This is a request for Standard Form (SF) 330 Architect-Engineer Qualifications in accordance with the Brooks Act as implemented in the Federal Acquisition Regulation (FAR) Subpart 36.6. The National Aeronautics and Space Administration (NASA) Goddard Space Flight Center (GSFC) Wallops Flight Facility (WFF) located in Wallops Island, Virginia is anticipating the award of two or more Firm Fixed Price, Indefinite Delivery/Indefinite Quantity (IDIQ) contracts for Architect-Engineering (A-E) Services considered as Non Technical Facilities Design. The contract effective ordering period will be five years from the date of award. The maximum contract value is $15,000,000. The contract minimum will be $2,500.00. Contract award will be in accordance with FAR 36.6 procedures. Task Orders will be competed among the contract awardees in accordance with FAR 16.505(b)(1), Fair Opportunities Procedures and evaluated in accordance with the ordering procedures established in Far 36.6.

For the purpose of this procurement Non Technical Facilities Design is defined as: Designs for items not listed as technical and mission critical facilities (such as Cleanrooms, Laboratories, Central Power Plant and Operations, Mission Operations and Range Operations facilities). Non Technical Facilities Design includes facility restorations, office modifications, and underground infrastructure.

The anticipated work will include: Engineering and Special Studies, Preliminary Engineering Reports (PERs), Final Design and Follow on Construction Services.

Contract awards will only be made to firms licensed to practice Architect-Engineering services.

The places of performance for the services will be the Goddard Space Flight Center located in Greenbelt, Maryland and Wallops Flight Facility located in Wallops Island, Virginia, as well as GSFC satellite facilities, containing assets for which GSFC is responsible, such as remote tracking stations.

The North American Industrial Classification System (NAICS) Code for this procurement is 541310 with small business size standard of $4.5 million in average annual revenues.

This procurement is being conducted under Small Business Set-Aside. Firms that have provided consulting services for the development of GSFC/WFF's facilities program or have knowledge or information that would provide an unfair competitive advantage are prohibited from receiving a contract award, participating as a subcontractor to Prime or establishing a joint venture for the purpose of this procurement. Any firm participating in the design services of a project will be prohibited from receiving a contract for award of construction for the same project.

The anticipated contract award date will be on or about February 28, 2011. To be eligible for contract award, a firm must be registered in the Central Contractor Register (CCR). Register via the CCR Internet site at http://www.ccr.gov.

Each Firm, Prime or Joint Venture must also have a Data Universal Numbering System (DUNS) number issued by Dun and Bradstreet Information System (1-866-705-5711). The DUNS number must be for the firm or joint venture performing the work (i.e., not the parent company DUNS number, but a DUNS number specifically for their office performing the work. Each branch office and/or joint venture must have their own DUNS number.)

All work must be done by and under direct supervision of licensed Engineers or Architects. Firms will be selected to conduct oral proposals and negotiations based on demonstrated competence and qualifications for the required work. No solicitation packages are provided for this announcement, no additional project information will be given to firms during this announcement period. A copy of the Statement of Work is attached.

Firms will be selected for negotiations based on their qualifications submitted in accordance with this announcement. This announcement is restricted to small businesses.

Firm's SF 330's and supplemental information will be evaluated in accordance with FAR 36.6 procedures. The selection criteria, order, and weighting of each criterion will be as follows:

1. Capacity - 20%
2. Location – 20%
3. Specialized Experience/Technical Competence – 20%
4. Past Performance – 20%
5. Professional Qualifications – 10%
6. Design Quality Management Plan (DQMP) – 10%

The selection criteria descriptions and page restrictions for supplemental information for each criterion are provided below. Offerors shall clearly label supplemental information and adhere to page restrictions listed. Any pages exceeding the stated page limitations will not be evaluated by the evaluation board and will be returned to the Offeror in accordance with NFS 1815.204-70(b).

1. Capacity to accomplish work within the required time. (Limit 2 single sided pages)
2. Location in the general geographical area of the project and knowledge of the locality of the project. (Limit 2 single sided pages)
3. Specialized experience and technical competence over the past 10 years in the type of work required, including any experience with Leadership in Energy and Environmental Design (LEED) rating system and energy conservation. (Limit 10 single sided pages)
4. Past Performance in the last 10 years on contracts with Government agencies and private industry in terms of cost control, quality of work, compliance with performance schedules. (Limit 10 single sided pages)
5. Professional Qualifications of the individuals for satisfactory performance of required services. Use only SF 330. (No additional pages will be accepted)

6. Design Quality Management Plan (DQMP) shall include an organizational chart and briefly address the management approach, team organization, quality control procedures, cost control, value engineering, coordination of in-house disciplines and subcontractors, and prior experience of the prime firm working with the same consultants proposed for this contract. (Limit 4 single sided pages)

Note: A page is defined as one side of a sheet, 8 1/2" x 11", with at least one inch margins on all sides, using not smaller than 12-point type. Foldouts count as an equivalent number of 8 1/2" x 11" pages/sheets.

