



# **REQUEST FOR QUALIFICATIONS**

**for the**

## **Design/Build of the NAVY BUILD-OUT IN SEGMENT 2A1**

**RFP NUMBER: MDA947-01-R-0012**

**Issued By:**

**The Pentagon Renovation Office  
100 Boundary Channel Drive  
Arlington, VA 22202**

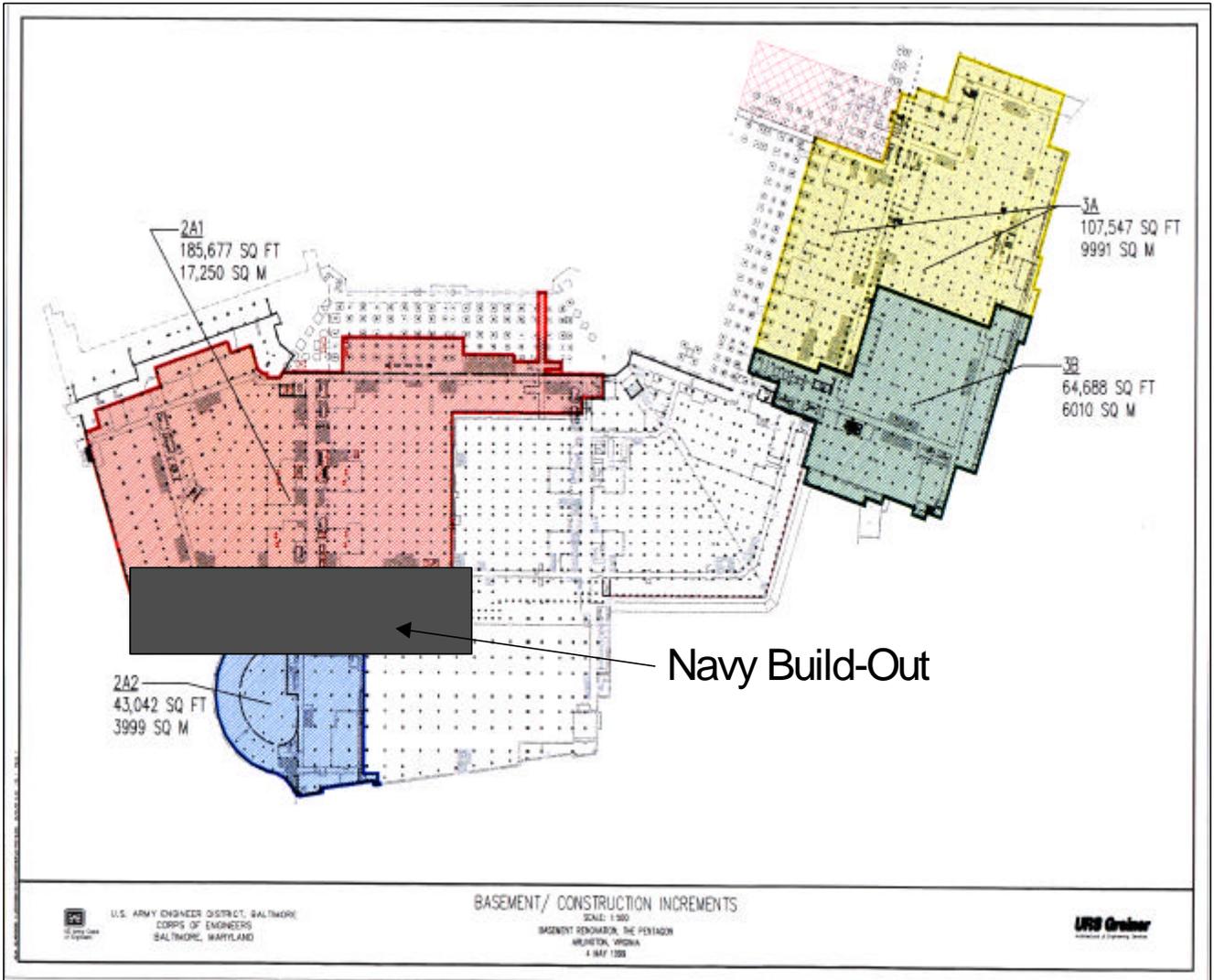
April 16, 2001

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### ATTACHMENT 1

# Site Map



## PREAMBLE

This preamble is provided for informational purposes only to assist offerors with understanding the unique features of this solicitation. It is not intended to address all of the requirements of the solicitation. In the event of discrepancies between the contents of this preamble and the solicitation, provisions within the solicitation will prevail.

