



**How to Obtain  
an  
Architect-Engineer Contract  
with  
NAVFAC Southwest**

**April 2017**

## Opportunities and Resources:

There are several ways an architect-engineer firm may do business with Naval Facilities Engineering Command (NAVFAC) Southwest (SW). They include:

- Obtaining an Architect-Engineer Indefinite Delivery-Indefinite Quantity (AE IDIQ) Contract. These are typically a base year with (4) option years and have a total contract capacity (a not to exceed amount) of \$5 million to \$30 million. Certain contracts may be procured for a higher total contract capacity.
- Obtaining an Architect-Engineer contract for a specific project (stand-alone). Typically this type of contract is used for a project that does not fit the task order range of the existing AE IDIQs or is a highly specialized project which doesn't fit the skill sets of existing AE IDIQs.
- Partnering with a construction firm to be their Designer of Record on a design-build action. Typically this means the AE would be part of a team selected to be awarded a Multiple Award Construction Contract (MACC).
- Subcontracting. Small businesses can assist large businesses in meeting their SB goals. SB set-asides can also utilize large business subcontractors (ensuring SB does 51% of work)

This guidance in this document is geared to those firms interested in obtaining an AE IDIQ or a stand-alone contract for design and engineering services. Questions concerning doing business with NAVFAC SW can also be addressed to:

NAVFAC SW Small Business office:	Lora Morrow, (619) 532-2248 Robert Zaccaria, (619) 532-2375
CI Acquisition Program Manager:	Sharon Smith, (619) 532-2446
CI Acquisition Director:	Samantha Darella, (619) 532-3454

In addition to the federal databases, upcoming work for NAVFAC SW can be found by searching for the NAVFAC SW webpage. The home page will have an area called "Useful Links". Click on the link for future workload projections.

## **GENERAL INFORMATION:**

STEP 1: Obtain a DUNS number [www.dnb.com](http://www.dnb.com). All firms contracting with the Department of Defense must be registered in the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). It is important to know your federal supply or service code [www.dlis.dla.mil/h2](http://www.dlis.dla.mil/h2) and your North American Industry Classification System code [www.census.gov/naics](http://www.census.gov/naics) to enable you to enter your information correctly and to assist you in searching for contract opportunities.

STEP 2: If you believe your firm is a small business that can be classified as 8a Business Development Program (8a), you must submit your application to the SBA to be certified. When your firm is certified, the certification information will be included in the SAM profile [www.sba.gov/8a](http://www.sba.gov/8a).

STEP 3: If you are located in a HUBZone, the SBA must certify you to take advantage of the HUBZone programs. [www.sba.gov/hubzone](http://www.sba.gov/hubzone).

Step 4: If you are a small business, ensure you click on the post to the Dynamic Small Business Search (DSBS) through the SAM website to check status of registration.

STEP 5: Be familiar with Standard Form (SF) 330, "Architect-Engineer Qualifications". When a procurement is advertised, you will need to submit this form to indicate interest and capabilities. Note: Each solicitation is unique. Be sure you read the actual solicitation when it is posted to tailor your SF330 for the requirement. An electronic version of the form may be obtained from [www.gsa.gov/forms](http://www.gsa.gov/forms).

STEP 6: Review the Federal Business Opportunities (FEDBIZOPPS) web site to identify projects you may have an interest in performing [www.fedbizopps.gov](http://www.fedbizopps.gov). The majority of proposed procurements of \$25,000 or more issued by all Federal Agencies advertise on FEDBIZOPPS. This site will also list all awards of contracts by the Department of Defense of \$25,000 or more for potential subcontracting opportunities. All NAVFAC solicitations are available at the Navy Electronic Commerce Online (NECO), [www.neco.navy.mil](http://www.neco.navy.mil) and/or FEDBIZOPS, <http://www.fedbizopps.gov/>.

STEP 7: Check command homepages for potential projects.

STEP 8: Participate in Business Opportunity Conferences, Trade Fairs, and other federally attended and sponsored industrial liaison meetings in your area. These are opportunities to network with other firms and to meet the government agencies you wish to market.

## HOW TO BE CONSIDERED

Architect-Engineer firms interested in Naval Facilities Engineering Command (NAVFAC) Southwest (SW) contracts must indicate their availability by filing data describing their qualifications, capabilities, and experience with the NAVFAC office in response to a specific synopsis. Submit the qualifications data on the Standard Form 330, "Architect-Engineer Qualifications" Part II, and when applicable, the SF 330, Part I. An electronic version of the form may be obtained from [www.gsa.gov/forms](http://www.gsa.gov/forms). It is not necessary to employ agents or prepare elaborate brochures to supplement the basic qualifications. The SF 330 is to be submitted in response to a publicly announced solicitation notice posted in NECO or FEDBIZOPS. **Please be sure to read the solicitation thoroughly as each solicitation is unique and may contain unique experience or submission requirements.**

More detailed information on the selection procedures for A-E contracts is in Part 36 of the Federal Acquisition Regulations and Part 236 of the Defense Federal Acquisition Regulation Supplement.

