

Architect-Engineer Services Procurements Guideline - 5.1.G (09/27/04)

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This guideline was extensively revised to address administrative changes throughout the document.

Definitions

Architect-Engineer Services (A/E) means:

- professional services of an architectural or engineering nature, as defined by state law if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services;
- other professional services associated with research, planning, development, design, construction, alteration, or repair of real property that the Sandia Contracting Representative (SCR) determines are of an architectural or engineering nature;

- other professional services of an architectural or engineering nature (including surveying and mapping, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals and other related services) that the SCR determines should logically or justifiably be performed by members of the architectural and engineering professions (and individuals in their employ); and
 - other incidental services (including studies, investigations, tests, evaluations, consultations, comprehensive planning, program management, and conceptual design) that the SCR determines should logically or justifiably be performed by members of the architectural and engineering professions (and individuals in their employ).
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A/E Services Solicitation - 5.1.G.1

The SCR shall prepare the solicitation in accordance with Guideline 2.1 - Solicitation Document. Anomalies which apply specifically to A/E services are detailed in the following sections.

Forms SF 254 and SF 255 - 5.1.G.1.a

Forms SF 254 - Architect-Engineer and Related Services Questionnaires, and SF 255 - Architect-Engineer and Related Services Questionnaires for Specific Project, are routinely used to solicit information which is required to evaluate proposals for A/E services. SCRs may at their discretion obtain this information using an alternative document (e.g., via the solicitation document).

Construction/Architect-Engineering (C/A-E) Library - 5.1.G.1.b

Both Sandia's Construction and Architectural Engineering Division and the Livermore Logistics and Procurement Department will maintain a library of potential sources. This library will consist of SF 254 forms and any alternate documents, i.e., capabilities statements used to obtain the SF 254 information for the respective suppliers.

Source List/Advertising - 5.1.G.1.c

The C/A-E Library will be consulted by the SCR in developing a list of sources. Where appropriate, the SCR may alternatively choose to utilize local, regional, or national advertising including the Commerce Business Daily.

Note: Review by Supplier Information and Relations is not required for A/E procurements which are advertised.

A/E Procurements Evaluation Criteria - 5.1.G.1.d

Specific evaluation criteria shall be developed for each solicitation. The specific criteria shall be included in the solicitation, and the relative importance of each criteria shall be disclosed either by assigning weights or by narrative description as described in Guideline 3.1 - Best-Value Source Selection/Commercial-Like Practice. The specific criteria should be developed from the following general criteria, if applicable:

General Qualifications

- Reputation and standing of the firm and its principal members.
- Experience and technical competence of the firm in comparable work.
- Past record in performing work for Sandia, other government agencies, and private industry, including projects or contracts implemented with no overruns; performance from the standpoint of cost including cost overruns (last five (5) years); the nature, extent and effectiveness of Contractor's cost reduction program; quality of work; and ability to meet schedules including schedule overruns (last five (5) years, where applicable).
- The volume of past and present workloads.
- Interest of company management in the project and expected participation and contribution of top officials.
- Adequacy of central or branch office facilities for the proposed work, including facilities for any special services that may be required.
- Geographic location of the home office and familiarity with the locality in which the project is located.

Personnel and Organizations

- Specific experience and qualifications of personnel proposed for assignment to the project, including, as required for various phases of the work:
 - technical skills and abilities in planning, organizing, executing, and controlling,
 - abilities in overall project coordination and management, and
 - experience in working together as a team.
- Proposed project organization, delegations of responsibility, and assignments of authority.
- Availability of additional competent, regular employees for support of the project, and the depth and size of the organization so that any necessary expansion or acceleration could be handled adequately.
- Experience and qualifications of proposed Consultants and subcontractors.

- Ability to assign adequate qualified personnel from the proposed organization (firms own organization, joint-venture organizations, consulting firms, etc.) including key personnel and a competent supervising representative.

Additional (or special) criteria may be developed for the specific project.

A/E Services Procurement Methods - 5.1.G.2

A/E services will be procured in accordance with the provisions outlined in these guidelines. They may be procured by one of three methods:

- selection based upon technical merit only,
- selection based upon technical merit with cost as a consideration, and
- competitive Ordering Agreement (OA) or task order selection based upon technical merit with work placement based upon cost.