**Overview.** This solicitation is for the qualifications phase (Phase I) of the design/build of the Navy Build-Out, an ancillary project to the Pentagon Renovation Program. This new office space renovation in segment 2A1 of the Pentagon basement will construct a modern facility and will upgrade electrical distribution to several areas of the Pentagon basement, that meets current health, fire and life safety codes.

**Background.** The Pentagon is one of the most recognizable buildings in the world. It has been inseparably linked with the United States military since its construction during World War II. The Pentagon is listed on the National Register of Historic Places and has been designated a National Historical Landmark by the Secretary of the Interior.

In the years since construction was completed in 1943, none of the Pentagon's original major building systems have ever been replaced or significantly upgraded. Renovation of the Pentagon involves the coordinated implementation of a number of related actions that will collectively address the building's condition. The renovation will provide a modern, flexible, efficient operating environment for the next 50 years.

Renovation of the Pentagon is being accomplished in several major increments. The construction of a new heating and refrigeration plant is complete, as is renovation of Basement Segment 1. Demolition and hazardous material abatement of most of the remainder of the basement is also complete. The first increment of above ground space renovation, Wedge 1, will be completed later this year. A design/build contract for renovation of the remaining wedges, Wedges 2-5, will be awarded this summer. Additionally, several ancillary projects are ongoing at this time. The largest of these projects is the design/build of the Remote Delivery Facility (RDF) which is in its final phase and will be completed this summer. A new Metro Entrance Facility (MEF) is also currently under construction. The design/build of a new Pentagon Physical Fitness and Readiness Facility is also under a two phased process by full and open competition with award expected in September 2001.

This acquisition represents another ancillary project for the design/build of new Navy office space. The new facility is needed to provide modern office facilities to a tenant, meet current health, fire and life safety codes, and provide reliable mechanical and electrical services.

**Contract Characteristics.** The Government intends to award a design/build, firm-fixed price contract with an award fee for this project. The incentive structure in the contract will facilitate and reinforce the partnering relationship that will be essential for the successful completion of this project. The contractor will maximize customer satisfaction, and therefore the award fee earned, by effective management, innovation, and establishment of a cooperative, effective partnership with the Government.

A two-phased, best value design-build selection process in accordance with Federal Acquisition Regulation (FAR) Part 36.3 will be utilized for this source selection. This solicitation, Phase I, is a section 8(a) competition Request for Qualifications. Successful offerors from Phase I will be invited to submit proposals in response to the Phase II Request for Proposals (RFP). Phase II offerors will be given the Government's total contract budget amount and asked to submit their best proposals within the stated budget.

**Guiding Principles.** The overarching goal for this acquisition is to design and build the Navy office space to levels of quality and functionality consistent with supporting a 50-year life span in a cost and schedule constrained environment. The Government seeks to work in an effective partnering relationship with the successful offeror to accomplish this goal.

**Challenges.** The successful design/build team will need creative solutions to address the following significant challenges:

- Managing the fixed budget to achieve acceptable levels of quality in the completed project
- Constrained site
- Construction adjacent to occupied, operational spaces
- Close coordination with other government contractors, in particular the Wedges 2-5 design/build contractor and other contractors working in the basement area

**Partnership.** The degree of success of this project will depend largely upon the nature of the relationship between the Contractor and the Government. The Government's intent is to work with the Contractor as an integrated team with common goals of improving quality, improving productivity, achieving cost savings, and achieving other economies and efficiencies across the full spectrum of performance. To the greatest degree possible, the Government intends to adopt commercial practices to accomplish these goals. The Government will provide the Contractor maximum flexibility to determine specific work methods that satisfy the performance based requirements in the contract. The Government expects the Contractor to take customer preferences into consideration, participate with the Government in continuous improvement activities (such as optimizing the phasing of the effort), and proactively address risks and challenges to project success. The Government also intends to work with the Contractor to devise and implement processes that are appropriate for this design-build project, that maximize efficiency, and provide the Government insight into project progress without an undue level of Government oversight.

**Conclusion.** This acquisition presents the design and construction community with an opportunity to participate in a partnership for the successful addition to an historic landmark known worldwide for the ongoing mission of its tenants. The result of this partnership will be a state-of-the-art facility that will support the Pentagon's tenants well into the 21<sup>st</sup> century.