Each criterion will be evaluated and assigned an adjectival rating as follows:

Excellent (4 points) – A comprehensive and thorough proposal of exceptional merit with one or more significant strengths. No deficiency or significant weaknesses exists.
Very Good (3 points) – A proposal having no deficiency and which demonstrates overall competence. One or more significant strengths have been found, and strengths outweigh weaknesses.
Good (2 points) - A proposal having no deficiency and which shows a reasonably sound response. There may be strengths or weaknesses, or both. As a whole, weaknesses not offset by strengths do not significantly detract from Offeror's response.
Fair (1 point) - A proposal having no deficiency and which has one or more weaknesses. Weaknesses outweigh strengths.
Poor (0 points) - A proposal that has one or more deficiencies or significant weaknesses that demonstrate a lack of overall competence or would require a major proposal revision to correct.

The Government will evaluate proposals by classifying findings as strengths, weaknesses, significant strengths, significant weaknesses, or deficiencies using the following:

Strength (not in FAR/NFS) – a proposal area that enhances the potential for successful performance or contributes toward exceeding the contract requirements in a manner that provides additional value to the government (this could be associated with a process, technical approach, materials, facilities, etc.).

Significant Strength (not in FAR/NFS) – a proposal area that greatly enhances the potential for successful performance or contributes significantly toward exceeding the contract requirements in a manner that provides additional value to the government.

Weakness – a flaw in the proposal that increases the risk of unsuccessful contract performance

Significant Weakness – a proposal flaw that appreciably increases the risk of unsuccessful contract performance

Deficiency – a material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level

A sample evaluation form is attached.

Price will not be used as criterion.

**RECEIPT OF SF 330s:** All interested firms must submit SF 330 Part I and Part II at no cost to the Government. All forms not received by the cutoff date and time will not be considered for review and returned. All forms should be submitted in accordance with the following instructions to ensure that the designated receiving office can identify, date and time mark, secure, and deliver your SF 330 to the Contracting Officer/Specialist.

**External Marking of SF 330 Package(s)**

All packages must be closed and sealed.

The package must include the Offeror's name and return mailing address.

The required mailing address and external marking for packages is as follows:

NASA Wallops Flight Facility
34200 Fulton Street
Wallops Island, VA 23337

Attn: Stephanie B. Bailey/Mail Code 210.W, Building E105, Room 321

**PACKAGES MUST BE DELIVERED UNOPENED.** The WFF Shipping and Receiving dock is open from 7:30AM to 3:30PM, Monday through Friday, except Government holidays by badged access only. Contractor personnel conduct the GSFC/WFF receiving function, which includes mailroom operations. Packages must be marked with the date and time of receipt, subjected to security screening, secured, and delivered unopened to the Contracting Officer.

There is no general public access to the WFF Shipping and Receiving Dock.

**Methods of SF 330 Package Delivery**

There are three suggested methods of delivery to the designated receiving office:

U.S. Postal Service Express Mail

Commercial Delivery Service

Delivery by company employee or other individual agent

**It is highly encouraged for all Firms to use U.S. Postal Service Express Mail or Commercial Delivery Services.**

If SF 330 packages are going to be delivered by a company employee or other individual agent that does not already have badged access to NASA/GSFC/WFF, the Offeror MUST comply with the following instructions:

a. Driver shall state that they are delivering a SF 330 packages and provide the specific procurement reference number. The delivery shall be no earlier than 1 hour prior to the required due date/time.
b. Gate security personnel will direct driver to the Security building N127. A Government Procurement representative will be located in building N127 to receive the package. After delivering the SF 330 package, the vehicle must immediately exit WFF.
c. Note, any delays associated with this process will not result in the Government's acceptance of a late package, which is why the use of the U.S. Postal Service or Commercial Delivery Services are highly encouraged.

Regardless of the method of delivery chosen, the firm is responsible for delivery of the package to the designated receiving office no later than October 14, 2010, 2:00 p.m. Eastern time.

Facsimile transmissions **will not** be accepted.

Contracting Office Address:
NASA/Goddard Space Flight Center/Wallops Flight Facility, Code 210.W,
Wallops Island, VA 23337

Point of Contact(s):
Stephanie B. Bailey, Contract Specialist, Phone 757-824-1426, Fax 757-824-1974
Email Stephanie.B.Bailey@nasa.gov – Bernard J. Pagliaro, Contracting Officer, Phone 757-824-1277, Fax 757-824-1974, Email Bernard.J.Pagliaro@nasa.gov