## HOW TO BE SELECTED

The selection of architect-engineer firms, for the preparation of plans and specifications or Request for Proposals for Design-Build contracts for military construction projects, or for other professional services such as master or preliminary planning and architect-engineer studies, primarily is based upon the professional qualifications necessary for the satisfactory performance of the services required, and not on competitive bidding procedures. Selections are made using the Selection of Architects and Engineers Statute (formerly known as the Brooks Act) procedures. The highest qualified firm will be selected to perform the required services for the requirement/contract. The fact that a firm is not selected for a particular AE IDIQ or project does not mean it will not be selected for similar work in the future. Selection is subject to the following considerations (typical):

- Professional qualifications necessary for satisfactory performance of required services.
- Specialized experience and technical competence in the type of work required.
- Capacity to accomplish the work in the required time.
- Experience in sustainable design.
- Established quality control program.
- Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, subcontracting and compliance with performance schedules.
- Location in the general geographical area of the project and knowledge of the locality of the project(s), provided that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.
- Acceptability under other appropriate evaluation criteria.

**Please be sure to read the solicitation thoroughly as each solicitation is unique and may**

**contain unique experience or submission requirements.**

## **ANNOUNCING A REQUIREMENT FOR ARCHITECT-ENGINEER SERVICES**

The majority of all requirements for A-E services are publicly announced. Projects in the United States, and its possessions with estimated A-E fees of over \$25,000 are announced on NECO and FEDBIZOPPS. Projects with estimated fees of under \$25,000 may be announced on a public bulletin board of the particular office involved, although NAVFAC SW doesn't follow this practice and posts all new procurements on NECO and FEDBIZOPPS. Based upon market research, a procurement may be set-aside for a specific socioeconomic group. Architect-engineering services in support of military construction projects are only considered for Unrestricted procurements based upon DFARS 219.502-1.

The announcement consists of a brief description of the scope of services, the location of the project, and the criteria on which selection will be made. Firms meeting the criteria and interested in being considered should submit a completed SF 330, "Architect-Engineer Qualifications" Part I and Part II.

Copies of the SF 330 may be obtained on-line at [www.gsa.gov/forms](http://www.gsa.gov/forms).

## **SELECTION**

NAVFAC SW will evaluate each potential firm in terms of its:

- Professional qualifications necessary for satisfactory performance of required services;
- Specialized experience and technical competence in the type of work required;
- Capacity to accomplish the work;
- Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules; and
- Knowledge of the locality of the projects.

Evaluation of the firms is done under the general direction of the head of contracts by an Evaluation Board comprised of senior registered architects and/or engineers. After evaluation of the SF330's, the Board will interview at least three of the most highly qualified firms.

Interviews are directed to the specific AE IDIQ or project under consideration and include the firm's technical qualifications, experiences, organization, capacity, workload, availability of key individuals who will be assigned to the work, possible design approaches and other relevant factors, including subcontracting plans. The fee is not discussed at this time.

They then prepare evaluation reports that will recommend order of preference the most qualified firms to the Source Selection Authority.

## **APPROVAL OF SELECTIONS**

Before price negotiations are initiated, the approval of the recommendation is made by the Source Selection Authority. Dependent on the amount of the contract action, higher organizational levels approvals may be required. These approval requirements are designed to promote equitable distribution of contracts by ensuring close adherence to established selection procedures.

## **NOTIFICATION OF UNSUCCESSFUL FIRMS**

All firms who have responded to public announcements of proposed A-E contracts will be promptly notified of their status as follows:

- (1) Written notification to firms, which were considered by the selection board, but did not make the final slate, will be notified within 3 working days after approval of the selection proceedings.
- (2) Written notification to firms, which were on the final slate, but were not awarded a contract, will be notified after award of the contract.

If the procurement action is canceled, written notification will be emailed or mailed to all firms after the cancellation. If a firm is not selected, you may request in writing to the contracting officer, a debriefing on the submittal. This may assist in preparation for the next opportunity.

## **NEGOTIATIONS**

After the selections are approved, the contracting officer negotiates with the firm selected as the most highly qualified. If the government and the top-ranked firm cannot agree on an equitable price, the contracting officer will terminate the negotiations with that firm and begin negotiating with the second best qualified firm. This process continues until a satisfactory price is mutually agreed upon, and a contract is awarded.