## A-1 DESCRIPTION OF PROJECT AND SCOPE

**1.1 Identification of the Project Office** The Pentagon Renovation Program (PenRen) issues this Request for Qualifications (RFQ) soliciting qualifications from section 8(a) design-build teams interested in designing and constructing the Navy office space. PenRen, as design and construction agent for the Office of the Secretary of Defense, is the project office for this effort. The design and construction services described herein are being procured using total section 8(a) set aside competition.

All correspondence in conjunction with this solicitation should be directed to the Government's Point of Contact (POC) identified below:

Mark F. Piedmonte, Contracts Specialist  
Phone: (703) 693-2705  
Fax: (703) 693-8972  
E-mail: [piedmonm@army.pentagon.mil](mailto:piedmonm@army.pentagon.mil)

**1.2 Project Description** Phase I will be a competition based on qualifications to select up to three (3) offerors who will participate in Phase II of the source selection. In the Phase II solicitation the Government will provide existing conditions information, a statement of work, tenant information, and performance-based requirements, for the following:

- Office space for the Navy.
- Improve electrical distribution in the Pentagon basement.

The performance requirements will describe, by space type, the required level of performance of renovated systems and features. Some requirements will have both threshold levels of performance, and objectives.

The contract effort will include: construction of barrier walls and temporary mechanical, electrical, and plumbing utilities to separate construction activity from on-going operations in adjacent areas of the basement; core and shell design and construction; tenant fit-out design and construction; and commissioning. The total gross square footage to be built is approximately 26,000. Sustainable design and life cycle considerations should be incorporated into all aspects of the project. Automated building controls, security equipment, furniture, tenant move services, and information management and telecommunication equipment installation are being provided from existing government contracts. The contractor will be required to work closely with these other government contractors to integrate effort and manage the overall schedule for the project, and with PenRen to coordinate tenant-related activities.

### 1.3 Notional Project Schedule

Activity	Start	Complete
Design	Oct 2001	Apr 2002
Construction	Dec 2001	Dec 2002

## A-2 CONTRACT CHARACTERISTICS AND SOURCE SELECTION PROCESS

**2.1 Overview of the Source Selection Process** A two-phase, best-value approach will be utilized for this source selection. Phase I consists of a Request for Qualifications (RFQ) and Phase II consists of a Request for Proposals (RFP).

In Phase I, design-build teams will be asked to submit qualifications to the Government, which will subsequently select up to three (3) of the most highly qualified offerors. Section A-3 describes the evaluation factors and procedures for the Phase I process.

The selected offerors from Phase I will be invited to submit a design approach, management approach, and pricing proposals for Phase II. Contract award will be made at the conclusion of Phase II to the offeror who presents the best overall value to the Government. This source selection, after evaluation of all the factors, may result in an award being made to an offeror that is not the lowest priced.

**2.2 Contract Characteristics and Award Fee Provisions** The Government intends to award a design-build, firm-fixed price contract with an award fee. Further details will be provided during Phase II of this solicitation.

**2.3 Acquisition Milestones** The following milestones will be adjusted as necessary.

### Phase I – Request for Qualifications

30 Mar 01	CBD notice issued
16 Apr 01	Issuance of RFQ
24 Apr 01	Industry Conference
16 May 01	Qualifications due from offerors
19 Jun 01	Complete evaluations & selection (down select up to three (3) offerors)

### Phase II – Request for Proposals

06 Jul 01	Issuance of RFP
06 Aug 01	Proposals due
11 Sep 01	SSA decision
14 Sep 01	Anticipated contract award

**A-3 PHASE I – REQUEST FOR QUALIFICATIONS (RFQ)**

**3.1 Advertisements** The official announcement of the project was published in the Commerce Business Daily on April 2, 2001.

**3.2 Industry Conference and Site Visit** An industry conference and site visit will held on or about April 24, 2001. Information regarding registration for the conference will be available on the Pentagon Renovation web site (<http://renovation.pentagon.mil>)

**3.3 Pre-Submission Inquiries** Submit inquiries, questions or comments electronically to the Government's POC identified in Section 1.1. All requests for information or clarification must be submitted by May 7, 2001. Unless the question deals with issues of a proprietary nature, responses to questions or comments will be posted to the Navy Build-Out page of the Pentagon Renovation web site (<http://renovation.pentagon.mil>). No hard copy reply will be issued.

