

REQUEST FOR QUOTATION <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET ASIDE		PAGE OF PAGES 1 OF 65
1. REQUEST NO.	2. DATE ISSUED 07/07/2020	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY NPS,			6. DELIVERY BY (Date) 09/24/2021	
			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
			9. DESTINATION	
5b. FOR INFORMATION CALL: (No collect calls)			a. NAME OF CONSIGNEE NPS, Commercial Service Prgrm WASO	
NAME		TELEPHONE NUMBER		b. STREET ADDRESS
		AREA CODE	NUMBER	
8. TO:				
a. NAME		b. COMPANY		
c. STREET ADDRESS			c. CITY Washington	
d. CITY		e. STATE	f. ZIP CODE	d. STATE DC
				e. ZIP CODE 20240
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 08/06/2020 1200 ET		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.		

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Provide all labor, materials and travel to provide comprehensive condition assessments that identify maintenance requirements and provide cost estimates of real property related to commercial visitor services. This includes but is not limited to lodging, restaurants, housing, transportation, ferry services, retain marinas, golf courses, maintained landscapes and others in the private sector or the National Park Service (NPS). Work shall be done in accordance Parts A through C consisting of 65 pages. Questions must be submitted in writing received on or before July 24, 2020 The Request for Quote is set-aside for a Small Continued ...				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations are are not attached

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER					
b. STREET ADDRESS			16. SIGNER		
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE
					AREA CODE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
140P2120Q0016

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
00010	<p>Business NAICS Code 541611. The Size Standard is \$16.5 million average annual receipts for the last three years.</p> <p>The Government anticipates awarding between up to five Blanket Purchase Agreements on or before September 25, 2020. Legacy Doc #: NPS Period of Performance: 09/25/2020 to 09/24/2021</p> <p>Condition Assessment Product/Service Code: R799 Product/Service Description: SUPPORT- MANAGEMENT: OTHER Delivery: 09/24/2021</p>				

PART A – CONTINUATION SF1449

SUPPLEMENTAL INFORMATION

This procurement is a total Small Business Set-Aside under NAICS Code 541611, Administrative Management and General Management Consulting Services with a size standard of \$16.5 dollars average annual receipts.

The price schedule applicable to this Blanket Purchase Agreement (BPA) is available in Attachment 1, Supplies or Services and Price/Costs. Call Order Pricing shall be calculated based upon labor rates no greater than those set forth in Attachment 1.

The Government will award up to five (5) Blanket Agreements as a result of this Request for Quotation.

Submitted quotes shall be valid for 90 calendar days from the date specified for receipt of quotes.

STATEMENT OF WORK

1.1 BACKGROUND

The National Park Service (NPS) Commercial Services Program is responsible for the oversight of commercial visitor services in the national parks authorized by concession contracts, commercial use authorizations (CUAs), and leases. A wide range of activities and services are provided through these instruments.

A concession operation is a way of providing commercial visitor services such as food, lodging, and retail through a third party (concessioner) within a national park. These services, provided through the use of concession contracts, must be necessary and appropriate for visitor use and enjoyment.

This Blanket Purchase Agreement (BPA) identifies the types of services the NPS will require to provide comprehensive condition assessments. The specific requirements of each project will be identified in the Call Order issued under the BPA.

1.2 PURPOSE

The NPS needs a Contractor to conduct comprehensive condition assessments which will provide the NPS with asset life cycle information, deferred maintenance, preventative maintenance, recurring maintenance, and component renewal tasks and costs required to maintain facilities over the terms of the concession contracts. If applicable, depreciation (required for Possessory Interest (PI) and Leaseholder Surrender Interest (LSI) negotiations), and future expenditures that may qualify for LSI are also needed and this information identified.

1.3 SCOPE OF WORK

The Contractor shall provide all labor, materials and travel to provide comprehensive condition assessments that identify maintenance requirements and provide cost estimates of real property related to commercial visitor services. This includes, but is not limited to lodging, restaurants, housing, transportation, ferry services, retail marinas, golf courses, maintained landscapes and others in the private sector or the NPS.

The below is a general overview of the services that are required to assist the NPS in the development and analysis of comprehensive condition assessments. The full specification for each is identified below.

- Conduct a Real Property Condition Assessment
- Verify inventory data for all Assets identified
- Identify and validate the component inventory and provide life cycle requirements
- Identify deficiencies and maintenance requirements over a 25-year period
- Estimate costs, both new construction and replacement costs using RS Means®
- Provide an Executive Summary
- Provide Asset Narrative
- Complete Insurance Specifications
- Complete Seismic Assessments
- Complete Accessibility Surveys

- Provide representative photographs of assets and deficiencies
- Validate, update or create drawings of identified assets
- Other assessments as required (e.g. maintained landscapes, marinas, golf courses, utilities, hazmat, etc.)
- Complete all workbook at appendices
- Provide cost estimates for Concessional Facility Improvement Plan (CFIP)

The Contractor shall conduct a visual inspection of all components (e.g. structural, civil, mechanical, plumbing, and electrical) for each Asset in Appendix I. Identify and document current condition, remaining life, deferred maintenance and future maintenance requirement (preventative maintenance and component renewal tasks and costs) for each Component for a 25-year period.

The below paragraphs detail the types of services the NPS will require. The detail provided for each service is not all-inclusive, but representative of the range of the work that could be required depending on the requirements of the specific Call Order.

Many of these services build on each other to conclude with a thoughtful, complete, and accurate Executive Summary. Some Call Orders may require the consultant to perform only one or two of the services while others may require all described services.

The NPS may require travel including at times travel to remote locations, some of which require travel on foot, boat, or other conveyance. Travel needs and locations will be identified in the Call Order.

A. **RESPONSIBILITIES**

Contractor and the NPS responsibilities follow:

1. **Contractor**

- Assign a single point of contact and coordination for the project. This person must be present for the entire site visit and be authorized to make project management decisions during the entire project
- Adhere to all requirements, schedules and deliverables as outlined in this Scope of Services
- Notify the CO and COR of missing NPS documentation
- Provide own transportation during site visits
- Provide alternate methods of communication (e.g. handheld two-way radios) when cellular coverage is unavailable
- Notify the COR of conditions that fall outside of this Scope of Services
- Do not enter secured spaces (money counting rooms, manager offices, etc.), residential living quarters or guest lodging without Concessioner or NPS escorts
- Do not enter permit-required confined spaces
- Do not enter spaces suspected of containing hazardous materials such as but not limited to asbestos (exposed, un-encapsulated, or unprotected), animal feces, polychlorinated biphenyl (PCB) or where unstable or

- unsafe conditions are known or suspected to exist. Notify the COR immediately and suspend the assessment where the condition exists.
- Notify the NPS of any special tools they may require during the site visit.

2. NPS

- Provide maps, drawings, etc.
- Participate in pre-site meetings
- Coordinate and provide access during the site visit
- Coordinate communication and/or assistance between the Concessioner and Contractor
- Provide inspection escorts for secured spaces (money counting rooms, manager offices, etc.), residential living quarters and guest lodging
- Notify Contractor in advance of the site visit if requested tools are available
- Notify the Contractor prior to the site visit of any known hazardous materials, unstable conditions, permit required confined spaces, or other spaces or areas determined to be unsafe

B. APPLICABLE LAWS, CODES AND POLICIES

The Contractor must conduct all condition assessment activities in compliance with current applicable laws, codes and policies. The links listed below, are provided for your convenience; however, the NPS assumes no responsibility for any broken or inaccessible links. Applicable laws, codes and policies include but are not limited to the following:

1. Executive Order 13327 – Federal Real Property Asset Management:
https://www.doi.gov/sites/doi.gov/files/migrated/pam/programs/asset_management/upload/ExecutiveOrder13327.pdf
2. NPS Policy: <https://www.nps.gov/applications/npspolicy/index.cfm>
3. The Secretary of the Interior’s Standards: <https://www.nps.gov/tps/standards.htm>
4. Facility Standards for the Public Building Service:
<http://www.gsa.gov/portal/content/104821>
5. Architectural Barriers Act Accessibilities Standard (ABAAS):
<https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/aba-standards>
6. International Building Code (IBC): <http://www.iccsafe.org/codes-tech-support/codes/2015-i-codes/ibc/>
7. International Existing Building Code (IEBC):
<http://publicecodes.cyberregs.com/icod/iebc/index.htm>
8. FEMA Rapid Visual Screening of Buildings for Potential Seismic Hazards:
<http://www.fema.gov/media-library/assets/documents/15212>

9. National Electric Code (NEC): <http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=70>
10. National Fire Protection Agency Standards (NFPA): <http://www.nfpa.org/codes-and-standards>
11. UNIFORMAT II, Level III: http://www.ct.gov/dcs/lib/dcs/uniformat_ii_report.pdf
12. NPS “Cost Estimating Requirements” handbook: https://www.nps.gov/dscw/upload/CostEstimatingHandbook_2-3-11.pdf
13. NPS “Class C Construction Cost Estimate” Template: <https://www.nps.gov/dscw/dbbpredesign.htm>
14. Building Owners and Managers Association (BOMA) International Exterior Gross Area: https://www.techstreet.com/boma/standards/boma-2018-gross-areas-standard-methods-of-measurement-ansi-boma-z65-3-2018?product_id=2035805
15. 1965 Concession Policy Act, (Public Law 89-249) <https://www.govinfo.gov/content/pkg/STATUTE-79/pdf/STATUTE-79-Pg968-3.pdf>
16. National Park Service Concessions Management Improvement Act of 1998 (Public Law 105-391, Title IV) <https://www.congress.gov/105/plaws/publ391/PLAW-105publ391.pdf>
17. 36 C.F.R. Part 51 https://ecfr.io/Title-36/cfr51_main
18. 36 C.F.R. Parts 17 and 18 (Leasing) <https://www.law.cornell.edu/cfr/text/36/chapter-I>
19. Occupational Safety and Health Administration (OSHA) General Requirements <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.132>
20. Occupational Safety and Health Administration (OSHA) Safety and Health Regulations for Construction <https://www.osha.gov/laws-regs/regulations/standardnumber/1926>

C. **TASKS**

For each Task, the Contractor shall complete a workbook section which has an associated Appendix Number. Appendices are Numbered I through IX and specific requirements for each Appendix are identified below. An electronic version of the workbooks is provided as an attachment.

Conduct a visual inspection of all Components (e.g. structural, civil, mechanical, plumbing and electrical) for each Asset in Appendix I. Identify and document current condition, remaining life, deferred maintenance and future maintenance requirements (preventative maintenance, recurring maintenance and component renewal tasks and costs) for each Component for a 25-year period.

Required Tasks

The Contractor must complete the following tasks, refer to Condition Assessment and Appendix I for specific task instructions:

- Validation of NPS Asset Inventory
- Identification of Component Inventory
- Identification of Location and Remoteness Factors
- Identification of Deferred Maintenance and Maintenance Requirements
- Cost Estimating
- Photographs
- Executive Summary

Other Tasks (identified on Appendix I)

- Drawings
- Site Plans
- Asset Narratives
- Accessibility Survey

D. SITE VISIT

The requirement to conduct a Site Visit will be identified in the individual Call Order.

1. Pre-Site Visit Coordination

The COR will arrange a teleconference between the NPS and the Contractor after Call Order award and prior to the site visit to discuss:

- Site visit logistics
- Inspection schedule and staffing requirements for the site visit
- Access to buildings and structures
- Additional information the Contractor needs
- Contractor responsibilities
- Tools (e.g. ladders) required by the Contractor that cannot be practically transported to the site by the Contractor

The Contractor as soon as possible and no less than two (2) weeks prior to the site visit, must submit a daily site inspection schedule to allow NPS to:

- Confirm the availability of NPS and Concessioner staff to accompany Contractor team(s)
- Provide advance notice to residents/occupants and Park staff

2. **Site Visit Meeting**

The Contractor must attend a project kick-off meeting on the first day of the site visit and daily round-up meetings.

Project kick-off meeting consists of:

- Introduce NPS and Concessioner staff to the Contractor's inspection team
- Identify NPS, Concessioner and Contractor site visit Points of Contact (POCs) for scheduling, clarification and guidance
- Review logistics
- Verify the daily inspection schedule
- Confirm access to buildings and structures
- Coordinate Contractor site visit requests
- Participate in park specific safety briefing
- Participate in any park or project specific training session necessary to address specific and unique issues
- Schedule daily "round-up" meetings between the NPS, the Contractor and the Concessioner to review site visit progress, discuss access-related issues, provide an opportunity to ask questions and provide answers and/or clarification

Daily round-up meetings:

- Review site visit progress, discuss access-related issues and provide an opportunity to ask and answer questions
- Brief and provide the NPS a list of Immediate Personal Hazards IPH findings

E. **REAL PROPERTY CONDITION ASSESSMENT (CA)**

The CA shall include a comprehensive visual inspection of the structure, mechanical, plumbing, electrical, and other components of each Asset identified on the Real Property List provided by the National Park Service (Appendix I) for the purposes of determining current condition, remaining life and future maintenance requirements. The Contractor must also assess and document building code violations, deficiencies, and complete life-cycle maintenance requirements, including requirements related to seismic activity, structural fire, insurance, life safety, and accessibility.

F. **FIELD VERIFICATION OF ASSET INVENTORY (Appendix I)**

The Contractor shall identify asset inventory or validate existing asset inventory data for all Assets identified in the Real Property List which includes:

Task and Methodology

- (1) Validate the list of Real Property assigned to the concessioner in Appendix I is complete and accurate. COR approval is required to add or delete Real Property.
- (2) Verify dimensions and quantities.
 - (a) Determine the appropriate unit of measure by referencing the Asset Type Code in accordance with Appendix I for each Asset and cross-reference to the chart below.

