

Update Notice

Handbook P-2, Design and Construction Purchasing Practices

Explanation of Changes

Chapter 1 – Authority, Responsibility, and Policy (Architect-Engineer and Related Services)

1.1.1.c Applicability has been revised to add construction management as one of the types of A/E services covered by Handbook P-2.

1.5.5a. Appointment Authority has been revised (see the following page) to provide a cross-reference to new Exhibit 1.5.5.a, Request for Contracting Officer Appointment, and to state that contracting officer authority does not remain delegated to an individual when he or she leaves the duty station at which he or she was working when the delegation was made. In such situations, individuals must request a new delegation of authority once they have changed duty stations. When individuals are detailed to a different duty station, an interim delegation of authority must be requested.

1.10-10 Retention of A/E Records has been revised to move the current 2nd paragraph, thereby making the current 3rd paragraph the new 2nd and the current 2nd paragraph the new 3rd. In addition, the current 2nd paragraph has been revised for clarity.

1.10-11 Maintenance of Records and Filing Systems has been revised to change the post-closeout contract-files storage requirement from seven years to the remainder of the seven years.

Exhibit 1.5.5.a, Request for Contracting Officer Appointment, is a new and self-explanatory exhibit.

Chapter 2 - Purchase Planning

2.1.7.33 Qualification Statements has been revised to state that prequalification statement packages are available in electronic format from Major Facilities Purchasing.

2.1.7.35 Relative Importance of Evaluation Factors has been revised to cross-reference PM 2.1.7.3.d – f.

Exhibit 2.4.6c-20, Summary of Limitations on Indefinite-Quantity Construction Contracts, has been revised to remove references to the Major Facilities Office (this has also been done throughout the draft) and to state that Major Facilities Purchasing, Major Facilities Office (Headquarters Facilities) and Facilities Services Officers may award and modify indefinite-delivery contracts for repair and alterations and that only these offices may issue ordering authority to contracting officers.

Chapter 3A - Supplier Relations for Architect-Engineer Services

3.5.3.b Methods of Publicizing has been revised to state that Express Mail should be used to transmit a CBD notice when electronic transmission is not available. The usage of First Class Mail as an option for such transmission has been eliminated.

Chapter 3B - Supplier Relations for Construction Services

3.5.2-10 Planning for Construction Contractor Prequalification has been revised to add a sentence stating that the prequalification process should be finished approximately one month before issuance of a solicitation.

3.5.2-11 Solicitation Considerations has been revised for clarity.

3.5.2.20 Evaluation Team has been revised to state that members of an evaluation team should have experience in purchasing, among other professional experience. Revised exhibits 3.5.2-20a, Memorandum to Establish an Evaluation Team, and 3.5.2-20b, Evaluation Team Statement of Confidentiality, have also been included.

3.5.2-40 Prequalification Announcements has been revised to state that interested firms should be allowed 30 days to obtain and submit a prequalification package.

3.5.2-41 Project Description has been revised to delete the planned construction start date as one of the general characteristics included in the project or category of projects description included in a prequalification package.

3.5.2-51.b (Evaluation Steps) has been revised to state that evaluation teams may use a numerical rating system when evaluating prequalification packages.

3.5.3.b-40 Transmittal has been revised to match the revision concerning CBD transmission discussed above (3.5.3 Methods of Publicizing).

Chapter 4A - Purchasing Architect-Engineer Services

4.1.1-10 Types of Contracts for A/E Services has been revised to state that only Major Facilities Purchasing, Headquarters Facilities and Facilities Service Offices may award the type of contracts listed in 4.1.1-11 through 4.1.1-13.

4.4.2 Architect-Engineer Services has been revised to raise the threshold of less complex or lower priced contracts from \$50,000 to \$100,000.

4.4.2.d.2-36 (Minutes of Team Prescreening Meetings) has been revised in subparagraph f to state that minutes should include a statement that evaluation team members have signed the conflict-of-interest statement.

4.4.2.e-22 Review Steps has been revised in subparagraph d to change the reference to contract section I, List of Attachments, to contract section 1500. This is a result of the new solicitation and contract format being used for these sorts of purchases.

4.4.2e-83 Debriefing and Disclosure of A/E Evaluation Records has been revised in subparagraph a to change the \$50,000 ceiling for direct negotiation for A/E contracts to \$100,000.

4.4.2.g-51 Option for Renewal of Indefinite Quantity A/E Contract has been revised to change the time for exercising options from 30 days to 60 days before the expiration of the contract and to add a sentence stating that options to renew may not be exercised after a contract has expired.

4.4.5.c Purchase Method has been revised to delete the reference to the solicitation preparation and format contained in the Purchasing Manual and to state that construction management support services solicitations must be prepared using the format contained in DCCS.

