 22 10

PHASE 1 PROPOSAL SUBMISSION REQUIREMENTS
EVALUATION CRITERIA

1.0 OVERVIEW

2.0 GENERAL INSTRUCTIONS

3.0 PHASE 1 PROPOSAL INFORMATION AND RELATED EVALUATION FACTORS AND ELEMENTS

4.0 VOLUME 1 – TAB A – FACTOR 1: EXPERIENCE

5.0 VOLUME 1 – TAB B – FACTOR 2: ORGANIZATION & MANAGEMENT

6.0 VOLUME 1 – TAB C – FACTOR 3: PAST PERFORMANCE

7.0 PHASE 1 OVERALL RATING

8.0 PHASE 1 EVALUATION PROCEDURES PHASE 1 – SECTION 00 22

10 ATTACHMENTS

ATTACHMENTS

1 – PROPOSAL DATA SHEETS

2 – COMPANY EXPERIENCE – CONSTRUCTION OR PRIME CONTRACTOR

3 – COMPANY EXPERIENCE – DESIGN FIRM OR IN-HOUSE DESIGN CAPABILITY

4 – NAVFAC/USACEAST PERFORMANCE QUESTIONNAIRE

5 – LETTER OF COMMITMENT FOR DESIGN FIRM (USE COMPANY LETTERHEAD)

6 – KEY PERSONNEL

PLEASE READ THE ENTIRE SOLICITATION
Your Proposal Due

IMPORTANT – DO NOT WAIT TO START PREPARING YOUR PROPOSALS

Proposals due date:

See solicitation (05 May 2020)

Time:  1200 Noon Alaskan time

Proposals submitted after 12 Noon will not be considered
The Proposal- SF 1442

<table>
<thead>
<tr>
<th>SOLICITATION, OFFER, AND AWARD (Continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Construction, Alteration, or Repair)</td>
</tr>
<tr>
<td>(Must be fully completed by offeror)</td>
</tr>
</tbody>
</table>

**OFTER**

14. **NAME AND ADDRESS OF OFFEROR**  (include ZIP Code)
15. **TELEPHONE NO.**  (include area code)
   **Working telephone and cellular telephone number**
16. **REMITTANCE ADDRESS**  (include only if different than item 14)
   **See Item 14**

**CODE** | **FACILITY CODE**

17. The offeror agrees to perform the work required at the prices specified below in strict accordance with the terms of this solicitation, if this offer is accepted by the Government in writing within ________ calendar days after the date offers are due.  (Insert any number equal to or greater than the minimum requirements stated in Item 13D. Failure to insert any number means the offeror accepts the minimum in Item 13D.)

**AMOUNTS** | **SEE SCHEDULE OF PRICES**

18. The offeror agrees to furnish any required performance and payment bonds.

19. **ACKNOWLEDGMENT OF AMENDMENTS**
   (The offeror acknowledges receipt of amendments to the solicitation -- give number and date of each)

<table>
<thead>
<tr>
<th>AMENDMENT NO.</th>
<th>DATE</th>
</tr>
</thead>
</table>

20A. **NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER**  (Type or print)
20B. **SIGNATURE**
20C. **OFFER DATE**  Offer Date Required

**Signature Required!**
The Proposal- Proposal Data Sheet

Attachment 1

PROPOSAL DATA SHEET

(1) Name of Solicitation:
(2) Name of Firm:
Address:
Phone:
Fax:
E-mail:

Provide the Name each company identified in any proposed Contractor-subcontractor association of firms. Provide joint venture agreement, or Prime and Subcontractor agreement if applicable in the case of teaming. Also, list the individual firms and briefly describe the nature of the association.

Firm 1: ____________________________________
Nature of Association: (example e.g DOR)

(3) AUTHORIZED NEGOTIATORS. FAR 52.215-1 (c) (2) (iv) (For Phase 2) The Offeror represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this Request for Proposals (RFP).

[List names, titles, and telephone number of the authorized negotiator.]
Name of Person Authorized to Negotiate:
Negotiator's Address:
Negotiator's Telephone:
Negotiator's E-mail:
Volume I

TAB A – Experience

- Complete the Experience Form (Attachment 2 & 3) for three projects that demonstrate relevant experience
- Remember, relevance include BOTH Design and Construction
- Projects must be within last 5 years
- Information on past work for the company/team (name of the project, narrative, dates, cost, type of work, customer points of contact).
- If using a teaming Arrangement (Prime & Subcontractor (DOR) or Joint Venture), include examples for both. If applicable, it is good to show experience working together as a team.
- We will verify work experience using information on forms
Volume I

TAB B – Organization and Management

- Narrative: Discuss your organization to include methods of management, management of subcontractors, teaming arrangements, quality control processes, safety processes, ability to manage multiple sites, and CVs of key personnel. Complete Attachment 5 for DOR.