Asset Type Code	Asset	Unit	Description
1100	Roads	MI	Miles
1300	Parking Area	SF	Square Feet
2100	Trail	LF	Linear Feet
3100	Maintained Landscape	AC	Acres
4100	Building	SF	Square Feet
5100	Water System	GPD	Gallons Per Day
5200	Waste Water System	GPD	Gallons Per Day
5300	Heating and Cooling Plant	EA	Each
5400	Electrical System	kWh	Kilowatt
5500	Communication System	EA	Each
5700	Fuel System	GAL	Gallons
5800	Solid Waste/Recycle System	CY	Cubic Yard
6200	Constructed Waterway	MI	Miles
6300	Marina/Waterfront System	LF	Linear Feet
7900	Amphitheaters	Seat	Seats

- (b) Determine or calculate the area, containment capacity, system design capacity or count as required by the Asset Type Code chart above for each Asset in Appendix I.
 - i. Building Area (4100) - Calculate the areas for all buildings using the Building Owners and Managers Association (BOMA) International” Exterior Gross Area methodology.
 - ii. Structures (4100) – Calculate the areas for all utilitarian structures (open sided hay barns, car ports, ramadas, picnic shelters, etc.) using the BOMA standards. Consult with the COR for a determination on the calculation methodology to use when BOMA standards cannot be used.

- iii. Systems – Verify containment capacity and system design capacity for assets such as fuel tanks, electrical systems, water systems, wastewater systems, and other system quantities as defined in the Asset Type Code list using the listed UOMs.
 - iii. Other – Other system quantities, as defined above in the Asset Type Code list, should be verified using the UOMs as listed. Utilize best industry practices for determining other quantities best industry practices to determine other quantities.
- (c) Record this information in the “Verified Quantities” column in Appendix I.

- (3) Mark all changes, corrections and additions to Appendix I in red text.
- (4) Document the rationale for changes in the Comments and Changes column.

Deliverables are identified in Appendix I
An updated Appendix I – Real Property List

G. **IDENTIFY LOCATION AND REMOTENESS FACTORS (Appendix I)**

Task and Methodology

- 1. Consult with the park to determine which R.S. Means® City Cost Index (CCI) to use for the location factor.
- 2. Determine the remoteness factor for each park area formulas follows:
 - (a) Standard formula:
 - i. Estimate the distance between the CCI (as identified in II.B..1) and the park area.
 - ii. Divide the distance by 10 and multiply by 1%.
 - iii. Add 1.00 to the result from b
 - iv. Consult with the park to confirm the remoteness factor is in line with other park projects in each area.
 - v. Example:
 - (aa) The distance between Miami and Flamingo, FL (park area) is 75 miles.
 - (bb) $(75/10) \times 1\% = 7.5\%$
 - (cc) Record the remoteness factor as 1.075

- (b) Special circumstances:
- i. Consult with the park when travel time is greater than four hours or special transportation needs such as boat, helicopter or hike in are required.

Deliverables – Appendix I

Enter the location and remoteness factors for each park area in Appendix I in the Area table.

H. IDENTIFY OR VALIDATE EXISTING COMPONENT INVENTORY AND PROVIDE LIFE CYCLE REQUIREMENTS (Appendix II)

Tasks and Methodology

Inventory and identify all Components in Appendix II (Component Inventory & Life Cycle Analysis) using Uniformat II Level 3 for each Real Property identified in Appendix I.

- (1) Estimate each Component's Remaining Life based on the Contractor's professional opinion, taking into account the Component's current condition, environmental factors, use and operating season and any observable, documented, or obtainable evidence of service history.
 - Remaining Life is estimated through an observable (i.e. non-invasive/non-destructive) inspection of each Component.
 - The determination of Remaining Life is a point-in-time estimate at the time of the CA site visit prior to any deficiencies being cured.
- (2) Use R.S. Means® references to estimate each Component's Design Life. Consult park and concessioner staff when estimating Design Life for Components which operate under unique conditions.
- (3) Identify the replacement schedule for each component considering age, use, Design Life and Remaining Life.
- (4) Complete each Component's Description using the Uniformat II, Level 3 element description and Component name (see examples below):
 - Floor Finishes - Carpet
 - HVAC - Heat Generating System
 - Plumbing Fixture - Water Closet
 - Exterior Doors - Aluminum Overhead Door
 - Domestic Water Distribution - Water Heater
- (5) Complete each sub-Component's Description using the Component's name from above and sufficient detail to identify what and where each sub-Component is (see examples below):

- Carpet on wood stairs leading to Training Room 102 at west side of building and in the Training Room.
 - Emergency exit signs, above entry/exit doors on the north wall of the retail space and east wall of the storage room.
 - Forced Air Furnace 24,000 BTU located in crawl space
 - Water closet, porcelain 2-piece, wall mounted, in guest rooms 411, 412, 413 and 414.
 - Aluminum overhead 4-panel door measuring 120 x 96 in., factory finish with lock on lever handle. Located in the center of the east wall of the boat storage facility.
- (6) In the event that a NPS Facility Management Software System (FMSS) defined UOM does not align with the industry standard, convert the industry standard UOM to the NPS FMSS defined UOM, and state the industry standard UOM and Quantity in the description.
- (7) Leave the cost information columns blank. This information will populate automatically when Appendix IV is completed.

Deliverables – Appendix II

Completed Appendix II – Component Inventory & Life Cycle Analysis

I. DEFICIENCIES AND MAINTENANCE REQUIREMENTS (Appendix III)

Document work orders for existing conditions, recommend corrective measures, and prepare cost estimates for all deficiencies, maintenance, and component renewal requirements (component renewal (CR), preventive maintenance (PM), component renewal deferred maintenance CRDM), recurring maintenance (RM), recurring maintenance deferred maintenance (RMDM), legislatively mandated issues related to code (LMCO), accessibility (LMAC), fire (LMFS, life safety (LMLS)) identified during the site inspection for all Assets

The assessment might also require an underwater survey when a Marina is identified in Appendix I (see section Other Assessments).

Tasks & Methodology

Identify and document civil, structural, life safety, accessibility, mechanical, plumbing and electrical deficiencies and maintenance requirements for all Components identified and recorded in Appendix II for a 25-year period. Where several components can logically be addressed through the same work order activity, create a single work order (assigned to an Asset) to encompass that work, for example, paint all exterior siding, associated trim and other features. Refer to Attachment 3, “Condition Assessment Guide for Contractors” glossary for sub-work type and deficiency criticality definitions. Refer to Attachment 4, “Condition Assessment Inspection Guidance for Contractors” for inspection guidance. Document recommended corrective measures for all deficiencies. Findings that require design, planning, or compliance activities beyond this Scope of Services should be noted and summarized in the Executive Summary and Asset Narratives (if narratives are required).

- (1) Deficiencies – document all Immediate Personal Hazard (IPH) and Legislatively Mandated (LM) deficiencies regardless of cost. Document all deferred maintenance (DM), recurring maintenance deferred maintenance (RMDM) and component renewal deferred maintenance (CRDM) deficiencies with a cost to cure of \$250 or greater. In addition to specific building deficiencies also address deficiencies such as drainage impacting foundations, ponding water, vegetation abutting buildings, etc.
 - Determine deficiency priority (Critical, Significant, or Minor). Definitions are provided in Attachment 2, Condition Assessment Guidance.
 - Priority Year is the year the CA site visit occurs.
- (2) Future maintenance requirements
 - Priority Year is the year the activity first occurs. Priority Year format is YYYY or 2016, 2017, etc. (i.e. future maintenance requirements are sequenced based on the start year of the CA (2020) and siding needs to be done in 3 years, the priority year is 2023).
 - Frequency is how often the activity occurs (every six months is entered as .5, every year is 1, every five years is 5, etc.)
 - Components with a Remaining Life greater than 25 years should not have a component renewal work order in Appendix III. They may have preventive and/or recurring maintenance work orders
 - Do not include inspection work orders
- (3) Create individual work orders for each deficiency or maintenance requirement unless several components can logically be addressed through the same work order activity. Do not include inspection work orders. Examples are:
 - Paint all exterior walls and trim for Cabin 101
 - Prepare and paint all interior walls and trim in rooms 100, 101, 102, and 103
 - Repair exterior wood siding, prep and paint the siding of building 104
 - Replace all aluminum 2’x3’ windows in building 105
 - Replace sink, faucet and toilet in room 101
- (4) Use corrective action verbs such as MAINTAIN, IDENTIFY, CLEAN, REATTACH, CREATE, PREPARE, or INSPECT, etc. at the beginning of the Work Order Title (Short Description).
- (5) Include the following information in the Work Order Long Description:
 - WHAT work needs to be done, beginning with an action verb
 - WHAT the Component is
 - WHERE the Component is located in the facility (specify to the lowest level of the Asset hierarchy)
 - DETAILS on the item such as dimensions, materials, model or capacity
 - Floor, cardinal direction, room number and other details so the deficiency or maintenance requirement can be easily located

- WHY the action is needed or what is deficient (e.g. broken, missing, worn, or obsolete)
- Reference or cite the specific code (e.g. IBC, IEBC, ABAAS, NFPA, or NEC) noting the year, version, and section for code deficiencies
- Industry standard UOM and quantity if different than FMSS UOM

(6) Examples of acceptable Work Order long descriptions:

- Maintain 1.5-ton air conditioner unit located on the south side of building. Inspect belt alignment, check unit for excess vibration, pressure wash coils with cleaning solution and check refrigerant level.
- Repair a section of composite rub rail on the east corner of Dock A. The end of the finger of slip 85 has severe damage to the boards and dock structure is not adequately protected.
- Stain the interior wood panel walls of the 3 bedrooms and 2 bathrooms on the second floor.
- Remove and replace the cedar roof shingles covering the entire restaurant.
- Label panel per NEC code 110.22; 16"x34" Metal Panel Box, Electrical Sub Panel, 42 Breakers, 200 Amp/3 Wire System, Gould brand north end of basement by stairs room 006

(7) Leave the cost information columns blank. This information will populate automatically when Appendix IV is completed.

(8) Enter the photograph name for each IPH work order in Appendix III.

(9) Enter the photograph name for each DM, RMDM, and CRDM work order that is \$2,500 or greater in cost in Appendix III.

Deliverables – Appendix III

Completed Appendix III – Work Orders

J. COST ESTIMATING – RS MEANS® (Appendix IV)

Estimate the installation costs for each component in Appendix II and Work Order in Appendix III using Appendix IV – Cost Estimates. Appendix IV auto populates the cost data cells in Appendices II and III.

The Contractor must provide reference information to support every cost estimate that is recorded in Appendix IV (new construction and replacement costs) that supports the cost information in Appendix II and III in order that the National Park Service fully understands the basis and source of the estimate and can locate the cost data in RS Means® at a later date

Tasks & Methodology

- (1) For each Component in Appendix II, estimate the costs to install new Components using the latest available new construction cost data from the applicable RS Means® publications for direct costs only (i.e. labor, materials and equipment). Values should reflect the cost of materials and installation under new construction conditions.
- (2) For each work order in Appendix III, estimate the costs to complete using cost build-ups and data from RS Means® publications that cover maintenance and repair activities. When cost data from RS Means® publications is not available or applicable to the condition being costed, other unit cost-based publications may be used to develop cost build-ups. Include demolition and removal costs if applicable.

Deliverables - Appendix IV

A completed Appendix IV – Cost Estimates

K. EXECUTIVE SUMMARY (Appendix V)

The Executive Summary shall serve as a comprehensive overview for the National Park Service’s executive and management staff to review for each Concession contract (ConcID)¹. Its content shall be the consolidation of all data collected during the Condition Assessment Comprehensive (CAC) and reported in all appendices

Tasks & Methodology

Provide an Executive Summary of the CA findings at the portfolio level with an overview and section-by-section analysis. Use the Appendix V template for the Executive Summary. Distinguish between versions by placing the submittal date in the page footer at the end of the file name with the format “MM-DD-YY”. Include the following in the summary:

- Introduction - include the dates of the field survey, company name and address, names and addresses for any subcontractors, number of trips required, and project approach specifying the methodology used
- Major Findings - document major findings for all applicable Appendices
- Conditions Outside the Scope of Services – document work requiring design or other services outside the scope of this Call Order
- Applicable Codes, Regulations and R.S. Means References - documents versions used
- Cost Estimating Rationale
- IPH and LM Life Safety Issues
- Significant Critical and Serious Deferred Maintenance
- High Dollar Funding Requirements
- Special Report Summaries (e.g. seismic, accessibility)

¹ ConcID refers to the Park acronym (ABCD) + a 3-digit number (000) that designates a specific Concession Contract (ABCD000)

Deliverables - Appendix V

Appendix V – Completed Executive Summary

L. ASSET NARRATIVE (Appendix VI)

The Asset Narratives shall serve as a comprehensive summary of the findings for each Asset and will provide succinct, yet accurate descriptions of baseline facility conditions organized by discipline (e.g. structure, mechanical, electrical, structural fire, civil, accessibility, or landscaping components). Its content shall be the consolidation of data collected for each Asset reported in all appendices.