Exhibit 4.4.2.d.2-553, A/E Selection Recommendations and Approval, has been revised to remove the reference to the Brooks Act.

Exhibit 4.4.2.e-70, Sample Award Letter for A/E Indefinite Quantity Contract, has been revised to remove the reference to contract Section A, Items and Prices.

Chapter 4B - Purchasing Construction

4.2.2.c-10 Solicitations for Construction Contracts has been revised by adding a new requirement that solicitations address supplier clearance requirements by providing a cross-reference to Purchasing Manual 1.7.10.

4.2.2.f-50 Conference Site has been revised to state that offerors should be given access to pertinent data at the conference when it has not been included in a solicitation.

4.2.3.a-10 Record of Proposals has been revised to remove the reference to "DCCS format."

4.2.5.d Best Value Determinations has been revised to remove the statement that proposals must be evaluated in accordance with the preestablished plan (proposals must be evaluated in accordance with the solicitations' evaluation factors, but not the purchase plan).

4.2.6-31 Award Issuance has been revised to add a statement that contract awards are made after receipt of acceptable bonds, certificate of insurance, subcontracting plan (if applicable) and any other documents required by the contracting officer.

4.2.6-40 Preparation and Issuance of Notice to Proceed has been revised to replace the phrase "performance and payment bonds" with all "other documents required."

4.4.4.c-21 Design-Build Contract Solicitations has been revised to remove the text concerning the old contract format.

4.4.4.c-40 Process for Evaluating Design-Build Proposals has been revised to change the phrase "technical and management proposals" to "technical or management plans."

Exhibit 4.4.4.c-101, Payment of A/E Fees Under Fixed-Priced Design-Build Contracts, has been revised to change the suggested payment schedule for these contracts.

Chapter 5A - Contract Pricing for Architect-Engineer Services

5.2.2.c Indirect Costs has been revised to delete the words “unallowable costs.”

Chapter 6A - Contract Administration for Architect-Engineer Contracts

6.5.1-12 Issuance of A/E Contract Modifications has been changed to state that when a proposed contract modification exceeds a contracting officer's delegated authority, he or she must determine the next higher authority or request such authority from Major Facilities Purchasing.

Chapter 6B - Contract Administration for Construction Contracts

6.1.1.b Contracting Officer's Representatives has been changed to include construction management support services contracts in the discussion.

6.1.2-11 Construction Contract Administrative Duties has been revised at subparagraph z to state that the contracting officer must be immediately notified once a hazardous condition is observed or emergency occurs.

6.2.1-10 Preconstruction Conference has been revised in subparagraph d to add contract clauses as a matter to be discussed during the conference.

6.3.2-152 When the Work is Substantially Complete has been revised to add a new subparagraph d discussing the contracting officer's completion of Form 1233, Project Financial Completion Report.

6.4.4-10 Retained Percentage Under Construction Contracts has been revised to reference Clause FB-308, ALT 1, Payment Design/Construction, Fixed-Price.

6.5.1-11 Contract Clauses Related to Contract Modifications has been revised to add Clauses FB-309 and 313 as clauses that CORs should be familiar with.

6.5.1-14 Proposed Contract Modification Preparation and Issuance has been revised by adding a new subparagraph a stating that when a proposed contract modification exceeds a contracting officer's delegated authority, he or she must determine the next higher authority or request such authority from Major Facilities Purchasing. The ensuing subparagraphs have been recodified.

6.5.1-30 Price to be Determined Later Modification Procedure has been revised to add information on when to use PDL procedures.

6.5.1-31 PDL Modification Request has been revised to add more information about the PDL modification letter.

6.5.1-32 Final Agreement on PDL Modifications has been revised to add information on Form 7330.

6.5.1-33 Monitoring Performance of PDL Modifications has been revised to clarify who is responsible for monitoring the work progress.

Exhibits 6.1.1.b-10a, Sample COR Designation Letter for Construction Contract, and

6.1.1.b-10b, Sample Letter Designating Authorized Representative, have been revised to add construction management support services contractors to the titles and relevant text.

Exhibit 6.2.1-11b, Sample Preconstruction Conference Agenda, has been revised to add or change references to relevant clauses, as has Exhibit 6.4.5-13, Request for Contract Cost Breakdown.

Chapter 7 - Bonds, Insurance, and Taxes

7.1.2.a.5 Amount has been revised to cross-reference PM 7.1.2.a.5.

7.2.2.b General Liability Insurance has been revised to require that construction management support services contractors carry generally liability insurance and to remove the requirement that the Postal Service be named as a co-insured. In addition, the current discussion of naming the construction manager as co-insured has been deleted.

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