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3A Supplier Relations for Architect-Engineer Contracts

This chapter addresses preliminary steps required prior to selecting a contractor to perform under a Postal Service design contract. The chapter addresses the requirements for publicizing design contract requirements in the *Commerce Business Daily* (CBD) and for giving other public notification.

3.1 Policy

3.1-10 Partnerships 

3.1-20 Supply Chain Management 

3.2 Supplier Diversity

Participation of minority and woman-owned businesses is encouraged for design contracts, whether as the prime contractor, subcontractor, member of a joint venture, or consultant. All CBD notices must include a statement that such participation is encouraged. During purchasing planning, the contracting officer performs market research as to the availability of such businesses where the contract is to be performed. The contracting officer should send notices of the planned purchasing action to development organizations, as appropriate (see PM 3.2.1.c).

3.3 Mandatory Sources

3.3.1 Policy 

3.3.2 Existing Assets 

3.3.3 Workshops for People Who Are Blind or Severely Disabled 

3.3.4 **People Who Are Blind or State Licensing Agencies for the Blind** 

3.3.5 **Defense Fuel Supply Center** 

3.4 **Government Sources**

3.5 **Commercial Suppliers**

3.5.1 **Policy** 

3.5.2 **Prequalification** 

Prequalification is part of the standard qualification-based process used for selecting A/Es.

3.5.3 **Publicizing Purchases**  

3.5.3.a **Policy** 

3.5.3.a-10 *Publicizing A/E Contracts*

See PM 3.5.3 and PM 4.4.2.d.1(a). The CBD notice must solicit submission of SF 254, *Architect-Engineer and Related Services Questionnaire*, and SF 255, *Architect-Engineer and Related Services Questionnaire for a Specific Project*.

3.5.3.a-20 *Contents of CBD Notice*

Because prospective A/Es prepare a SF 255 on a project-specific basis and the synopsis serves as the solicitation for submissions, all factors that are specifically and uniquely required for the project (see 2.1.7-10) must be published in the CBD notice. Attempts during the prescreening process to apply evaluation factors that were not listed in the CBD may result in challenges to the selection.

The CBD notice must also contain the following statement: "It is prohibited to pay any fee, commission, percentage, or brokerage fee to any person or firm contingent upon, or resulting from, award of contract for the project."

To facilitate prescreening, the CBD notice must require submission of a completed SF 255 and an updated SF 254 from each applicant. The CBD notice must also require submission of a SF 254 for each consultant listed by the prime A/E firm on the required project-specific SF 255.

All CBD notices where project funding has not been approved must contain the following statement: "Award of this contract is contingent on final approval of funds for this project by the Postal Service."

See 2.1.5 if price is to be a factor. If price is to be considered in selecting the A/E contractor, the CBD notice must contain the following statement: "The Postal Service reserves the right to request price proposals from multiple firms at the conclusion of the interview process, with award being made on the basis of both technical ability and price."

3.5.3.a-30 *Advertising Multiple Projects*

When more than one similar design contract, whether for repairs and alterations (including indefinite-quantity contracts) or for new facilities or for both, are scheduled to be awarded in a 12-month period in the same geographical area, the CBD notice may list multiple projects or indefinite-quantity contracts for which A/E design services are sought, provided:

- a. For fixed-price contracts, each project listed is identified by name, approximate gross area, and estimated construction cost.
- b. For all indefinite-quantity contracts, including contracts for multiple new facilities design, the geographic area only is indicated.

3.5.3.a-40 *Notice of Contract Award*

See PM 3.5.3.a.2 and PM 3.5.3.a.3. See Exhibit 3.5.3.b-10e for a sample CBD award notice.

3.5.3.b ***Methods of Publicizing***

Competition may be promoted by sending notices of proposed A/E contracts to *Engineering News-Record*; *Dodge Reports*; industry publications; electronic media; contractor association newsletters; small, minority, woman-owned business development organizations; and in-house contractor lists and databases. Send these notices prior to issuing the solicitation.

The following exhibits provide samples to follow when preparing CBD notices for A/E contracts (see Exhibit 3.5.3.b-10a, chapter 3B, for a description of the CBD content):

- a. Exhibit 3.5.3.b-10a, CBD Notice for Fixed-Price Contract.
- b. Exhibit 3.5.3.b-10b, CBD Notice for Indefinite-Quantity Contract.
- c. Exhibit 3.5.3.b-10c, CBD Notice for Environmental Indefinite-Quantity Contract.
- d. Exhibit 3.5.3.b-10d, Notice of Modification to CBD Synopsis.
- e. Exhibit 3.5.3.b-10e, Award Notice.

To transmit a CBD notice:

- a. Use an electronic online service.
- b. If electronic service is not available, use Express Mail and send it to:

US DEPARTMENT OF COMMERCE
COMMERCE BUSINESS DAILY
CHICAGO IL 60638-3187

3.5.4 **Unsolicited Proposals** 

3.5.5 **Noncompetitive Purchases** 

Also see MI AS-710-97-1, *Noncompetitive Purchases*.