Tasks & Methodology

Provide a Narrative for each Asset as identified in Appendix I summarizing the CA findings at the Asset level with an overview and section-by-section analysis. Use the template (Appendix VI) format for the narrative. Distinguish between versions by placing the submittal date in the page footer at the end of the file name with the format “MM-DD-YY”. Include the following in the narrative:

- Asset Level Information
- Asset Narrative
- Utilities/Services/HVAC Description
- Notes/Significant Findings
- IPH and LM Findings
- Significant Critical and Serious Deferred Maintenance
- Special Report Summaries
- Interior/Exterior Photographs

Top-side Marina and Under Water Components

Provide a narrative including all requirements in III.C.1.a for each marina Asset and marina Component. Marina components include docks (e.g. Dock A, Courtesy Dock), Marina Gangways and Marina Walkways.

Maintained Landscape Components

Provide a narrative including all requirements in III.C.1.a for each maintained landscape Asset and maintained landscape Component. Maintained landscape components include features such as campground loops.

Golf Course Components

Provide a narrative including all requirements in III.C.1.a for each golf course Asset and golf course Component. Golf course components include individual courses (e.g. Red Course, Blue Course, and White Course).

Deliverables - Appendix VI

Completed Appendix VI - Narrative for each Asset identified in Appendix I.

M. **INSURANCE SPECIFICATIONS (Appendix VII)**

The Contractor shall populate an Excel ® template provided by NPS to document the feature composition of each building, fuel system, and marina Asset Type listed in the Real Property List. The information gathered will be used to update the Service real property assignment records and property insurance exhibits for facilities assigned to the concessioner.

Deliverables – Appendix VII

Completed Appendix VII – Insurance Specification for each Asset as required in Appendix I

N. **SEISMIC ASSESSMENT (Appendix VIII)**

Conduct a seismic assessment per the Federal Emergency Management Agency (FEMA) “Rapid Visual Screening of Buildings for Potential Seismic Hazards” process for Assets identified in Appendix I. Complete FEMA 154 Data Collection Form provided by NPS to identify, inventory and rank the risk of damage to buildings and structures that could result from a seismic event.

Identify which seismic inspection type (Low, Moderate or High) is applicable for the area in which the Asset is located and use the appropriate form in Appendix VIII.

Deliverable – Appendix VIII

Completed Appendix VIII – Seismic (FEMA Form 154) for each Asset as required in Appendix I.

O. **ACCESSABILITY SURVEY (Appendix IX)**

Tasks and Methodology

Survey each Asset as identified in Appendix I for accessibility compliance and deficiencies related to ABAAS. Use the appropriate survey form provided by NPS in Appendix IX to survey and document survey results. 5% of the guest lodging and employee housing accommodations must be accessible and 2% must provide accessible communication features (e.g. alarms, intercoms). Accessible units must be evenly distributed between the various types of lodging and housing units in the park.

- 4100 - Buildings:
 - Verify the availability of the required minimum number of accessible overnight accommodations
 - Survey the overnight accommodations identified as compliant based on the Assets identified in Appendix I
- 1100 – Roads, 1300 - Parking Lots and 3100 - Outdoor Areas
 - Verify the availability of the required minimum number of accessible public access areas, stable areas, campgrounds and parking spaces
 - Survey the public access areas identified as compliant based on the Assets identified in Appendix I

- 6300 – Marinas
 - Verify the availability of an accessible route to the marina
 - Verify the availability of the required minimum number of accessible boat slips
 - Survey the boat slips identified as compliant based on the determination of the COR

Include accessibility deficiencies that do not require design solutions in Appendix III. Cost accessibility deficiencies entered in Appendix III in Appendix IV.

Include a general summary of accessibility findings in Appendices V and VI (if required). Include compliance and code issues or deficiencies that require significant planning or design to remedy (e.g. construction of an accessible ramp) in Appendices V and VI (if required).

Deliverable – Appendix IX

Completed Appendix IX – Accessibility Survey for each Asset as identified in Appendix I. Appendices I, II, III, IV, V and VI (if required) updated with accessibility findings.

P. PHOTOGRAPHS

The NPS must be able to visualize each Asset through digital photographs (identified with watermarks) that provide comprehensive extensive exterior and interior images of each building as well as for each of its components (each room, each piece of major equipment, each bathroom or bathroom stall, etc.).

Provide color photographs in JPEG format with a minimum resolution of 1400 x 960 pixels of 960 x 1440 pixels. Proprietary RAW photographs (unprocessed data) are not acceptable.

Tasks & Methodology

- (1) Photograph the following for each Asset in Appendix I:
 - All exterior elevations and roofs (if accessible)
 - Representative sample of areas/rooms
 - Representative sample of major components
- (2) Photograph each IPH
 - No more than two digital images that illustrate each critical and serious Immediate Personal Hazards (IPH) and/or Legislatively Mandated deficiencies (LM)
- (3) Photograph each work order deficiency estimated to exceed \$2,500
- (4) Electronically label photographs using the following naming standard:

- ConcID.Asset Number.Photo Number.jpg
- Photograph name example: NACC001-89666-001.jpg
- (ConcID NACC001, Asset Number 89666 and photograph number 001)

Deliverable – Photographs

Digital photographs of the following:

- Assets in Appendix I (Exterior and Interior)
- Representative sample of areas/rooms
- Representative sample of Components in Appendix II
- IPH work orders
- Deficiency work orders exceeding \$2,500

Q. DRAWINGS

In order to efficiently conduct the condition assessment and prevent duplication of any of the work items herein, the Service will provide the contractor with an electronic and/or hard copy of drawings if relevant and if available. These drawings are for reference purposes only. If the Service has drawings from a prior CAC, the contractor will be required to validate accuracy. Should the contractor discover significant discrepancies between Service-provided data and the findings of the current assessment (e.g. differences between the Asset lists, inaccurate or missing information on Asset or site drawings, or inaccurate area calculations) new drawings may be required.

Tasks & Methodology

Create Asset drawings for each Asset as identified in Appendix I in the latest version of AutoCAD (1:1) model and PDF. Only AutoCAD (1:1), or the latest version, is allowed for use


- Format drawings for 8-1/2” x 11” sheets only if legible; otherwise format drawings for paper sizes not to exceed 11” x 17” sheets.
- Use the standard NPS master drawing sheet with title block in feet and inches.
- Use only black lines on a white background for PDF format
- Include drawing titles or labels on each site plan.
- Include a numerically labeled graphic scale with foot distance indicators.
- Include a true north arrow and a project north arrow.
- Electronically label drawings and site plans using the following naming standards:
 - ConcID.Asset Number.DrawingNumber.dwg
 - ConcID.Asset Number.DrawingNumber.pdf
 - Examples: VOYA002-89666-001.dwg and VOYA002-89666-001.pdf

Title Block

Each drawing must include a title block in the lower right corner that complies with the NPS Denver Service Center title block format. The title block must contain:

1. NPS Arrowhead
2. "Condition Assessment" and site visit date
3. "United States Department of the Interior"
4. "National Park Service"
5. NPS Region
6. Title of Project
7. Concession I.D. No.
8. Location within Park
9. Name of Park
10. Region, County, State
11. Drawing Number, if provided
12. FMSS Number
13. Drawing sheet numbers (1 of 2, 2 of 2, etc.)

A sample title block is shown below.

	CONDITION ASSESSMENT SEPTEMBER 2, 2015	TITLE OF PROJECT MAZAMA LODGING 1 (A)	DRAWING NO. _____
	UNITED STATES DEPARTMENT OF THE INTERIOR	CONCESSION I.D. NO. CRLA001	FMSS NO. 85475
	NATIONAL PARK SERVICE PACIFIC WEST REGION	LOCATION WITHIN PARK MAZAMA NAME OF PARK CRATER LAKE NATIONAL PARK <small>REGION COUNTY STATE</small> PACIFIC WEST REGION KLAMATH OREGON	SHEET 1 OF 2

NPS-Provided Drawings Verification

NPS provided drawings may include design or construction drawings and require removal of unrelated information/details. Identify any inaccurate or missing information between NPS provided drawings and current Asset conditions and update to reflect current conditions if required in Appendix I.

Assets - Buildings

Prepare a drawing for each building Asset as indicated in Appendix I. The drawings must be of sufficient detail to determine the size, general layout and square footage of the Asset. Drawings of elevations/façades and foundation plans are not required.

- Each floor, partial floor, basement and overall roof plan shall require a drawing
- Show penetrations related for HVAC, exhaust, skylights, chimney(s), vents and similar features on roof plans
- Treat full or partial basements and partial upper-story floors as separate floor plans
- Illustrate all windows, doors, interior and exterior walls (but not wall construction types), stairs (interior and exterior), handicapped ramps, primary structural systems (e.g. columns, posts) and building equipment (e.g. air conditioning units, baseboard/wall heaters, furnaces, boilers), plumbing fixtures (toilets, showers, sinks, hot water heaters and similar fixtures), electrical panels, fire alarm control panels, built-in casework, balconies, porches, stoops, patios and decks
- Use leader lines to document each Asset's exterior dimensions (length and width). Dimensions shall be of sufficient detail to determine the area or square footage of the building. Roof dimensions must extend to the outside edge of the soffit or eave extension and include roof overhangs. Indicate vertical heights

- (floor, eave, parapet and ridge heights) using elevation targets noted with height above the primary first or main finished floor elevation = 0'-0"
- Include a legend that identifies significant details on the drawings (e.g. cooling tower, bathroom vent, chimney, fire alarm control panel, communication equipment racks, etc.)
- Label rooms and spaces. Consult with NPS for numbering or naming conventions

Assets - Structures

Prepare a drawing for each Asset - Structure as indicated in Appendix I. These include major features such as sport fields or courts, bridges, carwash bays, concrete fuel containment systems (not ASTs), barns, trailer pads, AST slabs, roads, parking areas, utility/storage enclosures, and utility systems. The drawing(s) must illustrate the general layout and size of the Asset.

- Illustrate general layout, primary components, openings, walls and equipment (e.g. pumps, electrical installations)
- Use leader lines to document the Asset's exterior dimensions (length and width). Dimensions shall be of sufficient detail to determine the size or area of the structure. Indicate vertical heights using elevation targets noted with height above the primary first or main finished floor elevation or grade= 0'-0." (Note: heights shall be calculated in relation to above grade or finished floor depending on which one applies)
- Include a legend that identifies significant details on the drawings (e.g. fuel pump controls, railings, equipment racks, etc.)

Deliverables – Drawings

Drawings for each Asset as identified in Appendix I in pdf and .dwg format.

R. MARINAS

- Create an overall plan of the entire marina with individual Assets clearly noted and tied back to the detailed drawings for each Component.
- Create a drawing for each marina section (e.g. Dock A, Dock B and Dock C) and label all sub-Components (such as gates/railings, gangways, ramps, navigation lighting, markers, fuel/oil dispensers, tanks, utility chases/troughs and/or utility lines, utility pedestals, anchoring winches, fire protection systems, lighting, slips/finger structures, shade structures, attached roofing systems and different deck types)
- Include the dock and any related buildings or structures on the same drawing. Dimensions and notes shall apply to only that portion of the Asset or Component shown on the drawing.
- Use leader lines to document the Asset's exterior dimensions (length and width). Dimensions shall be of sufficient detail to determine the size or area of each Asset
- Include a legend that identifies significant details on the drawings (e.g. fuel pumps, winches, fire systems, transition plates, land assignment boundaries, etc.)

S. **MAINTAINED LANDSCAPE**

Create a drawing for each Maintained Landscape (e.g. individual campground loops) and label all sub-Components.

- Include a legend that identifies significant details on the drawings (e.g. drains, walkways, lighting, railings, land assignments boundaries, etc.)

T. **GOLF COURSE**

Create a drawing for each Component (e.g. Red Course, Blue Course and White Course) and label all sub-Components.

- Include a legend that identifies significant details on the drawings (e.g. drains, walkways, lighting, railings, land assignments boundaries, etc.)

U. **DELIVERABLE - DRAWINGS**

Drawings for each Asset as identified in Appendix I in .pdf and .dwg format.

V. **SITE PLANS**

Create a Site Plans for each area as identified in Appendix I – Site Plans.

Tasks & Methodology

Develop Site Plans in the latest version of AutoCAD (1:1) model and PDF.

- Format Site Plan(s) for 11” x 17” sheets
- Use the standard NPS master drawing sheet with title block
- Use black lines on a white background
- Electronically label site plans using the following naming standards:
 - ConcID.SitePlan.DrawingNumber.dwg
 - ConcID.SitePlan.DrawingNumber.pdf
 - Examples: VOYA002-UpperLake-001.dwg and VOYA002-UpperLake-001.pdf

Title Block

Each Site Plan must include a title block in the lower right corner that complies with the NPS Denver Service Center title block format. The title block must contain:

1. NPS Arrowhead
2. “Condition Assessment” and site visit date
3. “United States Department of the Interior”
4. “National Park Service”
5. NPS Region
6. Title of Project
7. Concession I.D. No.
8. Location within Park

9. Name of Park
10. Region, County, State
11. Drawing Number, if provided
12. Drawing sheet numbers (1 of 2, 2 of 2, etc.)

General Site Plan(s)

Create a general site plan that includes:

- Provide an overall Site Plan showing all the land assignments within a specific area (Old Faithful Area, South Rim Village, etc.). Smaller land assignments located within the larger area that requires their own site plans should be keyed to the overall Site Plan.
- Buildings/structures, sidewalks, roads, parking areas, retaining walls, fences, decks/patios and major utility systems (e.g. fire hydrants, lift stations, transformers) within the land assignment with labels
- Reference points outside the land assignment with labels, such as nearby roads, walkways and parking lots to enable a user to identify where the assigned areas are
- Above-ground utilities with labels unless doing so would obscure primary details such as buildings/structures or other site features. Note if the presence of a utility that obscures primary details
- All NPS and Concessioner assigned assets and utilities with labels within the boundaries of the assigned areas
- Utility services (e.g. transformers, water meter or shut-off, manhole cover, etc.) located outside the assigned area but relevant to the Concession Facilities
- Illustrate land assignment boundaries
- True north arrow
- Numerically labeled graphic scale with foot distance indicators.
- Legend that defines reference symbols including but not limited to land assignment boundaries, streams, shorelines, walkways, roads, trails and shaded or hatched areas.

