

Architect-Engineer Services with the Air Force

The Air Force retains A-E services for facility design, facility maintenance and repair, engineering studies, comprehensive planning, research and development, environmental services and related work under the Brooks Act (P.L. 92-582; 40 U.S. Code 541-544). This includes administrative, religious, educational, recreational, industrial, airfield facilities, maintenance, support facilities, housing, and utilities. Other efforts include installation planning and environmental programs such as environmental restoration, pollution prevention, and environmental compliance. Contracts for these efforts are issued by installation contracting offices or other agencies representing the Air Force.

This brochure covers:

- Types of A-E Services
- Finding Air Force Design Work
- A-E Solicitation Types
- A-E Selection Criteria
- The Selection Process
- Small Business Program



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Types of A-E Services

Title I Services are architectural and engineering services for project design including site investigations, studies, interior design, plans, specifications, and technical calculations.

Title II Services are inspection and/or observation of construction operations.

Other A-E Services are design and construction-related but are not connected with a specific construction project which include a range of projects such as engineering studies, feasibility studies, technical investigations, technical reports, mapping, technical surveys, and environmental impact studies and statements.

Planning projects include development of base comprehensive plans and area development plans associated with base planning and development.

Research and Development includes areas such as airfield pavements, fire protection, energy, environmental quality and facility criteria.

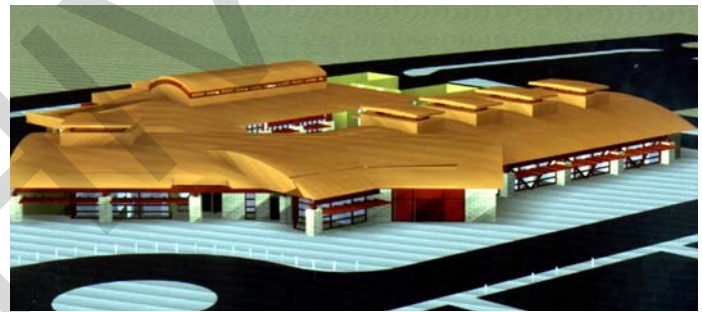


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Finding Air Force Design Work

Air Force Contracting Offices post solicitation announcements describing the project and selection requirements on the Federal Business Opportunities site at www.fedbizopps.gov. You can search solicitations by the type of A-E services you offer, location, set aside program, agency, date, etc. You can also sign up for e-mail notifications for the solicitation categories you specify. Most solicitations ask you to respond by submitting a Standard Form 330 "Architect-Engineer Qualifications" (found at www.gsa.gov, click "About GSA"/"Forms Library") that describes your qualifications, capabilities and experience of an A-E firm.



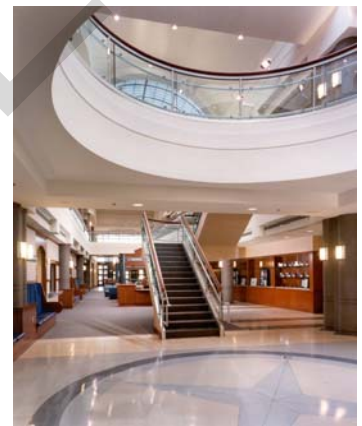
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A-E Solicitation Types

A-E solicitations are either for individual projects or for multiple projects. Retainer-type contracts for multiple projects are called Indefinite Delivery/Indefinite Quantity (IDIQ) contracts that encompass certain specified services for an unknown amount of projects for a specified period. Services for individual projects under IDIQ contracts are called Delivery Orders or Task Orders. There are some IDIQ contracts that will retain multiple firms in a single solicitation.

Solicitations for **A-E contracts with an estimated fee of less than \$25,000** are posted at Air Force installation Contracting Offices. Solicitations for **A-E contracts with fees estimated to be above \$25,000** are found on www.fedbizopps.gov.



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A-E Selection Criteria

Selection of A-E firms is based on evaluation of qualifications and experience as they relate to the services required in the solicitation. Typical criteria are listed in descending order of importance and are generally based on, but not limited to, the following items:

- Specialized experience and technical competence
- Professional qualifications.
- Capacity to accomplish the work in the required time.
- Past performance on Government and private-sector contracts in terms of cost control, quality of work, and compliance with performance schedules.
- Location/Proximity to the project (if applicable)
- Volume of Department of Defense work
- Other appropriate evaluation criteria.



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The Selection Process

After the Air Force Project Manager identifies the needed A-E services and establishes selection criteria, the Contracting Officer publishes a project solicitation announcement.

When fees are below \$25,000, the Air Force Project Manager prioritizes the list of interested A-Es. Then the Contracting Officer negotiates with the firms, in order, until a contract is signed.

When fees are above \$25,000, a selection is typically made by two panels: the pre-selection panel and the final selection panel. The submission documents are reviewed by both selection panels, each composed of technical personnel and user representatives. The Contracting Officer acts as advisor.

The pre-selection panel develops a short list of three or more of the top-qualified firms from among the applicants. The final selection panel prioritizes the short list. The final selection panel may also interview the short list firms separately by telephone, letter, or in person. Each firm is asked how they would meet the technical requirements and which key personnel they will dedicate to the project.

After the selections have been made, the Contracting Officer negotiates with the firms, in priority order, until a contract is signed.



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Small Business Program

This program ensures that small and disadvantaged businesses receive a fair portion of government contracts. Such firms receive preferential consideration for certain awards.

Information concerning the Air Force Small Business Program can be obtained by contacting the small business specialist at the Air Force base or on www.fedbizopps.gov.



U.S. AIR FORCE

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