

L.11 WBR TECHNICAL PROPOSAL INSTRUCTIONS – BUREAU OF APR 2001
1452.215-82 RECLAMATION

(a) General. The technical proposal shall be identified as Volume II of the offeror's proposal and shall be an orderly, specific, and complete document in every detail. It should be presented in a manner which allows it to "stand alone" without the need to reference other documents

(b) Use and Disclosure of Proposal Information. In accordance with the Use and Disclosure of Proposal Information -- Department of the Interior provision of this solicitation, offerors shall mark trade secret or confidential commercial or financial information contained in the proposal with the restrictive legends specified. The offeror shall also clearly and separately mark all proprietary information (as defined in FAR 3.104-3) contained in the proposal with the restrictive legend "Proprietary Information."

(c) Format and Content. The following format shall be utilized in preparing the technical proposal:

- (1) **Table of Contents.** The Table of Contents shall list all sections of the technical proposal. Any future amendments, additions, and/or revisions to the proposal shall be included in an updated Table of Contents;
- (2) **Technical Factors.** The proposal shall include information on the following technical factors:

Factor 1. EXPERIENCE

Factor 2. MASTER PLAN

Factor 3. PAST PERFORMANCE

Factor 1. EXPERIENCE

The Offeror shall furnish a list of its four (4) most recent Federal, State, local government or private sector (commercial) projects completed within the last seven (7) years that had critical completion timeframes and were similar in scope, complexity, and magnitude to the work required under this solicitation. List only those contracts that are comparable in scope or complexity (OR that have components of work that are comparable in complexity) to this solicitation, including pipe manufactured and installed in accordance with the allowable pipe options under Specification section 33 11 10. At a minimum, include the following information for each project:

- a. Name of project;
- b. Description of work and relevance to this project;
- c. Contract number (if applicable government award);
- d. Period of Performance;
- e. Name and address of the acquiring Government agency or commercial owner;
- f. Initial contract amount and final contract amount;
- g. Any problems encountered in performance of the work and corrective action(s) taken;
- h. Name(s), telephone number(s) and e-mail address(s) of references from the acquiring customer who may be contacted for further information.

The Government will consider a subcontractor's experience in addition to an Offeror's experience on a maximum of two (2) projects of the four (4) total projects required under this factor. For the Government to consider the relevance of a subcontractor's experience, the Offeror shall include a Letter of Commitment. The Letter of Commitment shall be signed by both the Offeror and subcontractor and shall demonstrate the commitment of both parties to this project.

Factor 1: Experience will be rated on a GO/NO-GO basis on the following minimum acceptability standard:

Minimum Acceptability Standard: Offeror demonstrates successful and comparable experience on four (4) total projects, including a minimum of two (2) as a prime contractor, within the last seven (7) years on projects that had critical completion timeframes and were similar in scope, complexity, and magnitude to the work required under this solicitation GO/NO-GO

Factor 2. MASTER PLAN

The offeror shall furnish a Master Plan for the project which at a minimum will address: key personnel, safety rating, and subcontracting strategies.

1) Key Personnel

The Offeror shall provide information for the Project Manager, Project Superintendent, and Pipe Foreman that demonstrates sufficient experience to adequately plan, schedule and execute the specified work, as well as, to proactively address issues and problems that could arise during the project. Provide the following information for the proposed key personnel:

- a. Resume information, which includes previous jobsite responsibilities on major contracts for individuals who will occupy the key function on this project. An individual may be proposed for more than one key role. The resume information shall include:
 - i. Name and the role and responsibilities for each key personnel.
 - ii. Education, background, experience, certifications, accomplishments, and other pertinent information that demonstrates their suitability for the work assigned to them.
 - iii. Include project names, locations, dates, details, position occupied, and description of duties for qualifying experience.
 - iv. Contact information (telephone and email) for three references from previous contracts.
- b. Identification of the availability of key personnel and percent of time anticipated onsite for the duration of the project.
- c. The offeror shall include a statement of assurance that the proposed primary personnel will be available for the work under this solicitation and that in the event a person named as the primary is not available, that the proposed alternative (include full name and all relevant information as required above for the primary personnel) will be utilized. Any substitution of key personnel after award shall be subject to approval by the Government.