Deliverable – Site Plans

Electronic site plan(s) for each Area as identified in III.B.1 in .pdf and .dwg format

W. OTHER ASSESSMENTS

The Contractor shall prepare other assessments as required for the Assets specified in the Real Property List. These reports are required for unique sites and/or facilities for which additional information is required to assess condition and identify special needs such as structural survey, hazardous materials survey, or a seawall assessment, golf course, maintained landscape, etc.

X. **MARINA UNDERWATER SURVEY**

Conduct an underwater survey for Assets as identified in Appendix I. The underwater survey does not include cleaning or repair of any underwater Components. The underwater survey is used to determine the condition of the Asset and its underwater Components.

Tasks & Methodology

Conduct the underwater survey using divers or remote operated vehicles (ROV) and comply with Articles II and III of this Scope of Services.

- (1) Comply with all Applicable Laws concerning divers or remote operated vehicles (ROV) and diving, including any permit requirements.
- (2) The COR will provide in the Call Order if the entire underwater will be assessed or a set %. The what areas within this percentage will be determined by the COR during the site visit before diving activities commence.
- (3) Optional: Video underwater survey and inspection using high definition (HD) video equipment. The video must be of sufficient quality to perform high quality frame captures and recognizable images in Appendices V and VI.

Deliverable

Appendices I, II, III, IV, V and VI (if required) updated with marina findings. Underwater video and photo frame captures, if required.

Y. **CONCESSION FACILITIES IMPROVEMENT PROGRAM (CFIP) ANALYSIS AND ESTIMATES**

Provide construction and maintenance estimates (Class C) for future proposed projects (new construction, addition, alterations or rehabilitation) as identified in Appendix I Scope of Services. Create estimates using data collected during the Site Visit, information provided by NPS and/or additional information collected by the Contractor. Schematics are not required. See CFIP deliverable due dates identified in individual Call Orders.

Tasks & Methodology

- (1) Develop Class C construction estimates (using RS Means) in accordance with the NPS “Cost Estimating Requirements” handbook (refer to link in Section VIII) for each project as identified in Appendix I.
- (2) Estimate each project in a separate NPS “Class C Cost Estimating Template” (refer to link in Section VIII).
- (3) Cost estimating considerations may include, but are not limited to:
 - Identify any hazardous material abatement required
 - Demolition and removal costs
 - Special conditions:

- Seasonality
 - Remoteness: housing, lost time for travel, material deliveries and delays due to wildlife (e.g. bison roadblocks). Consult with park to determine impacts on construction.
 - Location – where will construction workers come from, travel expenses, wage rates from different areas
 - Compliance/mitigation/Environmental Assessment/Archaeology
- Construction quality expectations
 - Site development and utilities
 - Site accessibility
 - Change of Occupancy requirements for reuse of existing space(s) or overall building
 - Incorporate any additional costs that may be incurred to comply with the following:
 - Applicable federal, state and local construction codes
 - U.S. Green Building council standards - LEED (Leadership in Energy and Environmental Design) standards to achieve a silver rating (certification is not required)
 - Accessibility requirements that include but may not be limited to the ABAAS and IBC. Depending on the type of project this work may include determining the number and type of living units that must comply, entry requirements, site requirements, plumbing requirements, levels and type of accessibility requirements, etc.
- (4) Include any personal property costs required for operations and include separate from construction costs (kitchen equipment, cabinets, signage, shelves, etc.).
- (5) Estimate life cycle maintenance costs for the preferred projects.
- (6) CFIP Project Summary including:
- Project description and overview (special requirements, work included in the estimates, A/E services summary, sufficient details, project priorities, estimated project costs, estimated time needed to complete the actual project, etc.). Rationale for the Class C estimates including the mark-ups applied: e.g. construction contingency, site and design contingency, historic preservation contingency (if applicable), general conditions, bonds, location and remoteness factors applied, escalation rate for the cost estimate and the number of years escalated (if applicable).

Deliverables

- (1) One completed NPS “Class C Construction Cost Estimate” for each project identified in Appendix 1.
- (2) CFIP Project Summary for each project.
Personal Property Estimates

- (3) Life Cycle Costs.
- (4) Schematic drawings for new construction or modifications to existing structures

Z. **DISCLOSURE, CONFIDENTIALITY, CONFLICT OF INTEREST AND APPLICABLE LAWS**

These requirements cover information included in the BPA and Call Orders. The NPS will make information available to the Contractor and their subcontractors for the performance or administration of the work.

(1) **DISCLOSURE**

The NPS considers information produced to include written, verbal, and electronic information and NPS policy, processes, and procedures as confidential government information.

The Contractor must notify each of its employees and consultant employees in writing that they may not disclose any information provided, and if requested to be disclosed only for a purpose, to the extent expressly authorized by the NPS, and not without the advance written consent of the Contracting Officer. All Contractor and consultant employees must sign and submit to the NPS COR the National Park Service Conflict of Interest and Confidentiality Certificate provided in Attachment 2.

The details of any security safeguards that the Contractor may design or develop under this BPA and resultant Call Orders are the property of the NPS and the Contractor may not publish or disclose them in any manner without the prior written consent of the Contracting Officer.

(2) **CONFLICT OF INTEREST LIMITATIONS**

The Contractor and subcontractors agree to the following Conflict of Interest limitations:

- (aa) Must not exploit its professional relationship or use confidential NPS information to provide an advantage to existing or potential NPS concessioners, lessees, or Commercial Use Authorization (CUA) holders (particularly during site inspections).
- (bb) May not advise current or known potential NPS concessioners, lessees, or CUA holders on NPS information.
- (cc) Cannot directly benefit from information received from its work with the Program about solicitation. This includes providing assistance to prospective offerors in preparing for or submitting offers on any prospectuses or RFP's issued by the Program.

- (3) Without prior written permission of the Contracting Officer and the Program Chief, the Contractor may not engage a subcontractor to assist in performance of a Call Order when the subcontractor operated under an NPS permit, including concession contract, lease or CUA.
- (4) When a subcontractor discovers a potential conflict of interest, the subcontractor must report it immediately to the Contracting Officer and the COR.

AA. **SUBMITTALS AND DELIVERABLES**

The NPS utilizes the Office 365 Suite using MS Excel® and MS Word®. All submittals, deliverables and files provided to the NPS must be compatible with NPS Windows Operating System Requirements 2010 and above.

Not all appendix listed are required for every Call Order and are identified below in the Appendix list as Optional. Optional Appendix requirements will be identified in the Call Order. The NPS reserves the right to revise to the workbook and items collected as long as there is not a significant change to what is being asked to be collected

The workbooks are how the data is provided for review to ensure that all data is accurately captured and reported. The Contractor shall produce up to four submittals provided to NPS COR for review and approval before the final deliverable is produced.

The NPS service will provide an MS Excel® workbook(s) for Appendixes Numbers I through V and VII and IX and MS Word® document templates for Appendixes V and VI to be populated with the data collected. These files make up the part of the deliverables package the Contractor will provide the NPS.

Comments from parks, regions and the Asset Management office will be consolidated and returned (submittal review) to the Contractor. The final submittal will be provided by the Contractor once the NPS COR is satisfied and all issues resulting from review comments have been addressed satisfactorily.

(1) **General**

- (aa) Identify submittals using ConcID and Appendixes (for example: NACC001 App I-V, NACC001 App V, NACC001 Drawings, NACC001 Photographs, etc.)
- (bb) Enter Contractor name and address in the footer of all deliverables.
- (c) Submittals must arrive by the due dates in the Project Schedule provided in the Call Order.

- (d) Submittals shall be delivered or transmitted via UPS, FedEx, ftp site or [REDACTED]
- (e) Do not mail submittals or final deliverables.
- (f) Submittals “2 to Final” must include the NPS Checklist complete with contractor comment.

Submittal 1

Submittal 1 includes drawings, photographs and Appendix I-IV Workbook with costs for all Assets.

If the Contractor is required to resubmit Submittal 1, it must be named “Submittal 1R.”

Submittal 2

Subsequent to NPS approval of Submittal 1, Submittal 2 includes a corrected Workbook, Appendix I-IV, corrected drawings, and Appendices VII through IX if required.

If the Contractor is required to resubmit Submittal 2, it must be named “Submittal 2R.”

Submittal 3

Subsequent to NPS approval of Submittal 2, Submittal 3 includes appendices and reports that address errors or correct previous submittals, Appendices V and VI (if required).

If the Contractor is required to resubmit Submittal 3, it must be named “Submittal 3R.”

Final Deliverable

Subsequent to NPS approval of Submittal 3, the Final Deliverable shall be emailed, provided on a thumb drive or saved to the NPS FTP Site. The Call Order will identify final deliverable format. Deliverables in their original format (Word, Excel, etc.) must include the ConcID, contractor name and assessment date.

The COR will notify the Contractor via email when an individual submittal or final deliverable is accepted, and the Contractor may submit an invoice for it.

(2) ***Electronic File Organization***

Label the file folder with the ConcID, example: NACC001. Do not use the following characters in filenames: (@ # \$ % ^ & *). Organize final deliverables as follows:

ConclD		
	Appendix I-IV	
	Appendix V	
	Appendix VI	
	Appendix VII	
	Appendix VIII	
	Appendix IX	
	Special Reports	
		Seismic
		Accessibility
		Marina Underwater
		Golf Course
		CFIP
	Photographs	
		Assets
		Interior
		Exterior
		Deficiency/LS
	Drawings	
	Site Plans	

(3) ***Appendixes and other deliverables are listed below:***

Appendix I – Real Property (Asset) Inventory identified to be assessed (Excel)

Appendix II - Components identified (this could include specific attributes of the component) (Excel)

Appendix III – Maintenance Requirements (Excel)

Appendix IV – RS means/cost estimates (this populates the cost for App II and III) (Excel)

Appendix V – Executive Summary (word document)

Appendix VI – Asset Narrative (Other Task) (word document)

Appendix VII – Insurance Replacement Value (Other Task) (Excel)

Appendix VIII – Rapid Visual Screening (FEMA) Survey (Other Task) (Excel)

Appendix IX - Accessibility Survey (Other Tasks) (Excel)

All deliverables will be reviewed for content, completeness, accuracy and conformance to the Blanket Purchase Agreement, Call Order and applicable clauses of the contract by the COR. Review may include validation of information of the deliverable as specified in the Call Order.

The number of calendar days the Government will provide written comments and changes from Government receipt of the draft deliverable will be identified in the individual Call Order. Non-conforming deliverables will be rejected. All of the Government's comments on deliverables must be either incorporated in the succeeding version of the deliverable, or the Contractor must demonstrate to the Government's satisfaction, why such comments should not be incorporated.

Upon receipt of the Government comments, the number of calendar days the Contractor shall have to resubmit the deliverable in its final form will be identified in the Call Order. If the deficiencies cannot be corrected within the identified calendar days, the Contractor shall immediately notify the COR of the reason for the delay and provide a proposed corrective action plan within 7 calendar days. In the event the Government delays beyond the period specified, the Contractor shall be entitled to a day-to-day extension in the completion date.

Acceptance of a submittal or deliverable shall be in compliance with the applicable requirements set forth in the Blanket Purchase Agreement, Call Order and applicable clauses of the contract.

BB. **SPECIALIZED EXPERIENCE**

1. **Accessibility** – The project team must include staff with special training and expertise in using and interpreting accessibility standards and regulations (e.g. ABAAS). The Contractor must provide the NPS with documentation (credentials and project experience) to substantiate the individual's experience for approval.
2. **Historically Significant Assets** – The project team must include staff with training/expertise in using the Secretary of the Interior's Standards for the Treatment of Historic Properties. historic preservation principles. These standards promote historic preservation best practices in non-technical language that help to protect our nation's irreplaceable cultural resources.

PART B – COMMERCIAL CONTRACT CLAUSES

2.1 GSA SCHEDULE CLAUSES

All of the contractors' current and applicable GSA Clauses are considered to be incorporated herein for the Request for Quote (RFQ) process, and once awarded, the contractors' specific GSA Clauses from their current GSA contract shall be incorporated herein and attached to the award. Any required clauses that are not included in contractors' GSA Schedule contract will be added at time of award.

2.2 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at these addresses:

<https://www.acquisition.gov/browse/index/far>

Clause No.	Clause Title	Date
FAR 52.204-19	Incorporation by Reference of Representations and Certifications	DEC 2014
FAR 52.204-25	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services of Equipment	AUG 2019
FAR 52-227-17	Rights In Data – Special Works	DEC 2007
FAR 52.228-5	Insurance -- Work on a Government Installation	MAY 2014
FAR 52.232-39	Unenforceability of Unauthorized Obligations	JUN 2013
FAR 52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013

2.3 BPA TERMS AND CONDITIONS

A. Description of Agreement

The Contractor shall furnish Comprehensive Condition Assessment services as required in Description/Specifications/Statement of Work when requested by the Contracting Officer (CO) as specified in the individual BPA Call Order. All orders placed against this BPA are subject to the terms and conditions of the contract. Architect and Engineering Services are not included in the Scope of Services for this BPA.