## **TYPES OF CONTRACTS**

Contracts for A-E services are always negotiated. There are three types of contracts most often used for A-E services. A single project, firm-fixed price contract is an agreement to pay a specified price when the services called for by the contract have been delivered and accepted. This is usually used for a very large or very complicated project.

When several A-E projects are anticipated in support of a particular activity or installation, or in a specific discipline, but the project specifics and extent of the required services are not available in advance, indefinite-delivery/quantity contracts (IDIQ) are used. Task Orders are issued off of

this type of contract, with each Task Order being negotiated based on the effort required. The prices for each discipline will have been pre-negotiated for the base year and subsequent option years. Task Orders, once negotiated, are firm-fixed price.

In many cases in an effort to streamline the process, reduce cost, and deliver the facility in a timelier manner, Design Build contracts are used. The contract is advertised under a North American Industry Code (NAIC) for a particular type of construction, the prime is responsible for developing a team that includes an A/E firm and construction firm. A proposal is prepared and source selection techniques are used to select the team with the best value for the Navy. These contracts are also firm-fixed price, but they are not based on Selection of Architects and Engineers Statute selection procedures.

## **PERFORMANCE EVALUATIONS**

Contracting Officers are required to consider past performance in the selection of contractors for all contracts. All orders for A/E requirements over \$35,000 must have a performance evaluation. Evaluations of A/E contracts performed for the Department of Defense agencies are maintained in the Contractor Performance Assessment Reporting System (CPARS) for a period of six years as required by the Federal Acquisition Regulations. When a firm completes performance on a contract, an evaluation will be completed and sent to the firm. If the firm disagrees with the evaluation, they must notify the contracting officer and provide information to rebut the evaluation. A-E and contractor performance evaluations are the most effective tool the Navy has to recognize better than average performers and to establish a record of non-performance for marginal performers.

## **TECHNICAL INFORMATION**

The Department of Defense (DoD) initiated the Unified Facilities Criteria program to unify all technical criteria and standards pertaining to planning, design, construction, and operation and maintenance of real property facilities. The program seeks to streamline the military criteria system by eliminating duplication of information, increasing reliance on private-sector standards, and creating a more efficient criteria development and publishing process. Both technical publications and guide specifications are part of the UFC program. If awarded a contract, specifications and other technical information is located on the Whole Building Design Guide website which can be accessed at [www.wbdg.org](http://www.wbdg.org). Click on the DoD icon for the appropriate section of information.

## **SMALL BUSINESS UTILIZATION PROGRAMS**

It is the policy of NAVFAC to review all acquisitions for A-E services to maximize the opportunity and participation of small business concerns. The contracting officer will make a determination that there is a reasonable expectation that responses will be received from three or more responsible A-E firms, and that award will be made at a fair market price. To perform the market research the contracting personnel will use Systems for Award Management (SAM) database at [www.sam.gov](http://www.sam.gov) and any other methods necessary to determine competition

capabilities among small business concerns.

### **Emerging Small Business (ESB)**

The general test for an emerging business is that the firm's average annual receipts over the past three years is less than fifty percent of the Small Business size threshold (based on the NAICS), or for an A/E firm, is no more than \$2,000,000. This is applicable to new 8(a) and Economically Disadvantaged, Women Owned, Small Businesses (EDWOSB). The ESB threshold is what the Small Business Administration (SBA) uses to determine if a firm is “economically disadvantaged”.

### **Small Disadvantaged Business**

Small disadvantaged business means a small business that is at least 51% owned and controlled by one or more of these individuals who are socially and economically disadvantaged, and is managed on a daily basis by those individuals. The Small Business Administration must certify all Small Disadvantaged Business firms. Application forms and additional information is available at [www.sba.gov/sdb](http://www.sba.gov/sdb).

### **Women Owned Small Business (WOSB)**

There is a statutory goal of five (5) percent assigned to each DOD procuring office to provide more opportunities for Women Owned Small Business firms. Each procuring activity then establishes its own goal which shouldn't be lower than the Congressional goal. Therefore, it is important for firms in this category to provide a SF 330 to the procurement offices and to prime contractors to ensure potential clients are aware of the firm's capability. Additional information on Women Owned Small business programs is available at [www.sba.gov/womeninbusiness](http://www.sba.gov/womeninbusiness).

### **8(a)**

An 8(a) firm is a small disadvantaged business, certified in the SBA's Section 8(a) Program. NAVFAC operates under a DoD-SBA Partnership agreement (DFARS and PGI) wherein a contract is awarded directly to an 8(a) firm. Previously, Contracting Officers were authorized to award A-E contracts to the SBA for subcontracting with 8(a) firms. At least, three highly qualified 8(a) firms must be available for evaluation in accordance with the Selection of Architects and Engineer Statute selection procedures. Additional information on SBA Section 8(a) is available at [www.sba.gov/8a](http://www.sba.gov/8a).