2) Safety

The Offeror shall submit the following information:

- a. Average Experience Modification rate (EMR) on the offeror for work accomplished in the last three (3) years. This should be in the form of documentation from the offeror's insurance company.

The offeror's demonstrated safety history will be evaluated by the EMR ratings below. The offeror's EMR must be less than 1.05 or the offer will be considered unacceptable.

EMR	RATING
1.30 – 2.05	Poor
1.05 – 1.29	Inadequate
0.82 – 1.04	Fair
0.72 – 0.81	Effective
0.50 – 0.71	Superior

3) Subcontracting

The offeror shall provide a detailed approach to managing and monitoring subcontractor performance and quality and discuss their approach to meeting subcontracting goals. The contracting officer has determined the following minimum subcontracting goals (percentages of total planned subcontracting dollars, **exclusive of Indian Preference**) for this solicitation:

1. Small Businesses – 44.5%
2. Small Disadvantage Businesses – 5%
3. Woman-owned Small Businesses -- 5%
4. Historically Under Utilized Business Zone Small Businesses -- 3%
5. Service Disabled Veteran-owned Small Business -- 3%

For Large Business Offerors:

Identify, in terms of ~~dollar value and~~ percentage of total proposed price, the extent of work you will perform as the prime contractor. State the extent of work you plan to subcontract to large business, small business (SB), small disadvantaged business (SDB), women-owned small business (WOSB), HUBZone small business (HUBZone), and service-disabled veteran-owned small business (SDVOSB).

For Small Business Offerors:

Identify, in terms of ~~dollar value and~~ percentage of total proposed price, the extent of work you will perform as the prime contractor. State the extent of work you plan to subcontract to large business, small business (SB), small disadvantaged business (SDB), women-owned small business (WOSB), HUBZone small business (HUBZone), and service-disabled veteran-owned small business (SDVOSB).

For Joint Ventures – Teaming Arrangements:

If you are submitting an offer as a joint venture or a teaming arrangement, identify, for each member of your joint venture or team, whether the member is a large business, SB, SDB, WOSB, HUBZone, or SDVOSB; and the dollar value of the work to be performed by each member of your joint venture or team.

The Government will evaluate your joint venture or team as either a large business or small business based upon the information provided in subparagraph directly above.

Factor 2: Master Plan will be evaluated on a GO/NO-GO basis on the following minimum acceptability standard:

Minimum Acceptability Standard: Offeror's master plan clearly demonstrates 1) proposed primary and alternate key personnel through their education/training and experience has the necessary skills to perform each role for which the individual is proposed, including a statement of assurance that each individual will be available for the work under this solicitation, 2) Offeror has an EMR that is less than 1.05 and 3) Offeror proposes positive efforts

and commitments to subcontract with SB, SDB, WOSB, HUBZone, and SDVOSB. GO/NO-GO

Factor 3. PAST PERFROMANCE

The reference information provided for each project submitted under Factor 1: Experience may be used to evaluate past performance information. In addition, offerors should request Past Performance Questionnaires (PPQs) be completed by the offeror's previous customers for each project listed under Factor 1: Experience. The offeror should submit the PPQs to their references and have the references complete and return the questionnaires via email to mburgio@usbr.gov by the date and time indicated on the form. The PPQ is included in Section J, Attachment No. 6: Past Performance Questionnaire.

The Government will consider a subcontractor's past performance in addition to an Offeror's past performance on a maximum of two (2) projects of the four (4) total projects required under this factor. For the Government to consider the relevance of a subcontractor's past performance, the Offeror shall include a Letter of Commitment. The Letter of Commitment shall be signed by both the Offeror and subcontractor and shall demonstrate the commitment of both parties to this project.

The Government shall consider the information provided by the references and reserves the right to obtain information for use in the evaluation of past performance from any and all sources including sources outside the Government.

Factor 3: Past Performance will be evaluated on a GO/NO-GO basis on the following minimum acceptability standard:

Minimum Acceptability Standard: Government has a reasonable expectation that the offeror will successfully perform the required effort based upon offeror's past performance. GO/NO-GO

In accordance with FAR 15.305 (a) (2) (iv), offerors with no relevant past performance history, or for whom information on past performance is not available, will result in a neutral rating (i.e. not rated favorably or unfavorably). In the context of GO/NO-GO, neutral shall be considered GO.