B BPA Period of Performance

The effective period of performance of this BPA will include a one-year base period of performance from the effective date of the BPA with four one-year options or until the end of the contract period whichever is earlier.

The effective base period of this BPA is from September 25, 2020 to September 24, 2021 and the options are as follows:

- (3) Auto Expense
 - i. Commercial Actual Expense
 - ii. Private Federal Travel Regulations
- (4) Subsistence Federal Travel Regulations

Travel costs will be priced in accordance with the Federal Travel Regulations
<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-fts>

H. Extent of Obligation

The BPA (s) do not obligate any funds. Funds shall only be obligated on individual BPA Call Orders. The aggregate purchase limit of all BPA Call Orders shall not exceed \$10,000,000 over the period of performance of the BPA.

I. Purchase Limitation

Each individual BPA Call Order shall not exceed \$2,000,000. The minimum purchase limit shall be in accordance with contractors current GSA Contract.

J. Individuals Authorized To Purchase Under The BPA

Only a warranted Contracting Officer (CO) from the United States Department of Interior (DOI), National Park Service (NPS) is authorized to purchase services under this BPA.

The following office(s) are hereby authorized to place orders under this BPA:

- (1) Issuance of Call Orders

National Park Service
 WASO – WCO Contracting
 P.O. Box 25287 MS WCP
 Denver, CO 80225

WCO/Historic Preservation Training Center
 4801A Urbana Pike
 Frederick, MD 21701
 Point of Contact: [REDACTED] Contracting Officer
 Email Address: [REDACTED]

(2) Authorized User

National Park Service
Washington Office Commercial Services
1849 C Street NW, Mail Stop 2225
Washington, D.C. 20240
Point of Contact: [REDACTED]
[REDACTED]

(3) Contracting Officer's Representative – Blanket Purchase Agreement

[REDACTED]
National Park Service
Washington Office Commercial Services RM#2218
1849 C Street NW Mail Stop 2225
Washington, D.C. 20240
[REDACTED]
[REDACTED]

(4) Contracting Officer's Representative – Call Orders

To be assigned in each Call Order

(5) Regional Project Coordinator

To be assigned in each Call Order

(6) Park Project Coordinator

To be assigned in each Call Order

K. Place of Performance

Work will be done in the contiguous United States. The Contractor shall perform work primarily in its own offices or in a field location. The NPS may require travel including travel to remote locations, some of which require travel on foot, boat, or other conveyance. Travel needs and locations will be identified in the Call Order.

L. Delivery

Delivery shall be in accordance with the base BPA, and the specific location and terms will be specified with each individual BPA Call Order.

M. BPA Volume

The number of potential BPA Call Orders is undetermined and will be made known at the time of the individual NPS issuance of a Request for Quote or other communication tool.

N. **Administration**

The NPS is responsible for all administration and overall base BPA concerns. Responsibility of BPA Calls is by the awarding Contracting Officer of the BPA Call.

O. **Ordering Procedures**

- (1) Call Orders will be placed against this BPA.
- (2) Call Orders may be placed only by NPS Warranted Contracting Officers and/or Purchasing Agents (PAs). All orders under this BPA shall be made via a written BPA Call (OF-347 or equivalent). A specific, sequential order number shall be included on the order and shall specify the BPA number, as will the specific Period of Performance.
- (3) The NPS, will send a requirement to the contractor via e-mail, telephone, or other method that will convey the necessary information. The request may come from unwarranted Contract Specialists (CSs) or other non-warranted acquisition positions, but only the award can be made by a warranted CO and/or PA.
- (4) Contractors must respond by submitting technical specifications and pricing for the proposed requirement via e-mail to the requesting acquisition personnel.
- (5) Based on a review of the contractor's response and any necessary clarifications, the CO/PA will issue a written BPA Call Order award to the Contractor via email.
- (6) Ordering Thresholds Call Orders will be placed against this BPA by the NPS in accordance with the following:

Competition Threshold Sources Sought

<Micro-Purchase Threshold – Single Source BPA Holder
<\$25,000 Single Source BPA holder
>\$25,000 All BPA holders

Requirements less than \$25,000, the Government may propose a single BPA holder to receive the requirement, based on workload of all BPA Holders. If the requirement exceeds \$25,000, then all BPA holders will receive the requirement for proposal.

- (7) Ordering Exceptions will be per FAR 8.405-6 (a)(1)

Additional Exceptions to the Ordering Procedures are as follows:

- BPA Call Orders may be awarded to other than the lowest price, at the discretion of the Government. The discretion may be based on the number of BPA Calls awarded to all contractors (i.e. if anyone contractor has too many BPA Calls, and/or contractor is not meeting performance objectives of BPA calls awarded), location of the work, etc.

P. Award of BPA Call Orders

BPA Call Orders issued under any resulting BPA will include the following information as applicable:

- (1) BPA number and BPA Call Order number;
- (2) Date of the order;
- (3) Description of the products/services to be performed;
- (4) The work Schedule, period of performance, or required completion date;
- (5) Place of delivery or performance;
- (6) Deliverables;
- (7) CLIN number and description, quantity, unit price and extended total;
- (8) Accounting and appropriations data.

Q. Order of Precedence

All the terms and conditions from prospective Contractor's current GSA Schedule will be incorporated in the resulting BPA and will apply to all BPA Call Orders. In the event of an inconsistency between the provisions of this BPA and the terms and conditions of the Contractor's Schedule contract, the provisions of the Contractor BPA(s) will take precedence unless otherwise determined by the CO/PA. All disputes regarding the individual BPA Calls are to be referred to the BPA Calls CO/PA.

R. Open Market Items

BPA Call Orders may include "open market" items (e.g., items that have not already been priced, evaluated and awarded on the Contractor's GSA Schedule) as long as the value of "open market" items included in the order do not exceed the applicable micro- purchase threshold as defined in FAR 2.101. The items must also be clearly identified as "open market" items, in accordance with FAR Subpart 8.402(f) The Ordering Contracting Officer may authorize you to buy support products from other schedule contractors or through GSA Global Supply.

S. Invoice Requirements

The Contactor shall submit a draft copy of an invoice to the COR identified in the Call Order for review and approval prior to submission in in the Invoice Processing Platform (IPP). The final invoice is desired to be submitted within six months of the project completion.

T. Invoice Submission

Invoice submissions shall include the: Contractor name; Contractor address; Blanket Purchase Agreement Number, Call Order Number, Time Period for which the invoice is submitted (e.g. This invoice is for services provided from 10/24/2020 – 10/29/2020), Project Title and description of deliverable. The Contractor shall certify with a signed and dated statement that the invoice us correct and proper for payment.

The Contractor shall submit a properly certified invoice in the Invoice Processing Platform (IPP) at <https://www.ipp.gov>.

2.4 **52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 calendar days.

(End of clause)

2.5 **FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 calendar days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 calendar days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of clause)

2.6 **FAR 52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (MAR 2020)**

(a) *Definition.* “Small business concern,” as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

(b) *Applicability.* This clause applies only to-

(1) Contracts that have been totally set aside for small business concerns; and

(2) Orders set aside for small business concerns under multiple-award contracts as described in [8.405-5](#) and [16.505\(b\)\(2\)\(i\)\(F\)](#).

(c) General.

(1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected.

(2) Any award resulting from this solicitation will be made to a small business concern.

(End of clause)

2.7 **FAR 52.219-14 LIMITATIONS ON SUBCONTRACTING (MAR 2020)**

- (a) This clause does not apply to the unrestricted portion of a partial set-aside.
- (b) *Applicability.* This clause applies only to—
- (1) Contracts that have been set aside for small business concerns or 8(a) participants;
 - (2) Part or parts of a multiple-award contract that have been set aside for small business concerns or 8(a) participants;
 - (3) Orders set aside for small business concerns or 8(a) participants under multiple-award contracts as described in [8.405-5](#) and [16.505\(b\)\(2\)\(i\)\(F\)](#); and
 - (4) Orders issued directly to small business concerns or 8(a) participants under multiple-award contracts as described in [19.504\(c\)\(1\)\(ii\)](#).
- (c) *Limitations on subcontracting.* By submission of an offer and execution of a contract, the Contractor agrees that in performance of the contract in the case of a contract for—
- (1) *Services (except construction).* At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.
 - (2) *Supplies (other than procurement from a nonmanufacturer of such supplies).* The concern shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.
 - (3) *General construction.* The concern will perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.
 - (4) *Construction by special trade contractors.* The concern will perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.
- (d) The Contractor shall comply with the limitations on subcontracting as follows:
- (1) For contracts, in accordance with paragraph (b)(1) and (2) of this clause—
[Contracting Officer check as appropriate.]

_ By the end of the base term of the contract and then by the end of each subsequent option period; or

X By the end of the performance period for each order issued under the contract.
 - (2) For orders, in accordance with paragraphs (b)(3) and (4) of this clause, by the end of the performance period for the order.

(End of clause)

2.8 **FAR 52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REPRESENTATION (MAY 2020)**

- (a) *Definitions.* As used in this clause—

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at [52.217-8](#), Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (d) of this clause. Such a concern is “not dominant in its field of operation” when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity.

- (b) If the Contractor represented that it was any of the small business concerns identified in [19.000\(a\)\(3\)](#) prior to award of this contract, the Contractor shall rerepresent its size and socioeconomic status according to paragraph (f) of this clause or, if applicable, paragraph (h) of this clause, upon occurrence of any of the following:
- (1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.
 - (2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.
 - (3) For long-term contracts-
 - (i) Within 60 to 120 days prior to the end of the fifth year of the contract; and
 - (ii) Within 60 to 120 days prior to the date specified in the contract for exercising any option thereafter.
- (c) If the Contractor represented that it was any of the small business concerns identified in [19.000\(a\)\(3\)](#) prior to award of this contract, the Contractor shall rerepresent its size and socioeconomic status according to paragraph (f) of this clause or, if applicable, paragraph (h) of this clause, when the Contracting Officer explicitly requires it for an order issued under a multiple-award contract.

- (d) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code(s) assigned to this contract. The small business size standard corresponding to this NAICS code(s) can be found at <https://www.sba.gov/document/support--table-size-standards>.
- (e) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.
- (f) Except as provided in paragraph (h) of this clause, the Contractor shall make the representation(s) required by paragraph (b) and (c) of this clause by validating or updating all its representations in the Representations and Certifications section of the System for Award Management (SAM) and its other data in SAM, as necessary, to ensure that they reflect the Contractor's current status. The Contractor shall notify the contracting office in writing within the timeframes specified in paragraph (b) of this clause, or with its offer for an order (see paragraph (c) of this clause), that the data have been validated or updated, and provide the date of the validation or update.
- (g) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (f) or (h) of this clause.
- (h) If the Contractor does not have representations and certifications in SAM, or does not have a representation in SAM for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:
- (1) The Contractor represents that it is, is not a small business concern under NAICS Code _____ assigned to contract number _____.
 - (2) *[Complete only if the Contractor represented itself as a small business concern in paragraph (h)(1) of this clause.]* The Contractor represents that it is, is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.
 - (3) *[Complete only if the Contractor represented itself as a small business concern in paragraph (h)(1) of this clause.]* The Contractor represents that it is, is not a women-owned small business concern.
 - (4) Women-owned small business (WOSB) concern eligible under the WOSB Program. *[Complete only if the Contractor represented itself as a women-owned small business concern in paragraph (h)(3) of this clause.]* The Contractor represents that—
 - (i) It is, is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

- (ii) It is, is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (h)(4)(i) of this clause is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. *[The Contractor shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: _____.]* Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.
- (5) Economically disadvantaged women-owned small business (EDWOSB) concern. *[Complete only if the Contractor represented itself as a women-owned small business concern eligible under the WOSB Program in (h)(4) of this clause.]* The Contractor represents that—
- (i) It is, is not an EDWOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and
- (ii) It is, is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (h)(5)(i) of this clause is accurate for each EDWOSB concern participating in the joint venture. *[The Contractor shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: _____.]* Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.
- (6) *[Complete only if the Contractor represented itself as a small business concern in paragraph (h)(1) of this clause.]* The Contractor represents that it is, is not a veteran-owned small business concern.
- (7) *[Complete only if the Contractor represented itself as a veteran-owned small business concern in paragraph (h)(6) of this clause.]* The Contractor represents that it is, is not a service-disabled veteran-owned small business concern.
- (8) *[Complete only if the Contractor represented itself as a small business concern in paragraph (h)(1) of this clause.]* The Contractor represents that—
- (i) It is, is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material changes in ownership and control, principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR part 126; and
- (ii) It is, is not a HUBZone joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (h)(8)(i) of this clause is accurate for each HUBZone small business concern participating in the HUBZone joint venture. *[The Contractor shall enter the names of each of the HUBZone small business concerns*

participating in the HUBZone joint venture: _____.] Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation. [Contractor to sign and date and insert authorized signer's name and title.]

(End of clause)

2.9 **1452.203-70 RESTRICTIONS ON ENDORSEMENTS (JUL 1996)**

The Contractor shall not refer to contracts awarded by the Department of the Interior in commercial advertising, as defined in FAR 31.205-1, in a manner which states or implies that the product or service provided is approved or endorsed by the Government, or is considered by the Government to be superior to other products or services. This restriction is intended to avoid the appearance of preference by the Government toward any product or service. The Contractor may request the Contracting Officer to make a determination as to the propriety of promotional material.

