



# U.S. Army Corps of Engineers South Atlantic Division

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## Unlocking the Mystery of Architect Engineer Contracting

31 March 2004



# Architect-Engineer Contracting

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## OVERVIEW

### ❖ BACKGROUND

### ❖ PANEL DISCUSSIONS:

#### 1. HOW WE SOLICIT

Presented by George Poiroux

#### 2. HOW WE CHOOSE

Presented by Camille Krolikowski

#### 3. HOW WE EXECUTE

Presented by Don Carmen



# Architect-Engineer Contracting

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## HOW WE SOLICIT

**Presented by  
George Poiroux  
Mobile District**



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## STANDARDS WE LIVE BY:

### ❖ **BROOKS A-E ACT: Public Law 92-582:**

**Mandates the public announcement of requirements for A-E services, selection of the most highly qualified firms based on **demonstrated** competence and professional qualifications, and the negotiation of a fair and reasonable price.**

### ❖ **FAR PART 36**

### ❖ **Engineering Pamphlet EP-715-1-7, 31 July 2002**

### ❖ **PARC INSTRUCTION LETTERS**



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## TYPES OF A-E CONTRACTS

- ❖ **STAND ALONE “C” TYPE**  
**Firm Fixed Price for a specific project**
- ❖ **INDEFINITE DELIVERY CONTRACT**  
**Executed by Task Order**
- ❖ **PURCHASE ORDER**  
**Less than \$85K for one project**



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## **INDEFINITE DELIVERY CONTRACTS:**

- ❖ **BASE PERIOD PLUS 2 OPTION PERIODS**  
**\$1 million BASE PLUS 2-\$1 million options**

## **FOR SMALL BUSINESS SET-ASIDES:**

- ❖ **BASE PERIOD PLUS 4 OPTION PERIODS**  
**\$1 million BASE PLUS 4-\$1 million options**



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## **TYPES OF SOLICITATIONS:**

- ❖ **Unrestricted competition**
- ❖ **Small Business Set-Aside**
- ❖ **Small Disadvantaged Business Set-Aside (8a)**
- ❖ **Hub ZONE Set-Aside**



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## **SMALL BUSINESS DEFINITION:**

**A Small Business A-E firm has average annual receipts over the past 3 years of no more than \$4,000,000. Self Certified.**

## **SMALL DISADVANTAGED BUSINESS:**

**Meets Small Business criteria and SBA requirements. Certified By SBA.**

## **HUB ZONE A-E FIRM:**

**Meets Small Business criteria. Located in a geographic area designated as an economically depressed area by SBA. At least 35% of employees live within HUB ZONE. Certified By SBA.**



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## **PUBLIC ANNOUNCEMENT**

- ❖ REQUIRED ON ALL A-E CONTRACTS GREATER THAN \$25K**
- ❖ 30 DAYS (MINIMUM) TO RESPOND**



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## POSTING ANNOUNCEMENT TO THE PUBLIC

<b>Charleston</b>	<b>FedBizOpps 31 days</b> Homepage <a href="http://www.sac.usace.army.mil">www.sac.usace.army.mil</a> Click on <b>Doing Business with Us</b> , click on <b>Active Solicitations</b> .
<b>Jacksonville</b>	<b>FedBizOpps 45 days</b> District Homepage <a href="http://www.saj.usace.army.mil">www.saj.usace.army.mil</a> Click on <b>Contracts/Business Opps</b> , go to <b>EBS</b> , click 2 <sup>nd</sup> link
<b>Mobile</b>	<b>FedBizOpps Presolicitation 14 days, Full Announce. 30 days</b> District Homepage <a href="http://www.sam.usace.army.mil">www.sam.usace.army.mil</a> Click on <b>Contracts/Bids</b> , click on <b>Advertised Solicitations</b>
<b>Savannah</b>	<b>FedBizOpps 30 days</b> District Homepage <a href="http://www.ebs.sas.usace.army.mil">www.ebs.sas.usace.army.mil</a>
<b>Wilmington</b>	<b>FedBizOpps 30 days Not posted on home page</b>



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## **PUBLIC ANNOUNCEMENT**

### **FOUR PARTS:**

**PART 1 – CONTRACT INFORMATION**

**PART 2 – PROJECT INFORMATION**

**PART 3 – SELECTION CRITERIA  
(PRIMARY & SECONDARY)**

**PART 4 – SUBMISSION REQUIREMENTS**



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## PART 1. CONTRACT INFORMATION