- Include Org Chart - Ensure Key Personnel are included

- Ensure names and/or titles of Key Personnel align with Org Chart

- Ensure CVs align with Org Chart and key personnel (example)

- Ensure consistency across narrative, key personnel, Org Chart and CVs.
TAB B – Organization Chart Example
TAB B – Resume Form

Key Personnel Resume (Curriculum Vitae/CV) Form – USE THE COMPLETE FORM IN SOLICITATION

• Complete the Experience Form (Attachment 6)
TAB C – Past Performance

- MUST Include completed Past Performance Questionnaire (PPQ – Attachment 4 in Section 00 22 10) contained in the RFP for each of the 3 projects included in experience
- Again, projects must be within the last 5 years
- Past performance will be evaluated using both Relevancy Rating (type of work) and Performance Confidence (how well it was performed)
**TAB C – Past Performance Form**

**Past Performance Questionnaire – USE THE COMPLETE FORM IN SOLICITATION**

**NAVFAC/USACE PAST PERFORMANCE QUESTIONNAIRE (Form PPQ-0)**

**CONTRACT INFORMATION (Contractor to complete Blocks 1-4)**

<table>
<thead>
<tr>
<th>Block</th>
<th>Details</th>
</tr>
</thead>
</table>
| 1. Contractor Information | Firm Name: [CAGE]  
Code:  
Address:  
Number:  
Phone Number:  
Email Address:  
Point of Contact:  
Contact Phone Number: |
| 2. Work Performed as: | Prime Contractor  
Sub Contractor  
Joint Venture  
Other (Explain):  
Percent of project work performed:  
If subcontractor, who was the prime (Name/Phone #): |
| 3. Contract Information | Contract Number:  
Delivery/Task Order Number (if applicable):  
Contract Type: Firm Fixed Price  
Cost Reimbursement  
Other (Please specify):  
Contract Title:  
Contract Location:  
Award Date (mm/dd/yy):  
Contract Completion Date (mm/dd/yy):  
Actual Completion Date (mm/dd/yy):  
Explain Differences:  
Original Contract Price (Award Amount):  
Final Contract Price (to include all modifications, if applicable):  
Explain Differences: |
| 4. Project Description: | Complexity of Work: High  
Med  
Routine  
How is this project relevant to project of submission? (Please provide details such as similar equipment, requirements, conditions, etc.) |

**CLIENT INFORMATION (Client to complete Blocks 5-8)**

<table>
<thead>
<tr>
<th>Block</th>
<th>Details</th>
</tr>
</thead>
</table>
| 5. Client Information | Name:  
Title:  
Phone Number:  
Email Address: |
| 6. Describe the client’s role in the project: |  |
| 7. Date Questionnaire was completed (mm/dd/yy): |  |
| 8. Client’s Signature: |  |

- **Complete for each of the three projects included under Experience**
- **You do not need to include the EXPERIENCE FORM again but be very certain that you included in TAB C.**
- **Customer must complete**
- **Customer must sign and include ratings**
Source Selection Process

Phase 2 Requirements

Seed Project: xxxx
SF 1442 (Solicitation)

• Request for Proposals (RFP)/Solicitations
  – SF 1442
    – Consists of Sections 002100–007300
      • Section 00 21 00 – Instructions, conditions and Notices to Offerors
      • Section 00 22 20 – Phase 2 Selection Criteria
      • Section 00 45 00 – Representations & Certifications
      • Section 00 73 00 – Special Contract Requirement
Request for Proposal

RFP Contains

– Instructions on how to propose
– What to include in your proposal
– Information on how your proposal will be evaluated

**Pay Attention to Sections 00 21 00 and 00 22 20
**Pay Attention to page limits
Evaluation Criteria (Phase 2)

Section 00 22 20

• Non-Cost Evaluation Factors:
  – Design-Construction Narrative 35% & Drawings (section 4.0)
  – Proposed Summary Schedule (section 5.0)
  – Phase 1 Proposal Rollup Rating (section 6.0)
  – Price (section 7.0)
Submission Requirements

Your proposal will include **Two** volumes

1) Volume 2 – TECHNICAL (TABS A-C)
   Submit 1 original PDF *(via email)* and 2 hard copies (Binders and 1 CD).

2) Volume 3 – Price & Pro Forma Information
   Submit 1 original

   Email Address: ctha.asia@usace.army.mil

   **All submittals in English and in electronic format**
Basis for Award

• This is a competitive, Best Value Source Selection that will be conducted using the Tradeoff Process prescribed by FAR Part 15.101 and 15.101-1 and the Source Selection Process prescribed by FAR Part 15.3 and the AFARS supplement.