**3.4 Date, Time & Place of Submission** Qualifications must be received at 100 Boundary Channel Drive, Arlington, VA 22202, by the Government's POC identified in Section 1.1, by 1:30 p.m., Wednesday, May 16, 2001. The Government POC will provide a receipt showing the time and date of delivery. Late submissions will not be accepted. All submitted materials will become the property of the Government and will not be returned.

**3.5 Submission Format** Proposals shall conform to the instructions in this section; significant deviation may result in the possible exclusion of such proposals from further consideration.

**3.5.1 Written Submission**

a. Number of Copies - Offerors shall submit an original and seven (7) copies of their qualifications as described herein.

b. Text - Text shall be at least single spaced, on 8 1/2 x 11 inch paper, with a minimum one inch margin all around. Pages shall be numbered consecutively. A page printed on both sides shall be counted as two pages. Submission as double-sided printing/copying on recycled paper is encouraged. No foldout pages shall be used. Pages submitted in excess of the page limitations stated throughout this document will not be evaluated.

c. Font Size - Print shall be of a minimum 12-point font size or a maximum 10 characters per inch (10-pitch, pica) spacing. Bolding, underlining, and italics may be used to identify topic demarcations or points of emphasis. Graphic presentations, including tables, while not subject to the same font size and spacing requirements, shall have spacing and text that is easily readable.

d. Binding - Originals should be submitted unbound. Copies should be submitted in economical, three-ring binders.

**3.5.2 Electronic Submission** In addition to the paper copies identified above, the offeror shall submit all proposal information in electronic format (3.5" PC based high-density diskette(s) or CD). Text and graphics portions of the electronic copies shall be in a format readable by Microsoft (MS) Office 97, MS Word 97. Data submitted in spreadsheet format shall be readable by MS Office 97, MS Excel 97. In case of conflict between the paper copy and the electronic copy of the proposals submitted, the paper copy shall take precedence.

**3.6 Confidential Information** The Freedom of Information Act (FOIA) and its amendments have resulted in an increasing number of requests from outside the Government for copies of contract qualifications and proposals submitted to federal agencies. If an offeror's submissions contain information that he/she believes should be withheld from such requestors under FOIA on the grounds that they contain "trade secrets and commercial or financial information" [5 USC§552(b)(4)], the offeror should mark its submissions in the following manner:

- The following notice should be placed on the title page: "Some parts of this document, as identified on individual pages, are considered by the submitter to be privileged or confidential trade secrets or commercial or financial information not subject to mandatory disclosure under the Freedom of Information Act. Material considered privileged or confidential on such grounds is contained on page(s) \_\_\_\_\_".
- Each individual item considered privileged or confidential under FOIA should be marked with the following notice: "The data or information is considered confidential or privileged, and is not subject to mandatory disclosure under the Freedom of Information Act".

**3.7 Submission Requirements** The following information shall be submitted:

**3.7.1 Past Performance**

a. Project Master List - Offerors shall provide the following project list: a list of all design and construction projects with a construction value over \$3,000,000 ongoing or completed by the General Contractor (GC) or Architect/ Engineer (AE) member of the team within the last five years. For each project, indicate if this project was one for which a relevance summary was submitted (see paragraph b). In addition, provide the following information for each project listed:

- Companies performing the project (GC, AE or both if design build) and company division/ business segment
- Name and location of the project
- contract type
- Brief description (maximum three sentences)
- Name and telephone number of the owner's representative most knowledgeable of the project
- Contract number for Government contracts
- Role on the project (Prime GC/CM/AE or subcontractor/subconsultant). If CM, indicate whether at risk or not at risk.

- Original and final total contract value
- Scheduled and actual start and completion dates
- Indicate if the offeror (included parent companies or affiliated firms) is a part owner in the constructed project
- If a subcontractor on the project:
  - function/service on the project
  - original and final value of the subcontract
  - contract type for the subcontract

There is no page limit for the Project Master List.

b. Relevant Project Summaries - Each offeror shall complete and submit summaries, as described below, for seven (7) projects from the Master Projects List. If the Offeror has less than seven (7) relevant projects, the Offeror shall submit as many relevant projects as it has. Of the seven projects, at least three must demonstrate relevant construction experience and at least three must demonstrate relevant design experience. The seven projects shall be selected in the following order of importance:

- Relevant design-build projects where the proposing general construction contractor (GC) and architect-engineer (A-E) worked together. (For projects where the GC and A-E have worked together, do not submit duplicate summaries from both the GC and A-E.)
- Relevant design-build projects performed by either the GC or AE with other firms.
- Any other relevant projects.
- Offerors without projects meeting the above stated thresholds should submit the requested information for the most relevant projects regardless of value.

