

A/E Selection Guide Exhibit IV – CBD Numbered Notes

24. Architect-Engineer firms which meet the requirements described in this announcement are invited to submit: (1) a Standard Form 254, Architect-Engineer and Related Services Questionnaire, (2) a Standard Form 255, Architect-Engineer and Related Services Questionnaire for Specific Project, when requested, and (3) any requested supplemental data to the procurement office shown. Firms having a current Standard Form 254 on file with the procurement office shown are not required to register this form. Firms desiring to register for consideration for future projects administered by the procurement office (subject to specific requirements for individual projects) are encouraged to submit annually, a statement of qualifications and performance data, utilizing Standard Form 254, Architect-Engineer and Related Services Questionnaire. Firms responding to this announcement before the closing date will be considered for selection, subject to any limitations indicated with respect to size and geographic location of firm, specialized technical expertise or other requirements listed. Following an initial evaluation of the qualification and performance data submitted, three or more firms that are considered to be the most highly qualified to provide the type of services required, will be chosen for negotiation. Selection of firms for negotiation shall be made through an order of preference based on demonstrated competence and qualifications necessary for the satisfactory performance of the type of professional services required, that include: (1) professional capabilities; (2) specialized experience and technical competence, as required; (3) capacity to accomplish the work in the required time; (4) past performance on contracts with respect to cost control, quality of work, and compliance with performance schedules; (5) geographical location and knowledge of the locality of the project, provided that application of the criterion leaves an appropriate number of qualified firms, given the nature and size of the project; (6) any other special qualification required under this announcement by the contracting activity. In addition to the above qualifications, special qualifications in the Department of Defense include the volume of work previously awarded to the firm by the Department of Defense, with the object of effecting an equitable distribution of Department of Defense architect engineer contracts among qualified architect-engineer firms including small and small disadvantaged business firms, and firms that have not had prior Department of Defense contracts.

25. Information submitted should be pertinent and specific in the technical area under consideration, on each of the following qualifications: (1) Experience: An outline of previous projects, specific work previously performed or being performed and any in-house research and development effort; (2) Personnel: Name, professional qualifications and specific experience of scientist, engineers and technical personnel who may be assigned as a principal investigator and/or project officer; (3) Facilities: Availability and description of special facilities required to perform in the technical areas under consideration. A statement regarding industry security clearance. Any other specific and pertinent information as pertains to this particular area of procurement that would enhance our consideration and evaluation of the information submitted.