### Change in Procurement Identification Codes:

<u>Old</u>	<u>New</u>	<u>District</u>
DACW60	W912HP	CHARLESTON
DACA17	W912EP	JACKSONVILLE
DACA01	W91278	MOBILE
DACA21	W912HN	SAVANNAH
DACA54	W912PM	WILMINGTON

**APPLIES TO SOLICITATIONS AND CONTRACTS**



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## **PART 3. SELECTION CRITERIA**

- ❖ **Built around general FAR and DFARS criteria.**
- ❖ **Must be project specific.**
- ❖ **Must indicate order of importance of criteria and sub criteria.**
- ❖ **Uses criteria that will be important discriminators.**
- ❖ **Must not be unnecessarily restrictive.**



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## **PART 3. SELECTION CRITERIA**

FAR 36.602-1 / DFARS 236.602-1

### **Primary:**

- ❖ **Specialized Experience and Technical Competence**
- ❖ **Key Personnel Professional Qualifications**
- ❖ **Work Management/Capacity**
- ❖ **Past Performance**
- ❖ **Knowledge of Locality**

### **Secondary:**

- ❖ **Location of Firm**
- ❖ **Volume of Recent DOD Work**
- ❖ **Participation of Small Businesses and Small Disadvantaged Businesses**



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## **PART 4. SUBMISSION REQUIREMENTS**

- ❖ **What, When, How and Where to submit proposals**

### **THE NEW SF 330**

- ❖ **Introduced - January 2004**
- ❖ **Mandated full implementation – June 2004**
- ❖ **Announcements will indicate use of new form**

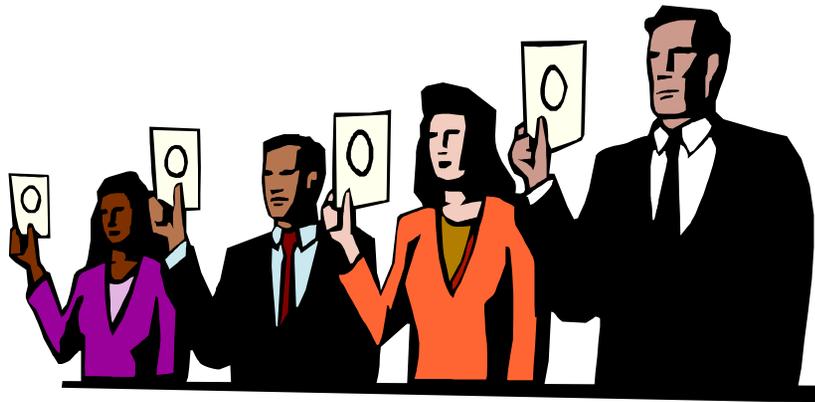
**Note: Savannah District will require electronic submissions concurrent with full implementation of SF 330 in June 2004.**

- ❖ **File sizes will be limited.**
- ❖ **Information will be secured with passwords**



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## HOW WE CHOOSE

Presented by  
**Camille Krolkowski**  
**Savannah District**



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## A-E EVALUATION BOARDS

### Pre-selection and Selection (FAR 36.602)

- ❖ **Composed of in-house professional personnel with experience in engineering, architecture, construction, project management and acquisition.**
- ❖ **Using agency invited to participate if appropriate.**
- ❖ **Reviews firms' qualifications using criteria in the synopsis.**
- ❖ **Must be reasonable, consistent and fair.**



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## PRE-SELECTION BOARD MEMBERSHIP

<b>Charleston</b>	<b>Do not use Pre-Selection Board</b>
<b>Jacksonville</b>	<b>Sometimes on large solicitation response. Each is unique. 4-6 members. Proponent is on board. Make-up: Engineers, Technical folk. Meet 2 weeks after proposal due date.</b>
<b>Mobile</b>	<b>Do not use Pre-Selection Board</b>
<b>Savannah</b>	<b>Yes, if response is anticipated to be &gt; 15 proposals. Each is unique. Section Chief in EN Chairs. Proponent is on board. Customer is invited – attends 50%. 5-8 members. EN disciplines + PM. Meet within one month.</b>
<b>Wilmington</b>	<b>Rarely. Based on large response. Have established Pre-Selection Board. EN representative Chairs. Proponent on Board. 3 member board. EN, Construction, Planning Div. Rep. Meet within 7 days.</b>