“Relevant” projects are defined as those design and construction contracts ongoing or completed within the last 5 years with comparable levels of complexity to the Navy office space. These may include, but are not limited to, experience with: design/build project delivery, general office space similar in scope and magnitude to the proposed Navy office space, coordination with on-going adjacent construction, and construction within an occupied building. Multi-division or regionalized firms should submit projects performed by the division/business segment that would, if selected, perform the design/construction of this project. Projects performed by other divisions/business segments may be submitted but will probably be considered less relevant than projects performed by the division/business segment proposing on this project.

The most relevant projects are considered to be design/build of general office space similar in scope and magnitude to the proposed Navy Build-Out where the GC and A-E worked together.

For the relevant projects selected, offerors will summarize the following information in addition to the requirements identified in paragraph a. above, not to exceed one (1) page for each project (total 7 page limit):

- Describe the relevance to the Navy office space project
- Describe the project team composition (design/construction firms)

- Describe cost and schedule performance (include explanations for any cost and/or time growth experienced)
- Provide the date the Past Performance Questionnaire was requested and to whom it was sent (see paragraph c.).

c. Questionnaires – The Offeror shall initiate the Past Performance Questionnaires [RFQ Attachment 1] for each of the 7 projects selected in paragraph b. above. The Offeror shall request the owner’s representative most knowledgeable of the project from each project selected to complete and submit separate Past Performance Questionnaires [RFQ Attachment 1] directly to the Pentagon Renovation Program no later than the Qualifications Proposal due date.

### **3.7.2 Management Approach**

#### **3.7.2.1 Organizational Structure**

- a. Offerors shall provide an organization chart for their team for this project (showing organizational positions). This chart shall show lines of authority within the organization, as well as lines of communication between the project organization and 1) their corporate organizations, and 2) the Government.
- b. For each position on the proposed organization chart for the Navy Build-Out project describe the position, describe the responsibilities of the position, and describe how the position interfaces with others on the organization chart.
- c. Describe the proposed approach to manage the design and construction processes. At a minimum these should include quality control, schedule compliance, and cost containment.

#### **3.7.2.2 Technical Competence**

- a. Describe the relevant experience and technical qualifications of key members of the proposed design/build team. This experience should describe working with other members of the proposed team on similar relevant projects.
- b. Describe the technical qualifications of the principle designers proposed for this project. The description should include the name of their firm, their education, their years of experience overall, the years of experience with the firm, their technical discipline and year of registration, and any other experience relevant to the proposed project.
- c. Describe the qualification of the proposed construction management team, to include: their education, their years of experience overall, the years of experience with the firm, and any other experience relevant to the proposed project.

#### **3.7.2.3 Capacity to Perform**

Offerors shall demonstrate the capacity of the design build team to provide the manpower, management, and financial resources needed to successfully complete this project. Offerors shall demonstrate how the Navy Build-Out project fits within their known and projected workload, and describe their long-range plans for securing and maintaining the resources necessary to complete the project, both from in house or from subcontractors.

## **3.8 Evaluation**

### **3.8.1 Evaluation Factors**

**3.8.1.1 Factor Identification** – The Phase I evaluation will select up to three (3) most highly qualified offerors from the qualifications received in response to the Navy Build-Out Request for Qualifications using the following factors:

**Factor 1** - Past Performance

**Factor 2** - Management Approach

**3.8.1.2 Order of Importance** Past Performance is more important than Management Approach.

### **3.8.2 Factor Descriptions and Evaluation Criteria**

**3.8.2.1 Past Performance** Past performance will be evaluated as a measure of the Government's confidence in the offeror's ability to successfully perform this project based on demonstrated relevant and recent performance.

The Offeror's past performance will be evaluated based on the information received as part of the past performance questionnaires, phone interviews with identified customers on the project master list, project descriptions, and relevance summaries. The seven projects identified by the Offeror in paragraph 3.7.1b may not serve as the sole basis of evaluation of past performance. The Government reserves the right to obtain and utilize information obtained by the Government from sources other than those identified by the Offeror. The evaluation will consider the extent of the Offeror's relevant experience, ability to meet project 1) quality, 2) performance, 3) schedule, 4) technical requirements, 5) cost objectives, and 6) customer satisfaction.