3.6 Protests 

3.7 Debarment, Suspension, and Ineligibility 

Exhibit 3.5.3.b-10a

CBD Notice for Fixed-Price Contract (Page 1 of 2)

UNITED STATES POSTAL SERVICE

U.S. Department of Commerce
Commerce Business Daily
P.O. Box 5999
Chicago, IL 60680-5999

1. P!!
2. 0511!!
3. 98!!
4. 1800!!
5. 20230!!
6. R!!
7. United States Postal Service, Facilities Service Office, address, ZIP+4!!
8. Design of a general mail facility!!
9. SOL 1234!!
10. 061198!!
11. Contact Point. Name, telephone number!!
12. N/A!!
13. N/A!!
14. N/A!!
15. N/A!!
16. N/A!!

17. The project consists of design, preparation of drawings, specifications, and proposal documents for a general mail facility of approximately * _____* net usable square feet. The estimated total project construction cost is approximately * _____* for the general mail facility, including approximately * _____* of fixed mechanization. The contract may contain options for supervision of construction and other services during construction. (For major facility projects add the following sentence: "Award of this project is contingent on final approval by the Postal Service Board of Governors.") Firms that have the qualifications to perform the services described previously are invited to submit a completed SF 255, Architect-Engineer and Related Services Questionnaire for Specific Project; a completed SF 254, Architect-Engineer and Related Services Questionnaire; and a completed SF 254 for each of its proposed consultants to the office shown above, postmarked not later than [date]. (For multiple projects, the firm must designate those projects for which they wish to be considered.) The selection will be conducted by using both the submitted SF 255 and the SF 254s. Interested firms with more than one office must indicate on their SF 255 the staffing composition of the office in which the work will be performed. Consideration will be given to the firms responding to this advertisement in accordance with the instruction in the following order of preference: 1. Local [indicate boundaries], 2. State of _____, 3. Out of State. Architectural and engineering firms will be considered as local only if their sole office is in the local geographical area or they have a local branch office and all the architectural design, coordination, and management of the project will be performed in that office. There is no restriction on the geographical location of consultants. Insert the following: The contract contains a requirement for firms to provide evidence of current errors and omissions insurance of \$_____ per claim.

Participation of minority-owned and woman-owned businesses in U.S. Postal Service architect-engineer selections is encouraged.

It is prohibited to pay any fee, commission, percentage, or brokerage fee to any person or firm contingent upon or resulting from award of a contract for this project. No other general notification for this project will be made. Submissions will not be retained or returned. This is not a request for proposal.*****

Exhibit 3.5.3.b-10b

CBD Notice for Indefinite-Quantity Contract (Page 1 of 2)

UNITED STATES POSTAL SERVICE

U.S. Department of Commerce
Commerce Business Daily
P.O. Box 5999
Chicago, IL 60680-5999

1. P!!
2. 0511!!
3. 98!!
4. 1800!!
5. 20230!!
6. R!!
7. United States Postal Service, Facilities Service Office, address, ZIP+4!!
8. Design and preparation of contract documents with options for contract administration and inspection services for [describe project, such as: Repairs and alterations to Post Office facilities in (location or geographical area)].
9. SOL 1234!!
10. 061198!!
11. Contact Point. Name, telephone number!!
12. N/A!!
13. N/A!!
14. N/A!!
15. N/A!!
16. N/A!!

17. The contract for architect-engineer services, with no guaranteed amount, will be for one year, with individual work orders being issued. Each work order will be negotiated as an individual project. Work orders for any one project cannot exceed \$_____. The contract may be renewed for two one-year periods providing the total contract amount does not exceed \$500,000. Firms that have the qualifications to perform the services described previously are invited to submit a completed SF 255, Architect-Engineer and Related Services Questionnaire for Specific Project; a completed SF 254, Architect-Engineer and Related Services Questionnaire; and a completed SF 254 for each of its proposed consultants to the office shown above, postmarked not later than [date]. The selection will be conducted by using both the submitted SF 255 and the SF 254s. Interested firms with more than one office must indicate on their SF 255 the staffing composition of the office in which the work will be performed. Consideration will be given to the firms responding to this advertisement in accordance with the instruction in the following order of preference: 1. Local [indicate boundaries], 2. State of _____, 3. Out of State. Architectural and engineering firms will be considered as local only if their sole office is in the local geographical area or they have a local branch office and all the architectural design, coordination, and management of the project will be performed in that office. There is no restriction on the geographical location of consultants. [If restrictions apply for consultants, so note.]

Insert the following: "The contract contains a requirement for firms to provide evidence of current errors and omissions insurance of \$_____ per claim."

Participation of minority-owned and woman-owned businesses in U.S. Postal Service architect-engineer selections is encouraged.