• Proposals must meet the Evaluation Criteria stated in the Request for Proposal in order to be eligible for award.

• All non-cost evaluation factors (i.e. technical), when combined, are significantly more important than cost.

• The Government will award a Firm Fixed Price contract to the responsible offeror submitting the overall Best Value to the Government.
Terms & Conditions of doing business with the US Government

• All correspondence will be completed in English
• Period of Performance: Length of Task Orders (Normally 24 Months, or less)
• Quality Assurance: Performed by USACE or QA Contractor
• Payments: Progress Payment
• Contract Changes: Who can Authorize (KO)
• Authority: Contracting Officer (KO) Vs Project Manager (COR)
SAM Registration

- US Corps of Engineer Mandated
- MUST complete prior to award
- Use the same information for all three steps (otherwise you will have difficulty with process)

Three Steps:
1. DUNS – Data Universal Numbering System (24 hrs to process)
3. SAM – (48 hrs to process)
   1. Need United States Corresponding Bank (Wire Transfer Form)
   2. SFC Kelly McFarlin will be available during Phase 2 to assist with the process

- You can do both Step 1 & 2 at the same time.
Register for a DUNS Number
http://fedgov.dnb.com/webform
1) Select Vietnam from drop-down menu.

2) Enter your business name and type the image you see below into the verification box.
3) Click on “Request a New D-U-N-S Number”
Request a CAGE Code

https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

• Type in organization name and country then click on the magnifying glass
Request a CAGE Code

• Your organization won’t be found, so click on request new cage.
Request a CAGE Code

- Type of entity must be a private company, emergency level – routine, and entity is NOT a supranational organization
Request a CAGE Code

• Fill in information on remaining screens to complete the registration process. A CAGE Code will be emailed to you within 4 days.
Register in SAM
(System for Award Management)
https://www.sam.gov
Register in SAM

You must complete registration and submit certification.
DBA Insurance

- Who requires DBA Insurance?
  – Any employee engaged in U.S. government funded public works business outside the U.S.
- Mandated by Department of Labor
- Covers workers on projects
- Fixed Rate for total price of all Task Orders
- DOES NOT APPLY UNTIL (NTPs) ON TASK ORDERS PROJECTS.
Payment Process

• Timely payment of invoices is a priority
• Paid via wire transfer
  – Ensure you put your EFT info into SAM
  – Wire Transfer Authorization Form also needed (see next slide)
• Important to make timely, consistent and accurate submittal of invoices **MONTHLY**!
• Provide copies to all COE POCs to ensure payment is processed
• Potential for QCS / RMS for invoice processing
# Wire Transfer Authorization Form

<table>
<thead>
<tr>
<th>Name or (Company as shown on invoice)</th>
<th>(1) ABC Building Company (Same as DUNS/CAGE info)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>17 Green Rd</td>
</tr>
<tr>
<td>City:</td>
<td>Hanoi</td>
</tr>
<tr>
<td>State:</td>
<td>Vietnam</td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Postal Code:</td>
<td></td>
</tr>
<tr>
<td>Mailing Address (if different):</td>
<td></td>
</tr>
<tr>
<td>Daytime Phone or Email Address:</td>
<td><a href="mailto:info@abc.com">info@abc.com</a> &amp; International Phone</td>
</tr>
<tr>
<td>Contract #: (Optional):</td>
<td></td>
</tr>
<tr>
<td>Name of Financial Institution:</td>
<td>Hanoi Bank</td>
</tr>
<tr>
<td>Address:</td>
<td>10 Money Road</td>
</tr>
<tr>
<td>City:</td>
<td>Hanoi</td>
</tr>
<tr>
<td>State:</td>
<td>Vietnam</td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Postal Code:</td>
<td></td>
</tr>
<tr>
<td>SWIFT (BIC) Number:</td>
<td></td>
</tr>
<tr>
<td>Account Number:</td>
<td></td>
</tr>
<tr>
<td>Depositor Account Title:</td>
<td></td>
</tr>
<tr>
<td>Name on Account:</td>
<td></td>
</tr>
</tbody>
</table>

| Name of Corresponding Bank:          | Bank of America                                  |
| Address:                             |                                                 |
| City:                                | New York                                        |
| State:                               | NY                                              |
| Country:                             | USA                                             |
| Postal Code:                         |                                                 |
| SWIFT (BIC) Number:                  |                                                 |
| ABA Number:                          | 111222333 - Nine (9) digits                     |

**YOUR company info**

**YOUR bank info**

United States Bank info – who can transfer funds to your Vietnam Bank

BUILDING STRONG®