**3.8.2.2 Management Approach** Management evaluation will assess the adequacy of the Offeror's proposed organizational structure and lines of authority, responsibility, and communication, the adequacy of the technical competence of the offeror's personnel, (key members, designers, and construction managers) and the adequacy of the offeror's plan for providing the necessary resources and efficiencies for this project. This factor will be evaluated as a measure of the Government's confidence in the Offeror's ability to effectively manage the project; communicate between the project, their corporate organizations, and the Government; provide technically competent personnel, and secure and maintain resources and efficiency over the term of the project.

**3.9 Special Notice to Offerors** Offerors are advised that the Government may utilize Einhorn Yaffee Prescott (EYP), Daniel, Mann, Johnson, & Mendenhall - 3D/International, Inc. (DMJM/3DI), Hayes Seay Mattern and Mattern (HSMM), Sebesta Blomberg, CEXEC Inc., and

Digital Systems International Corporation (DSIC) to assist during the source selection. The exclusive responsibility for source selection will reside with the Government. Proprietary information submitted in response to this solicitation will be protected from unauthorized disclosure as required by Subsection 27 of the Office of Procurement Policy Act as amended (41 U.S.C. 423) (hereinafter referred to as "the Act") as implemented in the FAR. These companies are bound contractually by Organizational Conflict of Interest and disclosure clauses with respect to proprietary information. Contractor personnel assisting in the proposal evaluation are procurement officials within the meaning of the Act, and will take all necessary action to preclude unauthorized use or disclosure of a competing Contractor's proprietary data.

#### **A-4 PHASE II – DESIGN, TECHNICAL AND PRICE PROPOSALS**

During Phase II, a Request for Proposal (RFP) to include design, technical and price proposals will be issued up to the three (3) most highly qualified offerors selected during Phase I. It is the Government's intention to offer a \$10,000 stipend for the development of the Phase II proposal. The stipend will be paid 30 days after contract award.

The offerors selected in Phase I shall be required to demonstrate their ability to obtain the required performance and payment bonds for the project as part of their response to the RFP. The contract awardee shall be required to obtain performance and payment bonds. For planning purposes, the Government estimates the cost of the Navy Build-Out to be approximately \$5,000,000.

The evaluation factors (and any sub-factors), evaluation criteria, and submission requirements upon which the contract award will be based will be described in the Phase II RFP

#### **A-5 CLAUSES AND OTHER REQUIRED INFORMATION**

These clauses are applicable to Phase I only. The contracting clauses applicable to Phase II will be provided in the RFP.

##### **5.1 Clauses**

##### **Solicitation Provisions Incorporated by Reference (FAR 52.252-1) (FEB 1998)**

This solicitation incorporates the following solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text of the provisions available. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a clause may be accessed electronically at this address: <http://farsite.hill.af.mil>.

**a. FEDERAL ACQUISITION REGULATION (FAR)(48 CFR CHAPTER 1)**

<b>Provision</b>	<b>Date</b>	<b>Title</b>
52.203-11	APR 1991	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions
52.204-3	OCT 1998	Taxpayer Identification
52.204-6	JUN 1999	Data Universal Numbering System (DUNS) Number
52.215-1	FEB 2000	Instructions to Offerors--Competitive Acquisition
52.219-14	DEC 1996	Limitations on Subcontracting

**b. DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENT (DFARS)(49 CFR CHAPTER 2)**

<b>Provision</b>	<b>Date</b>	<b>Title</b>
252.204-7004	MAR 1998	Required Central Contractor Registration

**5.2 Service of Protest (FAR 52.233-2) (Aug 1996)** Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Nancy Gunderson, Contracting Officer  
Pentagon Renovation Office  
100 Boundary Channel Drive  
Arlington, VA 22202

The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

**5.3 Other Required Information**

**a. Small Business Program Representations (See FAR 52.219-1)**

The North American Industry Classification System (NAICS) code for this acquisition is 233320.

The size standard for NAICS Code 233320 is \$27.5 million in average yearly sales over the last three complete fiscal years.