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## SELECTION BOARD MEMBERSHIP

<b>Charleston</b>	<b>Case by case. Branch Chief in EN. Proponent on Board. 3 members. Engineers &amp; Land Surveyor. All members have licenses.</b>
<b>Jacksonville</b>	<b>Case by case. Chief or Asst Ch, EN Chairs. Proponent on Board. 3-5 members. Engineers, Technical. Registration not required. A-E Contract Training not required.</b>
<b>Mobile</b>	<b>Case by case. Branch Chiefs, EN Chair Boards except Survey &amp; Mapping. Chairman is registered. Proponent &amp; PM on Board. Customer on Board. 5-7 members. A-E Contracting Training not required.</b>
<b>Savannah</b>	<b>Case by case. Chief or Asst Ch EN, occasionally Branch Ch, Chair. Proponent &amp; customer on Board. 3-5 members. EN, PM, &amp; CD. Members from EN &amp; CD must be registered. A-E Contract Training not mandatory but preferred.</b>
<b>Wilmington</b>	<b>Established. Chief, EN. Proponent on Board. 3 members. Professional registration required. A-E Contracting Training not required.</b>



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## **AE EVALUATION/SELECTION PROCESS**

- ❖ **PRE-SELECTION**
- ❖ **DETERMINATION OF MOST HIGHLY QUALIFIED FIRMS (SHORT-LISTED FIRMS)**
- ❖ **INTERVIEW WITH THE SHORT LISTED FIRMS**
- ❖ **FINAL RANKING OF MOST HIGHLY QUALIFIED FIRMS**
- ❖ **SELECTION IS MADE AND APPROVED**
- ❖ **NOTIFICATION/DEBRIEF**



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## AE EVALUATION/SELECTION PROCESS

### THE PRE-SELECTION PHASE

- ❖ **Determine those highly qualified firms which have a reasonable chance of being considered as most highly qualified – board consensus required.**
- ❖ **If submittals are incomplete, they will be eliminated at this time.**

### DETERMINATION OF MOST HIGHLY QUALIFIED FIRMS (SHORT-LISTED FIRMS)

- ❖ **Based on Performance Risk**
- ❖ **Compared to other firms**
- ❖ **Board consensus required**



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## Top Three PRIMARY Selection Criterion

<b>Charleston</b>	<ol style="list-style-type: none"><li>1. Professional Qualifications</li><li>2. Specialized Experience and Technical Competence</li><li>3. Capacity to accomplish work in the required time</li></ol>
<b>Jacksonville</b>	<ol style="list-style-type: none"><li>1. Specialized Experience and Technical Competence</li><li>2. Past Performance</li><li>3. Professional Qualifications</li></ol>
<b>Mobile</b>	<ol style="list-style-type: none"><li>1. Professional Qualifications</li><li>2. Specialized Experience and Technical Competence</li><li>3. Capacity</li></ol>
<b>Savannah</b>	<ol style="list-style-type: none"><li>1. Specialized Experience and Technical Competence</li><li>2. Past Performance</li><li>3. Work Management / Capacity</li></ol>
<b>Wilmington</b>	<ol style="list-style-type: none"><li>1. Specialized Experience and Technical Competence</li><li>2. Size and Expertise of Staff</li><li>3. Capacity to accomplish work in the required time</li></ol>



# Architect-Engineer Contracting

## AE EVALUATION/SELECTION

### INTERVIEW WITH SHORT-LISTED FIRMS

#### All Districts use Telephone Interview for Short-listed Firms

<b>Charleston</b>	<b>No questions given in advance. Technical questions; each Firm gets same questions. No specific time limit. Q&amp;A with dialogue. USED IN FINAL RANKING.</b>
<b>Jacksonville</b>	<b>No questions given in advance. General questions. Each Firm gets same questions. No specific time limit. Q&amp;A with dialogue. Tele-con to set time for interview. USED IN FINAL RANKING.</b>
<b>Mobile</b>	<b>Normally 3 technical questions given 1 day in advance. 1 other question given during interview. Each firm gets same question. No dialogue. A-E answers questions. 15 minute limit. USED IN FINAL RANKING.</b>
<b>Savannah</b>	<b>Interviews will be conducted on all solicitations. When conducted, Firms get same questions, sometimes general other times technical. 30 min time limit. Questions given prior to interview. USED IN FINAL RANKING.</b>
<b>Wilmington</b>	<b>No questions given in advance of interview. Both general &amp; technical questions. 30 min time limit. Firm answers questions, not much dialogue. All firms get same questions. USED IN FINAL RANKING.</b>