(End of clause)

2.10 **1452.215-70 EXAMINATION OF RECORDS BY THE DEPARTMENT OF THE INTERIOR (APR 1984)**

For purposes of the Examination of Records by the Comptroller General clause of this contract (FAR 52.215-2(d)), the Secretary of the Interior, the Inspector General, and their duly authorized representative(s) from the Department of the Interior shall have the same access and examination rights as the Comptroller General of the United States.

(End of clause)

2.11 **DIAR 1452.201-70 AUTHORITIES AND DELEGATIONS (SEP 2011)**

- A. The Contracting Officer is the only individual authorized to enter into or terminate this contract, modify any term or condition of this contract, waive any requirement of this contract, or accept nonconforming work.
- B. The Contracting Officer will designate a Contracting Officer's Representative (COR) in writing at the time of award. The COR will be responsible for technical monitoring of the contractor's performance and deliveries. The COR will be appointed in writing, and a copy of the appointment will be furnished to the Contractor. Changes to this delegation will be made by written changes to the existing appointment or by issuance of a new appointment.
- C. The COR is not authorized to perform, formally or informally, any of the following actions:
 - (1) Promise, award, agree to award, or execute any contract, contract modification, or notice of intent that changes or may change this contract;
 - (2) Waive or agree to modification of the delivery schedule;
 - (3) Make any final decision on any contract matter subject to the Disputes Clause;

- (4) Terminate, for any reason, the Contractor's right to proceed;
 - (5) Obligate in any way, the payment of money by the Government.
- D. The Contractor shall comply with the written or oral direction of the Contracting Officer or authorized representative(s) acting within the scope and authority of the appointment memorandum. The Contractor need not proceed with direction that it considers to have been issued without proper authority. The Contractor shall notify the Contracting Officer in writing, with as much detail as possible, when the COR has taken an action or has issued direction (written or oral) that the Contractor considers to exceed the COR's appointment, within 3 days of the occurrence. Unless otherwise provided in this contract, the Contractor assumes all costs, risks, liabilities, and consequences of performing any work it is directed to perform that falls within any of the categories defined in paragraph (c) prior to receipt of the Contracting Officer's response issued under paragraph (e) of this clause.
- E. The Contracting Officer shall respond in writing within 30 days to any notice made under paragraph (d) of this clause. A failure of the parties to agree upon the nature of a direction, or upon the contract action to be taken with respect thereto, shall be subject to the provisions of the Disputes clause of this contract.
- F. The Contractor shall provide copies of all correspondence to the Contracting Officer and the COR.
- G. Any action(s) taken by the Contractor, in response to any direction given by any person acting on behalf of the Government or any Government official other than the Contracting Officer or the COR acting within his or her appointment, shall be at the Contractor's risk.

(End of clause)

2.12 **DOI AAP-0028 ELECTRONIC INVOICING AND PAYMENT REQUIREMENTS – INTERNET PAYMENT PLATFORM**

Payment requests must be submitted electronically through the U. S. Department of the Treasury's Invoice Processing Platform System (IPP).

"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 Contract Terms and Conditions—Commercial items include in commercial items contracts. The IPP website address is: <https://www.ipp.gov>.

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice:

Billing Period, Project Title, description of deliverable and travel expenses (if applicable) and receipts.

The Contractor must use the IPP website to register access and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in SAM) will receive enrollment instructions via email from the Federal Reserve Bank of Boston (FRBB) within 3 - 5 business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email [REDACTED]

If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the Contractor must submit a waiver request in writing to the Contracting Officer with its proposal or quotation.

(End of Local Clause)

2.13 **DOI AAP-0050 FAR 52.232.40 PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS (DEC 2013)**

- A. Upon receipt of accelerated payments from the Government, the Contractor shall make accelerated payments to its small business subcontractors under this contract, to the maximum extent practicable and prior to when such payment is otherwise required under the applicable contract or subcontract, after receipt of a proper invoice and all other required documentation from the small business subcontractor.
- B. The acceleration of payments under this clause does not provide any new rights under the Prompt Payment Act.
- C. Include the substance of this clause, including this paragraph (c), in all subcontracts with small business concerns, including subcontracts with small business concerns for the acquisition of commercial items.

2.14 **DOI AAP-0050 NOTICE TO CONTRACTORS – CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (FEB 2016)**

- A. [FAR 42.1502](#) directs all Federal agencies to collect past performance information on contracts. The Department of the Interior (DOI) has implemented the Contractor Performance Assessment Reporting System (CPARS) to comply with this regulation. One or more past performance evaluations will be conducted in order to record your contract performance as required by [FAR 42.15](#).
- B. The past performance evaluation process is a totally paperless process using CPARS. CPARS is a web-based system that allows for electronic processing of the performance evaluation report. Once the report is processed, it is available in the Past Performance Information Retrieval System (PPIRS) for Government use in evaluating past performance as part of a source selection action.
- C. We request that you furnish the Contracting Officer (CO) with the name, position title, phone number, and email address for each person designated to have access to your firm's past performance evaluation(s) for the contract no later than **30 days after award**. Each person granted access will have the ability to provide comments in the Contractor portion of the report and state whether or not the Contractor agrees with the evaluation, before returning the report to the Assessing Official (AO). Information in the report must be protected as source selection sensitive information not releasable to the public.

- D. When your Contractor Representative(s) are registered in CPARS, they will receive an automatically generated email with detailed login instructions. Further details, systems requirements, and training information for CPARS is available at <https://www.cpars.gov/>.
- E. Within 60 days after the end of a performance period, the AO will complete an interim or final past performance evaluation, and the report will be accessible at <https://www.cpars.gov/>.
- (1) Contractor Representatives may then provide comments in response to the evaluation or return the evaluation without comment.
 - (2) Your comments should focus on objective facts in the AO's narrative and should provide your views on the causes and ramifications of the assessed performance.
 - (3) All information provided should be reviewed for accuracy prior to submission.
 - (4) If you elect not to provide comments, please acknowledge receipt of the evaluation by indicating "No comment" in the space provided, and then selecting "Accept the Ratings and Close the Evaluation".
 - (5) Your response is due within 60 calendar days after receipt of the CPAR. On day 15, the evaluation will become available in PPIRS-RC marked as "Pending" with or without comments and whether or not it has been closed.
 - (6) If you do not sign and submit the CPAR within 60 days, it will automatically be returned to the Government and will be annotated: "The report was delivered/received by the contractor on (date). The contractor neither signed nor offered comment in response to this assessment."
- F. The following guidelines apply concerning your use of the past performance evaluation:
- (1) Protect the evaluation as source selection information. After review, transmit the evaluation by completing and submitting the form through CPARS. If for some reason you are unable to view and/or submit the form through CPARS, contact the CO for instructions.
 - (2) Strictly control access to the evaluation within your organization. Ensure the evaluation is never released to persons or entities outside of your control.
 - (3) Prohibit the use of or reference to evaluation data for advertising, promotional material, pre-award surveys, responsibility determinations, production readiness reviews, or other similar purposes.
 - (4) If you wish to discuss a past performance evaluation, you should request a meeting in writing to the CO no later than seven days following your receipt of the evaluation. The meeting will be held in person or via telephone or other means during your 60-day review period.
- G. A copy of the completed past performance evaluation will be available in CPARS for your viewing and for Government use supporting source selection actions after it has been finalized.

(End of Notice)

2.15 **KEY PERSONNEL**

The below are the minimum personnel who shall be designated as “Key”. The Government does not intend to dictate the composition of the ideal team to perform the work under the Call Orders. Therefore, the Government encourages and will evaluate additional Key Personnel as proposed by the Contractor.

Project Manager

2.16 **KEY PERSONNEL SUBSTITUTION**

The Contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. Prior to utilizing other than personnel specified proposals in response to a Call Order Request, the Contractor shall notify the Government CO and the COR of the existing Call Order. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on Call Order performance and a signed Non-Disclosure Agreement.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel being substituted. If the Government CO and the COR determine that a proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the Call Order, the Contractor may be subject to a default action as prescribed by FAR 52.249-8, Default (Fixed-Price Supply and Service).

2.17 **ORGANIZATIONAL CONFLICTS OF INTEREST**

If the Contractor has or is currently providing support or anticipates providing support to the NPS or NPS Concessionaire Contract that creates or represents an actual or potential organizational conflict of interest (OCI), the Contractor shall immediately disclose this actual or potential OCI in accordance with FAR Subpart 9.5. The Contractor is also required to complete and sign an Organizational Conflict of Interest Statement in which the Contractor (and any subcontractors, consultants or teaming partner) agree to disclose information concerning the actual potential conflict which any quote for any solicitation relating to the Call Order. All actual or potential OCI situations shall be handled in accordance with FAR Subpart 9.5.

PART C – CONTRACT DOCUMENTS, EXHIBITS AND ATTACHMENTS

Attachment Number	Title	Total Number of Pages
Appendix I-IV	Master Appendix I-IV Workbook	4
Attachment 1	Supplies or Services and Price/Costs	11
Attachment 2	National Park Service Conflict of Interest and Confidentiality Certificate	1
Attachment 3	Condition Assessment Guidance for Contractors	20
Attachment 4	Condition Assessment Inspection Guidance	59
Attachment 5	Probable Sample Project	2
Attachment 6	Probable Sample Project, Condition Assessment Pricing Sheet	4
Attachment 7	Probable Project Appendix I-IV Workbook, Excel Form	1
Attachment 8	Probable Project Appendix V, Executive Summary Template-2016.2	1
Attachment 9	Probable Project Appendix VI Narrative 2017.1	1
Attachment 10	Probable Project Appendix IX Building Access Survey Template	1
Attachment 11	Probable Project Appendix IX Outdoor Access Survey	1
Attachment 12	Past Performance Cover Letter and Past Performance Questionnaire	4

PART D – SOLICITATION PROVISIONS

4.0 GSA SCHEDULE PROVISIONS

All of the Offeror's current and applicable GSA provisions are considered to be incorporated herein for the Request for Quote (RFQ) process. Any required provisions that are not included in contractors GSA Schedule contract are included below and apply to this RFQ.

4.1 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more 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 their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. 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 solicitation provision may be accessed electronically at this/these address(es):

<https://www.acquisition.gov/browse/index/far>

Clause No.	Clause Title	Date
FAR 52.204-16	Commercial and Government Entity Code Reporting	JUL 2016
FAR 52.204-22	Alternative Line Item	JAN 2017
FAR 52.204-24	Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment	DEC 2019
FAR 52.223-1	BioBased Product Certification	MAY 2012
FAR 52.227-15	Representation of Limited Rights Data and Restricted Computer Software	DEC 2007

4.2 GENERAL INSTRUCTIONS

- A. Offerors shall furnish the information required by this solicitation. A Standard Form (SF) 18, "Request for Quotation," completed and signed by the offeror, Block 14, constitutes the offeror's acceptance of the terms and conditions of the proposed Blanket Purchase Agreement. Therefore, the SF 18 must be executed by a representative of the offeror authorized to commit the offeror to contractual obligations.
- B. Offerors are expected to examine this entire solicitation document including the Contract. Failure to do so will be at the offeror's own risk.
- C. The Government may make award based on initial offers received, without discussion of such offers. Quotes shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments). The penalty for making false statements in quotes is prescribed in 18 U.S.C. 1001.

- D. The authorized negotiator or the signatory of the SF 18 will be notified of the date and time of telephone negotiations. Offerors shall provide the name of the individual, the position title, telephone number, fax number, and electronic mail address of that individual.

4.3 **SUBMISSION OF QUESTIONS**

Offerors are requested to submit their questions in writing grouped by solicitation Section and make reference to the particular Section/Subsection number. Questions shall be submitted to: [REDACTED] with a cc to [REDACTED]. Questions must be received on or before July 24, 2020. **Questions or requests for extension submitted after the cut-off date will not be considered.**

Any information given to a prospective offeror concerning this solicitation will be furnished promptly to other prospective offerors as an amendment to the solicitation.

4.4 **GENERAL INFORMATION**

The Government will use Probable Sample Project to determine Probable Cost for the Base and each Option Year. The Probable Sample Project is typical of a project that would be awarded as a Call Order under the Blanket Purchase Agreement and is provided in Attachment 5 and a format to provide the price quote in, Attachment 6. The Probable Sample Project does not include travel.

4.5 **SUBMISSION OF OFFERS**

Each offer shall be in two parts. Part I is the written Technical quote. Part II is the written Price Quote.

A. Submissions

Submissions shall be on 8 ½ x 11 or 11 x 17 paper (if needed), single-spaced. Margins shall be no less than one inch on all sides. The typeface for all documents (including charts and graphics) shall be black, 11 point or larger. Graphic illustrations may be reduced for presentation purposes but can be presented on paper size ranging from 8 ½ x 11-inch to 11 x 17 paper.

The Part I submission is limited to 65 pages, inclusive of any cover letter. Table of contents and divider pages are not included in the page limitation. The Part II submission does not have a page limitation. Include the solicitation number on all documents.

B. Offer Format

Quotes shall be submitted as two separate parts for the written proposal:

Part I	Technical Proposal Submission
Part II	Price Proposal Submission

Each Part shall contain a cover sheet that clearly identifies the following information:

GSA Contract Number
Company Name and Mailing Address
DUNS Number
Point of Contact (POC) Name
POC Phone and Fax Number
POC E-Mail Address

C. Quote Receipt

Completed Past Performance Questionnaires shall be emailed directly from the Offeror's client or reference. Completed Past Performance Questionnaires must be submitted via email to [REDACTED] in advance of the submission deadline. Fully completed Questionnaires by the Offeror, other than Section 1, will not be considered or evaluated.