It is prohibited to pay any fee, commission, percentage, or brokerage fee to any person or firm contingent upon or resulting from award of a contract for this project. No other general notification for this project will be made. Submissions will not be retained or returned. This is not a request for proposal.*****

Exhibit 3.5.3.b-10c

CBD Notice for Environmental Indefinite-Quantity Contract (Page 1 of 2)

UNITED STATES POSTAL SERVICE

U.S. Department of Commerce
Commerce Business Daily
P.O. Box 5999
Chicago, IL 60680-5999

1. P!!
2. 1227!!
3. 98!!
4. 1800!!
5. 38166-0320!!
6. R!!
7. Facilities Service Office, U.S. Postal Service, 1407 Union Avenue, Memphis, TN 38166-0320!!
8. R - Indefinite Quantity Architect/Engineer - Environmental Services!!
9. 479984-98-A-0036!!
10. 013198!!
11. Tom Wheeland 901/722-7475!!
12. N/A!!
13. N/A!!
14. N/A!!
15. N/A!!
16. N/A!!

17. The contract for architect-engineer services will be for one year with individual work orders being issued. Work will consist of providing environmental services in support of real estate and facility activities. Services may include the following: (1) underground storage tank consulting, (2) hazardous waste management, (3) identification of asbestos containing materials and design of remedial actions, (4) environmental and health risk assessments, (5) environmental permitting, (6) environmental assessments and environmental impact statements to comply with the National Environmental Policy Act (NEPA), (7) pre-acquisition site and/or building environmental audits, (8) multi-media facility audits, (9) floodplain and wetlands determinations, (10) historic, architectural, and archaeological investigations, (11) traffic and utility impact assessments, (12) socioeconomic impact studies, (13) geologic and seismic hazard evaluations, (14) water and groundwater resources evaluation and planning, (15) zoning and land use compatibility studies, (16) air quality assessments, (17) public participation, community right to know, and regulatory compliance assistance, (18) remediation design and management services, (19) building evaluations for toxic/hazardous conditions. Work orders for the above-described services will be issued by the Facilities Service Office, Memphis, Tennessee. The Facilities Service Office's area includes the states of Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Tennessee and Texas. Each work order will be negotiated as an individual project. Work orders for any one project cannot exceed \$50,000, and the total contract cannot exceed \$200,000 for each 12-month contract period. The contract may be renewed for two one-year periods providing the total contract amount does not exceed \$500,000. There is a guaranteed minimum of \$5,000 during the contract period, which includes the base period and renewal options. The U.S. Postal Service reserves the right to award more than one contract and to limit specific contracts to a particular state(s) or other geographic area within its jurisdiction. Indicate the state(s) being applied for on Form SF 255. Firms will be considered in each instance in the following preference: (1) local only (location within the state(s) applied for), (2) outside of local area. Firms that have the qualifications to perform the services described previously are invited to submit a completed SF 255, Architect-Engineer and Related Services Questionnaire, and a completed SF 254 for each of its proposed consultants to the office shown above, postmarked not later than January 31, 1996. The selection will be conducted with the combined use of the submitted SF 255 and the SF 254's. Interested firms with more than one office must indicate on their SF 255 the staffing composition of the office in which the work will be performed. Participation of minority-owned and woman-owned businesses in U.S. Postal Service architect-engineer selections is encouraged. The contract contains a requirement for firms to provide evidence of current errors and omissions insurance of \$200,000 per claim. It is prohibited to pay any fee, commission, percentage, or brokerage fee to any person or firm contingent upon or resulting from award of a contract for this project. No other general notification for this project will be made. Submissions will not be retained or returned. This is not a request for a proposal.*****

Exhibit 3.5.3.b-10d

Notice of Modification to CBD Synopsis

UNITED STATES POSTAL SERVICE

U.S. Department of Commerce
Commerce Business Daily
P.O. Box 5999
Chicago, IL 60680-5999

1. P!!
2. 0521!!
3. 98!!
4. 1800!!
5. 20230!!
6. C!!
7. United States Postal Service, Facilities Service Office, address, ZIP+4!!
8. C--Design of a general mail facility!!
9. SOL 1234!!
10. 061198!!
11. Contact point's name, telephone number!!
12. N/A!!
13. N/A!!
14. N/A!!
15. N/A!!
16. N/A!!
17. Correction: This action, originally publicized in the CBD dated 3/15/98, is changed to provide only preliminary design for a general mail facility. All other information published in the original synopsis is correct.*****

Exhibit 3.5.3.b-10e

Award Notice

UNITED STATES POSTAL SERVICE

U.S. Department of Commerce
Commerce Business Daily
P.O. Box 5999
Chicago, IL 60680-5999

1. A!!
2. 0912!!
3. 98!!
4. 1800!!
5. 20230!!
6. C!!
7. United States Postal Service, Facilities Service Office, address, ZIP+4!!
8. C--Design of a general mail facility!!
9. SOL 1234!!
10. 061198!!
11. Contact point's name, telephone number!!
12. N/A!!
13. N/A!!
14. N/A!!
15. N/A!!
16. RCT Architect-Engineers, Inc., address, ZIP!!
17. N/A*****