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## AE EVALUATION/SELECTION PROCESS

### ❖ THE DEBRIEF

❖ ALL FIRMS ARE ALLOWED A DEBRIEF

❖ FIRM MUST REQUEST THE DEBRIEF WITHIN THE SPECIFIED TIME – NORMALLY 10 DAYS FROM DATE OF NOTIFICATION LETTER

❖ MAY BE TELEPHONIC OR IN PERSON



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## **AE EVALUATION/SELECTION PROCESS**

### **❖ THE IMPORTANCE OF A DEBRIEF**

#### **❖ OVERVIEW OF THE SELECTION PROCESS**

#### **❖ WHAT SEPARATED YOUR FIRM**

#### **❖ POSSIBLE IMPROVEMENTS FOR FUTURE COMPETITION**



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## TYPICAL RESULTS

**For larger firms:**

- ❖ **IDC's for district use – usually require work on multiple task orders simultaneously**
- ❖ **Large Projects requiring separate contracts due to complexity and amount of A-E fee**
- ❖ **Larger firms typically have the capacity, technical expertise and depth of experience for these types of contracts. However, with the right team, small businesses can win (and have won) on unrestricted competitions**



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## TYPICAL RESULTS CONT.

**For smaller firms:**

- ❖ **IDC's for Value Engineering, Survey Work, Core Drilling**
- ❖ **Design Branch support IDC**
- ❖ **IDC's for use by installations**
- ❖ **Complex or technical contracts requiring specific expertise (I.e. Life Safety, structural evaluations, etc)**

**Districts strongly encourage partnerships between large and small firms so that the smaller firms can compete in the future for those contracts requiring greater technical expertise and depth of experience.**



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## THINGS THAT SEPARATE FIRMS

- ❖ **LATE ARRIVING PROPOSALS**
- ❖ **INCOMPLETE PROPOSALS - PARTS MISSING**
- ❖ **NOT ADDRESSING THE SELECTION CRITERIA COMPLETELY**
- ❖ **FAILURE TO INCLUDE THE REQUIRED RESUMES**
- ❖ **PROJECT ASSIGNMENT ON RESUME IS UNCLEAR OR BLANK**





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## THINGS THAT SEPARATE FIRMS CON'T

- ❖ **INADEQUATE DEPTH/CAPACITY**
- ❖ **KEY PERSONNEL WITHOUT REQUIRED REGISTRATIONS/CERTIFICATIONS**
- ❖ **PROJECT MANAGER WITH NO EXPERIENCE DOING DOD/COE WORK**
- ❖ **NO CURRENT RELEVANT PROJECTS**
- ❖ **POORLY DEFINED QUALITY MANAGEMENT PLAN**



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## THINGS THAT SEPARATE FIRMS CON'T

- ❖ **INADEQUATE DEMONSTRATION OF RELEVANT EXPERIENCE BY THE TEAM**
- ❖ **NO ASSURANCE TEAM PRESENTED WILL PERFORM THE WORK**
- ❖ **INADEQUATE DEMONSTRATION OF PAST PERFORMANCE/ POOR ACASS RATINGS**
- ❖ **NO PLAN FOR COORDINATION OF WORK WITH SUBCONSULTANTS**
- ❖ **NOT ANSWERING INTERVIEW QUESTIONS**

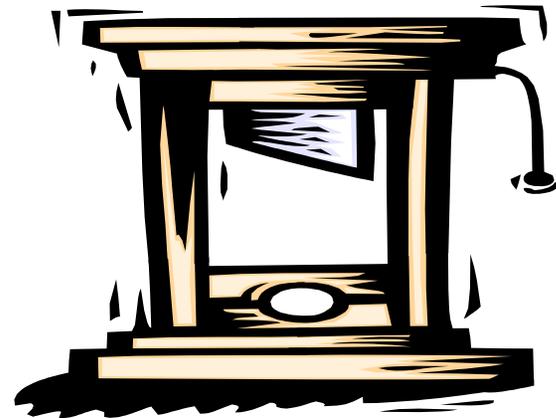


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## HOW WE EXECUTE

**Presented by  
Don Carmen  
Wilmington District**



No, not that way!!!!!!!!!!!!!!