Quotation Part I and II must be received no later than 12:00 p.m. Eastern Standard Time, August 6, 2020 posted to E-Buy with emailed copies to Contract Specialist, [REDACTED] with a copy to Contracting Officer, [REDACTED]

Individual email attachments shall be no larger than 30 MB. Quotes not received by 12:00 p.m. Eastern Standard Time will not be considered. The Offeror shall verify receipt of quotes.

4.6 **QUOTE CONTENT**

A. Part I - Technical Proposal Submission. Technical quotes shall be submitted as an individual document and an electronic copy organized with all described in the following paragraphs.

(1) **METHODOLOGY AND TECHNICAL APPROACH**

Provide a written narrative describing the proposed methodology and approach to the requirements established by the Scope of Work and identify what strategies and approaches you will employ to achieve a successful outcome. Identify either through in-house staff or proposed subcontractor's ability to provide subject matter expertise to analyze and perform specialized services, such as utility surveys, underwater surveys, golf course assessments and specialized advice on marina operations and unique recreation and transportation services.

The narrative shall also address: Prime and subcontractor's responsibilities; overall project management philosophy addressing organizational hierarchy as it directly relates to communication flow and implementation of work across the different specialties and team members; identify who are the key individual(s) responsible for flow of information and how information is communicated and managed amongst team members both from an administrative management stand point, quality control of submittals; methods of corrective action that will be taken if a subcontractor fails to perform and is not adhering to project specifications and schedules; and any other information the Offeror chooses to address to inform the Government as to how they will communicate with the

National Park Service and manage a dynamic teaming arrangement between diverse subcontracts and time sensitive deadlines/schedules.

Explain how the Offeror will manage and execute the project work within established schedules and technical parameters. In the event of personnel changes explain how projects will transition seamlessly and without causing delays and the Offeror's capability of working on multiple projects simultaneously. Explain what methodology will be utilized to successfully collect the data needed to meet the requirements and how impacts to visitors and concession operations will be mitigated.

The Offeror shall explain how they will assure quality control within the Comprehensive Condition Assessment as follows:

- (a) Between individual appendices;
- (b) Between appendices and narrative;
- (c) Between the drawings and the appendices;
- (d) Assure accurate cost estimating; and
- (e) Assure accuracy and completeness of the required drawings
- (f) Identify systems and practices in place that assure quality control on deliverables.

(2) **PREVIOUS EXPERIENCE**

The Offeror shall provide detailed descriptions of three (3) projects that best illustrate the Offeror's experience and capabilities performing comprehensive condition assessments of real property related to commercial visitor services including lodging, restaurant, housing, retail, marinas, golf courses, maintained landscape and others in the private sector and/or the National Park Service. For each project description, please provide all of the following information: Project or contract name and location; Name, address, contact person and telephone number and email address for owner reference(s); Brief project description including project cost, contract number (if applicable), duration, total value of project or contract, and square footage.

(3) **PROPOSED PERSONNEL**

The Offeror shall provide qualifications for the all proposed in-house personnel and the proposed subcontractors' personnel that demonstrate a combination of education and practical experience and the capability to undertake the work of this project. The Offeror should demonstrate the ability to provide an adequate number of qualified in-house staff or subcontractor personnel with experience and certification to maximize stability and continuity of personnel assigned to this project. Personnel skills should include specialties such as historic preservation, drawing preparation, cost estimate, mechanical, electrical, plumbing systems, civil engineering, accessibility and marina systems. The Offeror shall also identify how they intend to ensure consistency and availability of qualified proposed personnel to perform project tasks.

Qualifications shall be presented in a resume or written format that identify education, relevant credentials, skills, training, years of professional experience similar in nature to the assigned roles for this project. Professional memberships shall be documented.

The Project Manager (PM) is identified as Key Personnel. The Offeror should identify the capability and experience of the PM in managing projects and should identify the following: specific descriptions of roles and key duties, identify previous experience working with proposed subcontractors, describe the role of the PM in managing a multi-disciplinary team and how the PM will facilitate information between team members, describe how the PM will successfully manage a multi-disciplinary team and ensure productivity, collaboration and transfer of knowledge, and describe how the PM will accomplish Quality Assurance and Quality Control requirements identified in the specifications.

(4) **PAST PERFORMANCE**

Past Performance should address the following:

-Recency: Recency is generally expressed as a time period during which past performance references are considered relevant, and it critical to establishing the relevancy of past performance information.

-Relevance: In establishing what is relevant for the acquisition, consideration should be given to those aspects of an Offeror's history of contract (or subcontract) performance that would provide the most context and give the greatest ability to measure whether the Offeror will successfully satisfy the current requirement. Common aspects of relevancy include, but are not limited to, the following: similarity of product/service/support, complexity, dollar value, contract type, use of key personnel (for services), and extent of subcontracting/teaming.

-Quality: The past performance evaluation, conducted in support of a current source selection, does not establish, create, or change the existing record and history of the Offeror's past performance on past contracts; rather, the past performance evaluation process gathers information from customers on how well the Offeror performed those past contracts. Requirements for considering history of small business utilization are outlined at FAR 15.304(c)(3)(ii). The Past Performance Evaluation will review past performance information collected and determine the quality of the Offeror's performance, general trends, and usefulness of the information.

The Past Performance Questionnaire is available in Attachment 11 to this Request for Quotation. The Offeror shall complete **SECTION 1: CONTRACT IDENTIFICATION INFORMATION**, Numbers 1 through 9 and coordinate the completion of **SECTION 2: QUALITY OF CONTROL PERFORMANCE**.

Information derived from completed and returned Past Performance Questionnaires will be used to access the Performance Quality of the identified past performance event.

Offerors shall forward Past Performance Questionnaires, in Attachment 11 along with response instructions and client authorization letter, to clients for a minimum of three (3) and a maximum of seven (7) past projects project similar in size and scope to the work identified in Statement of Work.

We understand clients may be reluctant to complete, so please prepare a cover letter to your clients explaining the importance and need to complete and return the Questionnaires, provide instructions for where information should be forwarded (see National Park Service cover letter, Attachment 11) and identify the date for when the information is due to the Government.

Since “return rates” on Past Performance Questionnaires vary widely, Offerors are encouraged to forward as many questionnaires to their clients as practicable to ensure adequate response.

Offeror shall provide in Part I a detailed listing of all personnel to whom the Offeror has sent Past Performance Questionnaires. At a minimum, this listing shall contain the following information for each individual to whom a Past Performance Questionnaire was sent:

Point of Contact (POC) Name
POC Duty Title
Company Name
Project Name/Contract Name
POC Telephone Number
POC Fax Number
POC E-mail address

The Government has no obligation to contact references who fail to return the questionnaires.

Offerors lacking in past performance history shall not be negatively rated but shall receive a neutral rating. Factors to be considered in reviewing past performance include recency, relevancy, scope and risk.

The Government reserves the right to review past performance information documented in CPARS, FAPPIS, as is known to the government, or additional methods as is necessary in review of Past Performance.

B. Part II – Price Quote Submission

Price quotes shall be submitted as an individual document in an electronic organized with the information below:

- (1) Originally and completed Request for Quote (SF18). When completed and signed by the Offeror, constitutes the Offeror’s acceptance of the terms and conditions of the Blanket Purchase Agreement. Therefore, the form must be executed by representatives of the offeror authorized to commit the offeror to contractual obligations. Offers shall sign the SF in Block #14.

- (2) Amendments. Acknowledge all Solicitation Amendments using one of the methods set forth in Block 11 of Standard Form 30.
- (3) Attachment 1 – Supplies or Services and Price/Costs. For the purpose of this RFQ, the “loaded” rates are the base average rates for each category deemed necessary to perform the services. The “loaded” rate includes costs (overhead & G&A) as well as the profit required to perform the work.
- (4) Submit Probable Cost for Sample Project. Detailed pricing must be provided the format provided in Part C – CONTRACT DOCUMENTS, EXHIBITS AND ATTACHMENTS, Attachment 6, Probable Sample Project Condition Assessment Pricing Sheet for the Base and each Option Year. The Offeror shall complete using proposed rates from Attachment 1, Supplies or Services and Price/Cost.
- (5) Subcontractor and Teaming Partner Supporting Documentation

Both teaming and subcontracting are permissible under this RFQ. If a teaming arrangement is proposed, each teaming partner shall provide a copy of their applicable GSA Schedule Contract to substantiate the rates offered. If subcontracting is proposed, all labor proposed must be contained within the prime contractor’s GSA Schedule Contract. Furthermore, the prime contractor shall disclose to the Government’s CO a copy of the subcontract pricing, terms and conditions, or teaming agreement. The Government will evaluate the acceptability of any subcontracting or teaming arrangement as part of its evaluation of price. Failure to provide complete supporting documentation may result in no further consideration of the offeror’s quote. Subcontractors may submit proprietary data directly to the CO or through the prime contractor in a separate, sealed envelope. Subcontracts and teaming partners will be limited to individual firms that are specifically identified and agree to during negotiations.
- (6) Cost/Pricing Assumptions: Offeror must submit, under a separate tab, all (if any) assumptions upon which the Cost/Price quote is based on.
- (7) Organizational Conflict of Interest (OCI) Statement. The Offeror shall complete and sign an OCI Statement in which the offeror (and any subcontractors, consultants, or teaming partners) disclose information concerning actual or potential OCI affecting the offeror’s proposal or any work related to this RFQ. The statement should be accompanied by the offeror’s plan for mitigation, avoidance, or neutralization, if appropriate.
- (8) Contract Registration. The Offeror shall submit a statement that the contract vehicle under which this quote is being submitted has been registered in TOS (<https://portal.fas.gsa.gov>) and that all information in TOS is up-to-date.
- (9) Price Explanation. The Offeror shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the proposal the offeror would like the Government to consider.

4.7 **TECHNICAL EVALUATION FACTORS**

All technical factors, other than cost or price, when combined are significantly more important than price. Criteria are in descending order of importance.

TECHNICAL EVALUATION FACTOR (1) – METHODOLOGY AND TECHNICAL APPROACH

The Offeror provides a written narrative describing the proposed methodology and technical approach to the requirements established by the Scope of Work and identified what strategies and approaches they would employ to achieve a successful outcome. It identifies either through in-house staff or proposed subcontractors the ability to provide subject matter expertise to analyze and perform specialized services, such as utility surveys, underwater surveys, golf course assessments and specialized advice on marina operations and unique recreation and transportation services.

The narrative also addresses the Prime and subcontractor's responsibilities; overall project management philosophy addressing organizational hierarchy as it directly relates to communication flow and implementation of work across the different specialties and team members; identification of who are the key individual(s) responsible for flow of information and how information is communicated and managed amongst team members both from an administrative management stand point, quality control of submittals; methods of corrective action that will be taken if a subcontractor fails to perform and is not adhering to project specifications and schedules; and any other information the Offeror chooses to address to inform the Government as to how they would communicate with the National Park Service and manage a dynamic teaming arrangement between diverse subcontracts and time sensitive deadlines/schedules.

The Offeror explains how they will manage and execute the project work within established schedules and technical parameters. In the event of personnel changes explain how projects will transition seamlessly and without causing delays and the Offeror's capability of working on multiple projects simultaneously. Explain what methodology will be utilized to successfully collect the data needed to meet the requirements and how impacts to visitors and concession operations will be mitigated.

The Offeror explains how they will assure quality control within the Comprehensive Condition Assessment as follows:

- (a) Between individual appendices;
- (b) Between appendices and narrative;
- (c) Between the drawings and the appendices;
- (d) Assure accurate cost estimating; and
- (e) Assure accuracy and completeness of the required drawings
- (f) Identify systems and practices in place that assure quality control on deliverables.

Technical Rating	Definition/Standard	Proposal Risk
Exceptional	<p>RATING: Proposal is:</p> <ul style="list-style-type: none"> (1) complete and comprehensive; (2) exceeds required performance and capabilities in a way very beneficial to the government.; (3) contains no noted deficiencies; (4) demonstrates a full understanding of all aspects of the requirements; and (5) provides very high expectation for timely completion and outstanding quality. <p>RISK:</p> <ul style="list-style-type: none"> (1) No proposal weaknesses have potential to cause disruption of schedule, increase, in price, or degradation of performance. (2) Normal contractor effort will likely minimize any difficulties. 	Very Low
Very Good	<p>RATING: Proposal is:</p> <ul style="list-style-type: none"> (1) complete and comprehensive; (2) exceeds required performance and capabilities in a way beneficial to the government; (3) contains no noted deficiencies; (4) demonstrates good understanding of the requirements; and (5) provides high expectation for timely completion and good quality. <p>RISK:</p> <ul style="list-style-type: none"> (1) Any proposal weaknesses have little potential to cause disruption of schedule, increase, in price, or degradation of performance. (2) Normal contractor effort will likely minimize any difficulties. 	Low
Satisfactory	<p>RATING: Proposal is:</p> <ul style="list-style-type: none"> (1) mostly complete and comprehensive; (2) meets required performance and capabilities.; (3) contains no noted deficiencies; (4) demonstrates adequate understanding the requirements; and (5) provides average expectation for timely completion and acceptable quality. <p>RISK:</p> <ul style="list-style-type: none"> (1) Proposal has a few weaknesses that can potentially cause some disruption of schedule, increase in price, or degradation of performance. (2) Special contractor emphasis will likely minimize any difficulties. 	Moderate

Technical Rating	Definition/Standard	Proposal Risk
Marginal	<p>RATING: Proposal is:</p> <p>(1) neither complete nor comprehensive;</p> <p>(2) fails to meet many required performance and capabilities, but may become acceptable with discussions;</p> <p>(3) contains few deficiencies causing negative impact;</p> <p>(4) demonstrates general lack of understanding of the requirements;</p> <p>(5) provides low expectation for timely completion and acceptable quality; and</p> <p>(6) is unacceptable without discussion.</p> <p>RISK:</p> <p>(1) Proposal has a few weaknesses that have the potential to cause serious disruption of schedule, increase in price, or degradation of performance.</p> <p>(2) Even with special contractor emphasis significant difficulties are anticipated.</p>	High
Unacceptable	<p>RATING: Proposal is:</p> <p>(1) neither complete nor comprehensive;</p> <p>(2) fails to meet minimum required performance and capabilities;</p> <p>(3) contains many uncorrectable deficiencies causing negative impact;</p> <p>(4) fails to demonstrate any understanding of the requirements; and</p> <p>(5) provides no expectation for timely completion or acceptable quality unless completely revised.</p> <p>RISK:</p> <p>(1) Proposal has many weaknesses that have the potential to cause serious disruption of schedule, increase in price, or degradation of performance.</p> <p>(2) Even with special contractor emphasis serious difficulties are anticipated.</p>	Very High

TECHNICAL EVALUATION FACTOR (2) – PREVIOUS EXPERIENCE

The Offeror provides detailed descriptions of three (3) projects that best illustrate the Offeror's experience and capabilities performing comprehensive condition assessments of real property related to commercial visitor services including lodging, restaurant, housing, retail, marinas, golf courses, maintained landscape and others in the private sector and/or the National Park Service. For each project description, provides all of the following information: Project or contract name and location; Name, address, contact person and telephone number and email address for owner reference(s); Brief project description including project cost, contract number (if applicable), duration, total value of project or contract, and square footage.