### **Historically Underutilized Business Zone (HUBZone)**

The Department of Defense is included in a program to identify opportunities for firms that meet the specific criteria of the HUBZone Program. To qualify for the program, a business (except tribally-owned concerns) must meet the following criteria:

- It must be a small business for its primary NAICS code. Find out if your business is small with the SBA [Size Standards Tool](#).
- It must meet one of the following ownership and control requirements:
  - Owned and controlled at least 51% by U.S. citizens
  - Wholly owned or owned in part by one or more Indian Tribal Governments or by a corporation that is wholly owned by one or more Indian Tribal Governments
  - An ANC owned and controlled by Natives or a direct or indirect subsidiary corporation, joint venture, or partnership of an ANC
  - Wholly owned by one or more Native Hawaiian Organizations (NHOs), or by a corporation that is wholly owned by one or more NHOs, if all other owners are either United States citizens or SBCs
  - Wholly owned or owned in part by a CDC
  - A small agricultural cooperative or a small business concern wholly owned or owned in part by one or more small agricultural cooperatives
- Except for certain concerns owned by Indian Tribal Governments, all other small businesses must have a principal office located in a qualified HUBZone.
- At least 35% of all of its employees must reside in a HUBZone. Reside means to live in a primary residence at a place for at least 180 days, or as a currently registered voter, and with intent to live there indefinitely.

Additional information is available at <https://www.sba.gov/contracting/government-contracting-programs/hubzone-program/applying-hubzone-program>

NAVFAC's HUBZone goals are considerably higher than the Congressionally mandated goals and NAVFAC SW aggressively manages our procurement strategies to ensure our goals are met.

### **Service Disabled Veterans Owned Small Business (SDVOSB)**

This program was established to assist firms owned by service-disabled veterans in finding opportunities for federal contracts. There is also a goal for Veteran Owned Firms for subcontracting opportunities. The Congressional mandate provided for a 3 percent goal for each program.

NOTE: Parity exists between the WOSB, 8(a), HUBZone and SDVOSB programs, which provides that achievement of small business prime contract targets may dictate order of precedence. Work can be set-a-side for 8(a), HUBZone or SDVOSB at the discretion of acquisition team.

Additional information is available at [www.sba.gov/sdvosb](http://www.sba.gov/sdvosb).

### **Subcontracting**

A-E contracts awarded to large businesses in excess of \$700,000 per NFAS 19.702 must include a subcontracting plan that provides maximum practicable opportunity for subcontracting with

small and small disadvantaged businesses. The percentages for each socioeconomic group are advertised with the solicitation. For goals proposed by the Offeror that are less than the solicitation recommended goals, the Offeror needs to provide sound rationale why the recommended goals cannot be met or exceeded. To evaluate the threshold of \$700,000, the amount of the basic contract and all options are included. Subcontract plans are negotiated and require approval of the contracting officer prior to contract award. A contractor's prior performance under a subcontracting plan is reviewed along with other past performance information for new awards.

### **DOD Mentor Protégé Program (MPP)**

This program provides opportunities for large prime contractors with an active subcontracting plan to provide mentoring to a certified small business firm. This program is described in the Department of Defense Federal Acquisition Regulations Appendix I and <http://www.acq.osd.mil/osbp/sb/programs/mpp/>

### **Indian Incentive Program**

If the contract so authorizes, incentives are provided for prime and subcontractors that subcontract with an Indian organization, Indian-owned economic enterprise, Native Alaskan or Native Hawaiian small business concern. Eligibility requirements for these programs can be found at the following website: <http://www.acq.osd.mil/osbp/sb/programs/iip/eligibility.shtml>. The contractor may ask for 5% of the total subcontract award value by forwarding a request to the contracting officer prior to completion of the prime contract. The subcontract value must exceed the simplified acquisition threshold; currently \$150,000. The request is reviewed and forwarded to the DOD Office of Small Business Programs for approval and funding. See <http://www.acq.osd.mil/osbp/sb/programs/iip/>

### **ADDITIONAL SOURCES**

Access the following Web Sites to learn more about doing business with NAVFAC and DOD.

Naval Facilities Engineering Command Web Site [www.navfac.navy.mil](http://www.navfac.navy.mil)

DoN Acquisition One Source Web Site <http://www.secnv.navy.mil/rda/OneSource/>

Federal Acquisition Regulation (FAR) <http://www.acquisition.gov/far/>