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## STEPS TO AWARD

- ❖ **REQUEST FOR PROPOSAL LETTER**
- ❖ **NEGOTIATION OF RATES**
- ❖ **AWARD**





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## HOW DO WE DECIDE WHICH IDIQ CONTRACT TO USE?

- ❖ **LEGAL CONSIDERATION/SCOPE OF CONTRACT**
- ❖ **MATCH MOST QUALIFIED AE WITH SPECIFIC PROJECT (e.g. Blast Wall Design Expertise)**
- ❖ **CONTRACT UTILIZATION**
- ❖ **REMAINING CAPACITY OF CONTRACT**
- ❖ **CUSTOMER PREFERENCE**
- ❖ **PERFORMANCE ON EARLIER TASK ORDERS**



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## **OTHER MEANS OF ASSIGNING WORK**

- ❖ **SHARING OF CONTRACT CAPACITY WITH OTHER DISTRICTS**
- ❖ **A-E FIRM FINDING WORK AND BRINGING IT TO THE DISTRICT**



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## **MULTIPLE AWARD SOLICITATIONS**

- ❖ MORE ECONOMICAL FOR BOTH CORPS OF ENGINEERS & AE'S**
- ❖ MORE FLEXIBILITY IN MAINTAINING SUFFICIENT CONTRACTS TO COVER VERY DYNAMIC WORKLOAD**
- ❖ UP TO ONE YEAR TO AWARD MULTIPLE CONTRACTS AFTER ANNOUNCEMENT CLOSES**
- ❖ OPPORTUNITY FOR NEW FIRMS TO WIN A CONTRACT**