Technical Rating	Definition/Standard	Proposal Risk
<p>Exceptional</p>	<p>RATING: Proposal is: (1) complete and comprehensive; (2) exceeds required performance and capabilities in a way very beneficial to the government.; (3) contains no noted deficiencies; (4) demonstrates a full understanding of all aspects of the requirements; and (5) provides very high expectation for timely completion and outstanding quality. RISK: (1) No proposal weaknesses have potential to cause disruption of schedule, increase, in price, or degradation of performance. (2) Normal contractor effort will likely minimize any difficulties.</p>	<p>Very Low</p>
<p>Very Good</p>	<p>RATING: Proposal is: (1) complete and comprehensive; (2) exceeds required performance and capabilities in a way beneficial to the government; (3) contains no noted deficiencies; (4) demonstrates good understanding of the requirements; and (5) provides high expectation for timely completion and good quality. RISK: (1) Any proposal weaknesses have little potential to cause disruption of schedule, increase, in price, or degradation of performance. (2) Normal contractor effort will likely minimize any difficulties.</p>	<p>Low</p>

Technical Rating	Definition/Standards	Proposal Risk
Satisfactory	<p>RATING: Proposal is:</p> <p>(1) mostly complete and comprehensive;</p> <p>(2) meets required performance and capabilities.;</p> <p>(3) contains no noted deficiencies;</p> <p>(4) demonstrates adequate understanding the requirements; and</p> <p>(5) provides average expectation for timely completion and acceptable quality.</p> <p>RISK:</p> <p>(1) Proposal has a few weaknesses that can potentially cause some disruption of schedule, increase in price, or degradation of performance.</p> <p>(2) Special contractor emphasis will likely minimize any difficulties.</p>	Moderate
Marginal	<p>RATING: Proposal is:</p> <p>(1) neither complete nor comprehensive;</p> <p>(2) fails to meet many required performance and capabilities, but may become acceptable with discussions;</p> <p>(3) contains few deficiencies causing negative impact;</p> <p>(4) demonstrates general lack of understanding of the requirements;</p> <p>(5) provides low expectation for timely completion and acceptable quality; and</p> <p>(6) is unacceptable without discussion.</p> <p>RISK:</p> <p>(1) Proposal has a few weaknesses that have the potential to cause serious disruption of schedule, increase in price, or degradation of performance.</p> <p>(2) Even with special contractor emphasis significant difficulties are anticipated.</p>	High
Unacceptable	<p>RATING: Proposal is:</p> <p>(1) neither complete nor comprehensive;</p> <p>(2) fails to meet minimum required performance and capabilities;</p> <p>(3) contains many uncorrectable deficiencies causing negative impact;</p> <p>(4) fails to demonstrate any understanding of the requirements; and</p> <p>(5) provides no expectation for timely completion or acceptable quality unless completely revised.</p> <p>RISK:</p> <p>(1) Proposal has many weaknesses that have the potential to cause serious disruption of schedule, increase in price, or degradation of performance.</p> <p>(2) Even with special contractor emphasis serious difficulties are anticipated.</p>	Very High

TECHNICAL EVALUATION FACTOR (3) – PROPOSED PERSONNEL

The Offeror provides qualifications for the all proposed in-house personnel and the proposed subcontractors’ personnel that demonstrate a combination of education and practical experience and the capability to undertake the work of this project. The Offeror should demonstrate the ability to provide an adequate number of qualified in-house staff or subcontractor personnel with experience and certification to maximize stability and continuity of personnel assigned to this project. Personnel skills should include specialties such as historic preservation, drawing preparation, cost estimate, mechanical, electrical, plumbing systems, civil engineering, accessibility and marina systems. The Offeror shall also identify how they intend to ensure consistency and availability of qualified proposed personnel to perform project tasks.

Qualifications are presented in a resume or written format that identify education, relevant credentials, skills, training, years of professional experience similar in nature to the assigned roles for this project. Professional memberships shall be documented.

The Project Manager (PM) is identified as Key Personnel. The Offeror should identify the capability and experience of the PM in managing projects and should identify the following: specific descriptions of roles and key duties, identify previous experience working with proposed subcontractors, describe the role of the PM in managing a multi-disciplinary team and how the PM will facilitate information between team members, describe how the PM will successfully manage a multi-disciplinary team and ensure productivity, collaboration and transfer of knowledge, and describe how the PM will accomplish Quality Assurance and Quality Control requirements identified in the specifications.

Technical Rating	Definition/Standard	Proposal Risk
Exceptional	<p>RATING: Proposal is:</p> <ul style="list-style-type: none"> (1) complete and comprehensive; (2) exceeds required performance and capabilities in a way very beneficial to the government.; (3) contains no noted deficiencies; (4) demonstrates a full understanding of all aspects of the requirements; and (5) provides very high expectation for timely completion and outstanding quality. <p>RISK:</p> <ul style="list-style-type: none"> (1) No proposal weaknesses have potential to cause disruption of schedule, increase, in price, or degradation of performance. (2) Normal contractor effort will likely minimize any difficulties. 	Very Low

Technical Rating	Definition/Standards	Proposal Risk
Very Good	<p>RATING: Proposal is:</p> <ul style="list-style-type: none"> (1) complete and comprehensive; (2) exceeds required performance and capabilities in a way beneficial to the government; (3) contains no noted deficiencies; (4) demonstrates good understanding of the requirements; and (5) provides high expectation for timely completion and good quality. <p>RISK:</p> <ul style="list-style-type: none"> (1) Any proposal weaknesses have little potential to cause disruption of schedule, increase, in price, or degradation of performance. (2) Normal contractor effort will likely minimize any difficulties. 	Low
Satisfactory	<p>RATING: Proposal is:</p> <ul style="list-style-type: none"> (1) mostly complete and comprehensive; (2) meets required performance and capabilities.; (3) contains no noted deficiencies; (4) demonstrates adequate understanding the requirements; and (5) provides average expectation for timely completion and acceptable quality. <p>RISK:</p> <ul style="list-style-type: none"> (1) Proposal has a few weaknesses that can potentially cause some disruption of schedule, increase in price, or degradation of performance. (2) Special contractor emphasis will likely minimize any difficulties. 	Moderate
Marginal	<p>RATING: Proposal is:</p> <ul style="list-style-type: none"> (1) neither complete nor comprehensive; (2) fails to meet many required performance and capabilities, but may become acceptable with discussions; (3) contains few deficiencies causing negative impact; (4) demonstrates general lack of understanding of the requirements; (5) provides low expectation for timely completion and acceptable quality; and (6) is unacceptable without discussion. <p>RISK:</p> <ul style="list-style-type: none"> (1) Proposal has a few weaknesses that have the potential to cause serious disruption of schedule, increase in price, or degradation of performance. (2) Even with special contractor emphasis significant difficulties are anticipated. 	High

Technical Rating	Definition/Standards	Proposal Risk
Unacceptable	<p>RATING: Proposal is:</p> <p>(1) neither complete nor comprehensive;</p> <p>(2) fails to meet minimum required performance and capabilities;</p> <p>(3) contains many uncorrectable deficiencies causing negative impact;</p> <p>(4) fails to demonstrate any understanding of the requirements; and</p> <p>(5) provides no expectation for timely completion or acceptable quality unless completely revised.</p> <p>RISK:</p> <p>(1) Proposal has many weaknesses that have the potential to cause serious disruption of schedule, increase in price, or degradation of performance.</p> <p>(2) Even with special contractor emphasis serious difficulties are anticipated.</p>	Very High

TECHNICAL EVALUATION FACTOR (4) – PAST PERFORMANCE

Past Performance Questionnaires were received for a minimum of three (3) and a maximum of seven (7) past projects project similar in size and scope to the work identified in Statement of Work.

A Past Performance confidence assessment is assigned based on the Offeror’s overall record of recency, relevancy and quality of performance.

Adjectival Rating	Description
Substantial Confidence	Based on the Offeror’s recent/relevant performance record, the Government has high expectation that the Offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the Offeror’s recent/relevant performance record, the Government has a reasonable expectation that the Offeror will successfully perform the required effort.
Neutral Confidence	No recent/relevant performance record exists so that no meaningful confidence assessment rating can be reasonable assigned. The Offeror may not be evaluated favorably or unfavorably on the factor of past performance.
Limited Confidence	Based on the Offeror’s recent/relevant performance record, the Government has a low expectation that the Offeror will successfully perform the required effort.
No Confidence	Based on the Offeror’s recent/relevant performance record, the Government has no expectation that the Offeror will successfully perform the required effort.

4.8 **TECHNICAL ASSUMPTIONS**

Offerors assumptions will be reviewed in the context of the technical factor to which they apply. The Government reserves the right to reject any quote that includes any assumptions that may adversely impact satisfying the Government's requirements.

4.9 **PRICE QUOTE EVALUATION**

A price evaluation will be performed to determine which the quote(s) that represents the best value to the Government in accordance with FAR 8.404-2 (d). The Government is required to consider the "lowest overall cost alternative" per FAR 8.404 (d); however, the Government reserves the right to consider features in addition to price and accept other than the lowest priced quotes. The additional features are considered the non-price factors stated above in Sections 4.6 and 4.7.

The best value determination will be conducted using a Probable Sample Project to determine Probable Cost as well as hourly rates and discounted rates of the identified potential labor categories. The Probable Sample Project is typical of a project that would be awarded as a Call Order under the Blanket Purchase Agreement and is provided in Attachment 5. Probable Cost will be submitted for the Base and each Option Year.

After completion of the technical and price evaluation, the Evaluation Panel will make an award recommendation based on the evaluations of the Contracting Officer. The Contracting Officer will then consider all quotes and the evaluation factors stated herein, including assessment of the degree of risk associated with the quotes, to determine the quote(s) that represent the best value to the Government in accordance with FAR 8.405-3(2)(viii). The Contracting Officer's decision will be based on a comparative analysis of quotes against all evaluation factors specified in the RFQ.

4.10 **ORGANIZATIONAL CONFLICT OF INTEREST**

Will be evaluated to assess whether or not an actual or potential OCI exists. If an actual or potential conflict of interest is identified that cannot be mitigated, avoided, or waived in accordance with FAR Part 9.5, that offeror will be ineligible for award.

4.11 **BASIS OF AWARD**

Evaluation of quotes will be conducted in accordance with FAR 8.405-2 (d). Only contractors with current GSA Schedules under NAICS Code 541611 shall be considered.

The Government will issue a BPA as a result of this RFQ to the responsible quoter (s) who's quote (s) have been determined to offer the "best value" to the Government considering both price and other factors listed below in Section 4.8 and 4.13. The Government is required to consider the "lowest overall cost alternative;" however the Government reserves the right to consider features in addition to price and accept other than the lowest priced quotes, per FAR 8.404 (d). The additional features are considered the non-price factors included with the RFQ and stated above in 4.6 and 4.7.

Award of the Base BPAs will be made to up to five (5) quoters whose quotes meet the requirements stated in RFQ and are determined to provide the best value to the Government. If the Government receives less than five (5) acceptable quotes, the Government may award to less than five (5) or more quoters and may elect to award a single BPA if only one (1) quote was determined to offer best value to the Government.

Award of the three (3) Calls Orders may be made to the lowest price on each BPA Call who has been awarded a base BPA. Call Orders also may be distributed amongst all potential quoters selected for award, regardless of price at the discretion of the Government, and authorized by FAR 8.404 (d). All awards will only be made to the responsible offerors whose offer conforms to all the RFQ requirements and provides the best value to the Government considering all evaluation factors combined as detailed above.

4.12 **EXPLANATION FOR BASIS OF AWARD**

This award will be made under FAR 8.4; formal debriefings will not be conducted. In accordance with 8.405-2(d), a brief explanation of the basis for the award decision shall be provided upon request.