The Offeror shall identify if they qualify as a section 8(a) business under NAICS code 233320 in accordance with FAR 52.219-1

**b. Section 8(a) Award FAR 52.219-17**

As prescribed in 19.811-3(c), insert the following clause:

**Section 8(a) Award (Dec 1996)**

(a) By execution of a contract, the Small Business Administration (SBA) agrees to the following:  
(1) To furnish the supplies or services set forth in the contract according to the specifications and the terms and conditions by subcontracting with the Offeror who has been determined an eligible concern pursuant to the provisions of section 8(a) of the Small Business Act, as amended (15 U.S.C. 637(a)).

(2) Except for novation agreements and advance payments, delegates to the \_Pentagon Renovation Office the responsibility for administering the contract with complete authority to take any action on behalf of the Government under the terms and conditions of the contract; provided, however that the contracting agency shall give advance notice to the SBA before it issues a final notice terminating the right of the subcontractor to proceed with further performance, either in whole or in part, under the contract.

(3) That payments to be made under the contract will be made directly to the subcontractor by the contracting activity.

(4) To notify the Pentagon Renovation Office Contracting Officer immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern.

(5) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the cognizant Contracting Officer under the "Disputes" clause of the subcontract.

(b) The offeror/subcontractor agrees and acknowledges that it will, for and on behalf of the SBA, fulfill and perform all of the requirements of the contract.

(c) The offeror/subcontractor agrees that it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the SBA and the cognizant Contracting Officer of the Pentagon Renovation Office.

(End of Clause)

**c. Taxpayer Identification, DUNS, and Commercial and Government Entity (CAGE) Code**

The offeror shall provide its Taxpayer Identification Number as required by FAR 52.204-3 (see paragraph 5.1a), DUNS number as required by FAR 52.204-6 (see paragraph 5.1a), and CAGE code as defined in DFARS 204.72.

## PERFORMANCE QUESTIONNAIRE

Your assistance is requested in support of a source selection.

Please complete this Questionnaire and mail or send by facsimile [FAX (703) 693-8972] to:

Pentagon Renovation Program  
 Attn: Mark F. Piedmonte  
 100 Boundary Channel Drive  
 Arlington, VA 22202

Desired Response Date: 16 May 01

**When complete, the information on this form is SOURCE SELECTION SENSITIVE INFORMATION (41 U.S.C. 423) and shall be protected accordingly.**

### TO BE COMPLETED BY OFFEROR

1. CONTRACTOR NAME & ADDRESS:	2. CONTRACT NO.:
	3. CONTRACT INITIATION DATE:
	4. COMPLETION DATE:
	5. CONTRACT VALUE (with options): \$
	6. TYPE OF CONTRACT:
7. DESCRIPTION OF CONTRACT REQUIREMENTS:	

Please add a continuation page if additional space necessary.

### TO BE COMPLETED BY EVALUATING ORGANIZATION REPRESENTATIVE

**8. EVALUATION:** a. EVALUATOR'S NAME, POSITION ( Project Manager/ COR/ Other) AND ORGANIZATION:

b. EVALUATOR'S PHONE NUMBER:

c. MONTHS PERFORMANCE MONITORED BY EVALUATOR:

Please circle the response code for each topic (A – G) that best reflects your experience with this contractor.

**EX** = Exceptional

**S** = Satisfactory

**US** = Unsatisfactory

**VG** = Very Good

**MG** = Marginal

**N/O** = Not Observed

**A. Quality of Products and Services** - Assess the contractor's conformance to contract requirements, specifications, and standards of good workmanship (e.g., technical, professional, environmental, or safety and health standards).

**EX          VG          S          MG          US          N/O**

**B. Performance** – Assess the contractor's performance as the General Contractor or Architect/Engineer (as appropriate) for the project.

**EX          VG          S          MG          US          N/O**

**C. Schedule** – Assess the timeliness of contractor against the schedule of activities.

**EX          VG          S          MG          US          N/O**

**D. Technical Requirements** – Assess the contractor's ability to fulfill the technical requirements of the contract.

**EX          VG          S          MG          US          N/O**

**E. Cost Control** – Assess the contractor's ability to manage the contract budget and control costs.

**EX          VG          S          MG          US          N/O**

**F. Customer Satisfaction** – Assess the contractor's responsiveness to customer concerns and "user friendliness".

**EX          VG          S          MG          US          N/O**

**G. Overall Assessment.**

**EX          VG          S          MG          US          N/O**

If an Award Fee contract, what was the average Award Fee %?