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## THINGS TO REMEMBER

❖ **WE DON'T TRAIN A-E FIRMS!**



❖ **THE BOARD IS DUMB AS DIRT - TAKES NOTHING FOR GRANTED - YOU MUST DEMONSTRATE ALL OF YOUR QUALIFICATIONS TO US.**

❖ **THE BOARD DOES NOT MAKE ASSUMPTIONS THAT WILL HELP YOU.**

❖ **BE COMPLETE, BE CLEAR, BE CONCISE!**

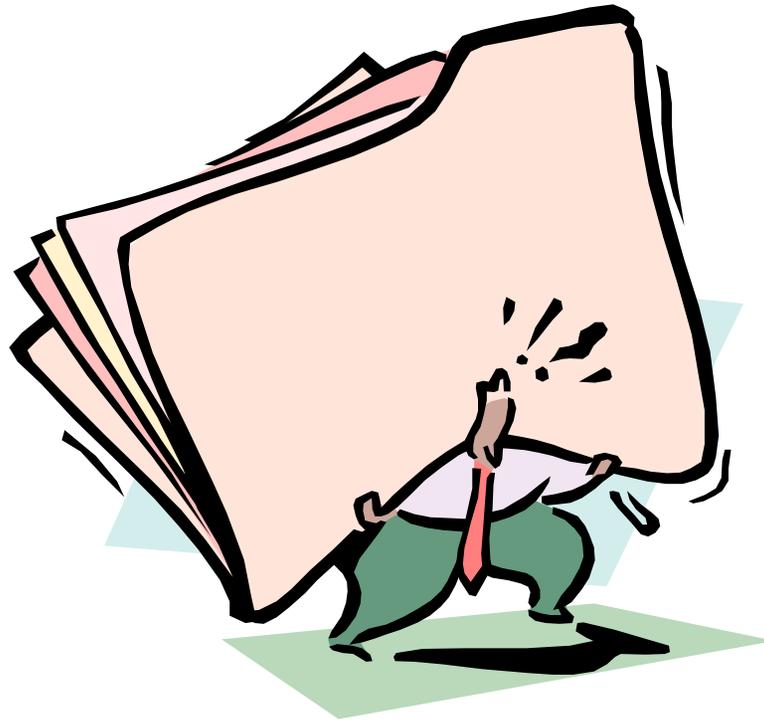


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## THINGS TO REMEMBER CON'T

- ❖ **PUTTING FLUFF IN YOUR PROPOSAL MAY HURT YOU!**

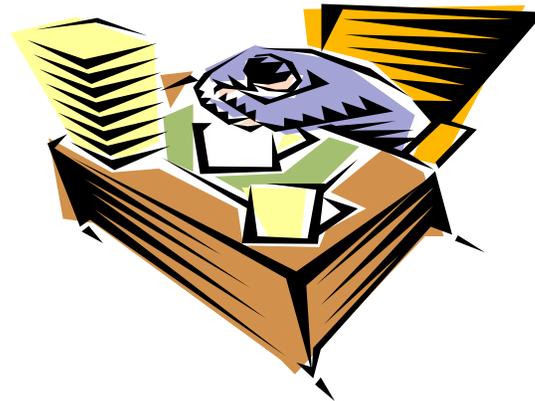




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## THINGS TO REMEMBER CON'T

- ❖ **REVIEWING 30 TO 70 PROPOSALS THOROUGHLY IS EXHAUSTING!**



- ❖ **MAKE YOUR PROPOSAL EASY TO READ.**
- ❖ **EASY TO OBTAIN THE CRITICAL INFO – FOLLOW THE FORMAT.**
- ❖ **USE BINDERS THAT DON'T FALL APART.**



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## THINGS TO REMEMBER CON'T

- ❖ **MANY BOARD MEMBERS ARE OVER 50 YEARS OLD. DON'T USE SMALL PRINT IN ORDER TO STUFF MORE INTO YOUR PROPOSAL. USE FONT SIZE AS REQUESTED.**





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## THINGS TO REMEMBER CON'T

- ❖ **THE INTERVIEW IS IMPORTANT.**
- ❖ **CAREFULLY PICK YOUR 10 PROJECTS. A PROJECT DONE AS A TASK ORDER UNDER AN IDIQ IS CONSIDERED A PROJECT.**
- ❖ **DO YOUR HOMEWORK ABOUT THE DISTRICT YOU WANT TO WIN WORK.**





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## THINGS TO REMEMBER CON'T

### CURRENT PROCESSES/ STANDARDS THAT YOU MUST EMBRACE :



- ❖ **CHARRETTES – PROGRAMMING & DESIGN**
- ❖ **AT/FP**
- ❖ **SUSTAINABLE DESIGN**
- ❖ **STANDARD DESIGNS**
- ❖ **DESIGN BUILD**
- ❖ **MCACES & PACES COST ESTIMATING**
- ❖ **SpecsIntact SOFTWARE**



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## WEBSITES FOR CURRENT A-E CONTRACTS WITHIN SOUTH ATLANTIC DIVISION

- Charleston**      <http://www.sac.usace.army.mil/> Click on **Doing Business with Us**, click on **SAC Active A/E Contracts**.
- Jacksonville**      <http://www.saj.usace.army.mil/> Click on **Contracts/Business Opps.**, scroll down to **A-E Contracts**.
- Mobile**      <http://www.sam.usace.army.mil/> Click **Contracts/Bids**, click **Current A-E Contracts**.
- Savannah**      <http://www.sas.usace.army.mil/ct/ctpage.htm> Click **Active Contracts**.
- Wilmington**      <http://www.saw.usace.army.mil/> Click on **Doing Business with Us**, click on **Contracting Division**, scroll down to **Indefinite Delivery Type (IDT) Contracts (A-E, Service, Supply, Construction)**.



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## WEBSITES FOR SMALL BUSINESS POINTS OF CONTACT

<b>Charleston</b>	Henry Wigfall , Deputy for Small Business, 843-329-8088 , E-mail: <a href="mailto:henry.wigfall@usace.army.mil">henry.wigfall@usace.army.mil</a> .
<b>Jacksonville</b>	Claudia Hundley, Deputy for Small Business, 904-232-1150, E-mail: <a href="mailto:claudia.h.hundley@usace.army.mil">claudia.h.hundley@usace.army.mil</a> .
<b>Mobile</b>	Linda Spadaro, Deputy for Small Business, 251-690-3597 E-mail: <a href="mailto:linda.l.spadaro@sam.usace.army.mil">linda.l.spadaro@sam.usace.army.mil</a>
<b>Savannah</b>	Gwennette Parker, Deputy for Small Business, 912-652-5340 E-mail: <a href="mailto:gwennette.w.parker@sas02.usace.army.mil">gwennette.w.parker@sas02.usace.army.mil</a>
<b>Wilmington</b>	Sherry Gaylor, Deputy for Small Business, 910-251-4419 E-mail: <a href="mailto:sherry.b.gaylor@usace.army.mil">sherry.b.gaylor@usace.army.mil</a>



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## We Partner!

“Our policy is that once the contract is signed, the project becomes a team effort - the Corps and the A-E working together for quality products and project success.”