Selection Based Upon Technical Merit Only - 5.1.G.2.a

A source list will be developed either through review of the C/A-E Library or by advertising. If advertising is not to be used, the SCR will prepare a solicitation which:

- briefly describes the work to be performed,
- requests the submission of SF 255 (or equivalent),
- provides an opportunity for the Contractor to submit an updated SF 254 (or equivalent) if they so choose,
- provides selection criteria and their relative importance, and
- sets a uniform due date for responses. If advertising is to be used, the advertisement will include all of the above items except that the ad will make the submission of the SF 254 (or equivalent) a requirement rather than an option.

Selection Based Upon Technical Merit with Price/Cost as a Consideration - 5.1.G.2.b

When cost is to be used as selection criteria, the SCR will use Sandia's standard procedures for Contractor selection and award using predetermined technical factors. (See Guideline 3.1 - Best-Value Source Selection/Commercial-Like Practices.) However, in addition to the standard

provisions, the following additional constraints apply to the procurement of A/E services:

- selection must be primarily based upon technical qualifications,
- cost, while a consideration for award, may not be a weighted factor,
- specific evaluation criteria must be based upon the general evaluation criteria given previously in these guidelines, and
- the SCR may choose to limit communications to the offerors whose proposals have the highest probability of success and provide the best-value to Sandia. (For more guidance on conducting communications see Section 3.1.G.2 – Communications With Offerors in Guideline 3.1.)

Competitive Ordering Agreement (OA) or Task Order Selection Based Upon Technical Merit - 5.1.G.2.c

This method of procurement is appropriate when it is anticipated that there will be multiple projects which are similar in nature and are to be awarded on a fixed-price or Time and Material basis. Under this method of procurement, two or more OAs are awarded in accordance with the procedures delineated in these guidelines for selection based upon technical merit only or technical merit with price/cost as consideration. Projects or orders are then sent to the Contractors who were awarded OAs. Selection for award of the order under the OA may then be based on low price.

Ranking of Proposals - 5.1.G.3

Upon receipt of the proposals, the SCR will provide SF 254 and/or SF 255 forms (or equivalent) to the Evaluation Team, who will evaluate the proposals against the criteria specified in the solicitation and provide a recommended ranking of the proposals.

If it is determined that the evaluation committee cannot make a clear recommendation regarding ranking based upon the data originally submitted, the SCR and the committee will hold communications with the Offerors whose proposals have the highest probability of success and provide the best-value to Sandia. The Evaluation Team will then reevaluate the proposals and provide a recommended ranking to the SCR.

The SCR will participate with and/or review the Evaluation Team's work and ensure that the evaluation was performed appropriately and fairly.

Final approval of proposed ranking will be made by the highest procurement approval required for the anticipated award.

Ranking Approval - 5.1.G.4

The SCR will document Part I of the Procurement Action Summary (PAS):

- the nature of the procurement,
- the SCR's rationale for the inclusion of the proposed firms on the source list or the decision to advertise (give the name(s) of the publication(s) and extent of the advertising), and
- the proposed ranking of the Offerors.

The PAS accompanied by the solicitation or advertisement and the requisition, will be reviewed and approved, based on the anticipated contract amount, by Procurement management at the levels required.

Contractor Selection/Negotiation 5.1.G.5

After obtaining the required ranking approvals, the SCR will negotiate with the highest ranked Offerors and request a Final Offer (FO). If the SCR is unable to negotiate a mutually satisfactory contract with any Offeror, the SCR will notify the firm that negotiations have been terminated and continue negotiations with the remaining highest ranked Offerors on the final selection list. This procedure shall be continued until a mutually satisfactory contract has been negotiated.

If negotiations fail with all the Offerors on the final selection list, the SCR will investigate the situation, make any necessary modifications to the solicitation, and repeat the solicitation process. Based on the results of the investigation, the SCR will determine whether or not to resolicit proposals from the Offerors on the original source list and which, if any, new sources to add.

The remainder of the procurement will be accomplished in accordance with the applicable guidelines which provide instruction on non-A/E procurements.

Applicable Clauses - 5.1.G.6

- SC 809-KDL - Designs Within Funding Limitations
- SC 810-AE - Additional Requirements for Architect-Engineer Services Contracts

- SC 824 DR - Organizational Conflict of Interest
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Send feedback on ideas and information on this page to the Process Expert, Adolph Bachicha.



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