DESIGN EXCELLENCE

POLICIES AND PROCEDURES

U.S. GENERAL SERVICES ADMINISTRATION

Table of Contents

1 Continuing the Legacy

1

1 Continuing the Legacy

1.0 GSA's Design Excellence Program

2004 marks the 10-year anniversary of the Design Excellence Program. The program has resulted in dramatic improvements in the design of federal buildings and the positive perceptions Americans have of their government. Implementation of the Design Excellence mandate by GSA's regions is enhancing cities across the nation. We now have a track record—a design legacy—that we and future generations can point to with pride.

Over time, we have refined and improved the program. This comprehensive publication—*Design Excellence: Policies and Procedures*—replaces the 2000 desk guide. While the values and commitment driving the program remain the same, we have fine-tuned the process in several important areas. The commitment and involvement of private-sector professionals as national peers has been significantly expanded to include more than 500 distinguished experts not only in architecture, preservation, and urban design, but also interior design, landscape architecture, construction, engineering, art, and art conservation. Sample documents and templates are now available on-line at **http://insite.pbs.gsa.gov/PM/PMB/Design_Excellence_and_the_Arts**. Prototypes for FedBizOpps announcements have been tailored to meet the requirements of specific project types—new construction, border stations, modernizations, preservation, and limited scope projects. A/E Evaluation Board scoring sheets have been standardized to generate consistency in selection criteria and the weighting of these criteria. Details on using charrettes as part of the A/E selection process are spelled out. There is expanded information on the number and timing of peer reviews during the concept development phase of a project. Finally, Art in Architecture procedures are now incorporated as an integral element of the Design Excellence process.

What we seek in Design Excellence is a holistic approach that, on behalf of our customers, delivers value by producing high quality, high performance facilities on budget and on time. Your commitment and hard work implementing the Design Excellence policies and procedures will help GSA meet its goal of providing superior workplaces that enhance the nation's communities.

2 The Design Excellence Mandate

2

2 The Design Excellence Mandate

2.0 GSA's Public Buildings Service

Builder for the federal civilian government and steward of many examples of outstanding public architecture, the U.S. General Services Administration is establishing a reputation as a world-class real estate development and management organization. Under the auspices of its Public Buildings Service, GSA owns over 1,600 properties and leases more than 6,400 buildings and spaces. Ongoing projects represent $10 billion of work including new construction, major renovations, preservation, and adaptive re-use. GSA manages 414 historic buildings, 33 of which are national historic landmarks, and has an inventory of 336 million square feet, the workspace for 1.1 million federal employees.

2.1 Design Excellence Objectives

In meeting the challenges associated with the stewardship of these resources, GSA's performance standard is Design Excellence—buildings that express the vision, leadership, and commitment of the government to serving the public and the values of the nation. More specifically, Design Excellence in the Public Buildings Service means:

- Providing best value to our customer agencies and the American taxpayer.
- Developing safe, productive, and attractive workplaces.
- Operating efficiently and effectively—keeping projects on time and on budget.
- Ensuring that projects respond positively to national urban and environmental policies.
- Selecting America's best designers and artists to create facilities that ultimately become respected landmarks.

The PBS approach is holistic, incorporating expertise in many areas—architecture, urban design, landscape architecture, interior design, art, engineering, construction, security, sustainability, and workplace design. Design Excellence is about using this expertise to deliver projects that are exceptional—models others seek to emulate. In this effort, Design Excellence is neither veneer nor luxury. It is an integral feature of the GSA culture and how the Public Buildings Service addresses its work.

2.2 Design Excellence Policies and Procedures—Program Overview

This publication describes the policies and procedures for achieving Design Excellence results in new construction, modernization, preservation, and renovation. It sets decision-making priorities. It details Design Excellence processes and schedules. It spells out who should be involved and these individuals' respective roles.

In terms of organization, since Design Excellence is most easily and cost-effectively achieved in the early phases of a project, this book covers the following procedures and phases:

- Design Excellence Planning
- Design Excellence and Site Selection Priorities
- FedBizOpps—Defining and Announcing Design Excellence Opportunities
- Strategies for Selecting the Lead Designer and Design Excellence A/E Team
- Design Excellence in the Concept Development Process
- Art in Architecture Guidelines

So that project managers have what they need to implement the Design Excellence process, most chapters have a resources section that includes templates and examples of critical Design Excellence documents. Documents are also available on-line at **http://insite.pbs.gsa.gov/PM/PMB/Design_Excellence_and_the_Arts**.

The formal Design Excellence Program was established in 1994 and, based on experience and evaluations over the past decade, has been refined and expanded in such areas as FedBizOpps announcements, the option to include a charrette as part of Stage II team interviews, and a more comprehensive approach to design reviews and concept development. These modifications are fully explained in this publication.

At the same time, a consistent and essential focus remains: thoughtfully defining project requirements and selecting the most capable lead designer and A/E team. Another constant had been the involvement of distinguished private-sector professionals in the disciplines of architecture, urban design, historic preservation, landscape architecture, interior design, art, art conservation, engineering, and construction—national peers appointed biennially to the Commissioner's National Register of Peer Professionals—as voices in the selection of designers and the critique of projects through concept development. The insights and expertise of these individuals are invaluable in helping GSA fulfill its Design Excellence mandate.

What is absolutely clear is that, as it has evolved, the Design Excellence approach to decision-making significantly enhances the success of GSA projects for customers and the American public. In this context, the managers responsible for GSA commissions should closely follow these policies and procedures.

In 1962, President John F. Kennedy disseminated *Guiding Principles for Federal Architecture*. These principles stated that the government should (1) produce facilities that reflect the dignity, enterprise, vigor, and stability of the federal government, emphasizing designs that embody the finest contemporary architectural thought; (2) avoid an official style; and (3) incorporate the work of living American artists in public buildings. It was an initiative where each building would be both an individual expression of design excellence and part of a larger body of work representing the best that America's designers and artists could leave to later generations. Some 40 years later, Design Excellence is making this aspiration a reality.

2.3 Guiding Principles for Federal Architecture

1 The policy shall be to provide requisite and adequate facilities in an architectural style and form which is distinguished and which will reflect the dignity, enterprise, vigor, and stability of the American National Government. Major emphasis should be placed on the choice of designs that embody the finest contemporary American architectural thought. Specific attention should be paid to the possibilities of incorporating into such designs qualities which reflect the regional architectural traditions of that part of the Nation in which buildings are located. Where appropriate, fine art should be incorporated in the designs, with emphasis on the work of living American artists. Designs shall adhere to sound construction practice and utilize materials, methods and equipment of proven dependability. Buildings shall be economical to build, operate and maintain, and should be accessible to the handicapped.

2 The development of an official style must be avoided. Design must flow from the architectural profession to the Government, and not vice versa. The Government should be willing to pay some additional cost to avoid excessive uniformity in design of Federal buildings. Competitions for the design of Federal buildings may be held where appropriate. The advice of distinguished architects ought to, as a rule, be sought prior to the award of important design contracts.

3 The choice and development of the building site should be considered the first step of the design process. This choice should be made in cooperation with local agencies. Special attention should be paid to the general ensemble of streets and public places of which Federal buildings will form a part. Where possible, buildings should be located so as to permit a generous development of landscape.

Report to the President by the Ad Hoc Committee on Federal Office Space, June 1, 1962.

3 Design Excellence Planning

3

POLICIES AND PROCEDURES

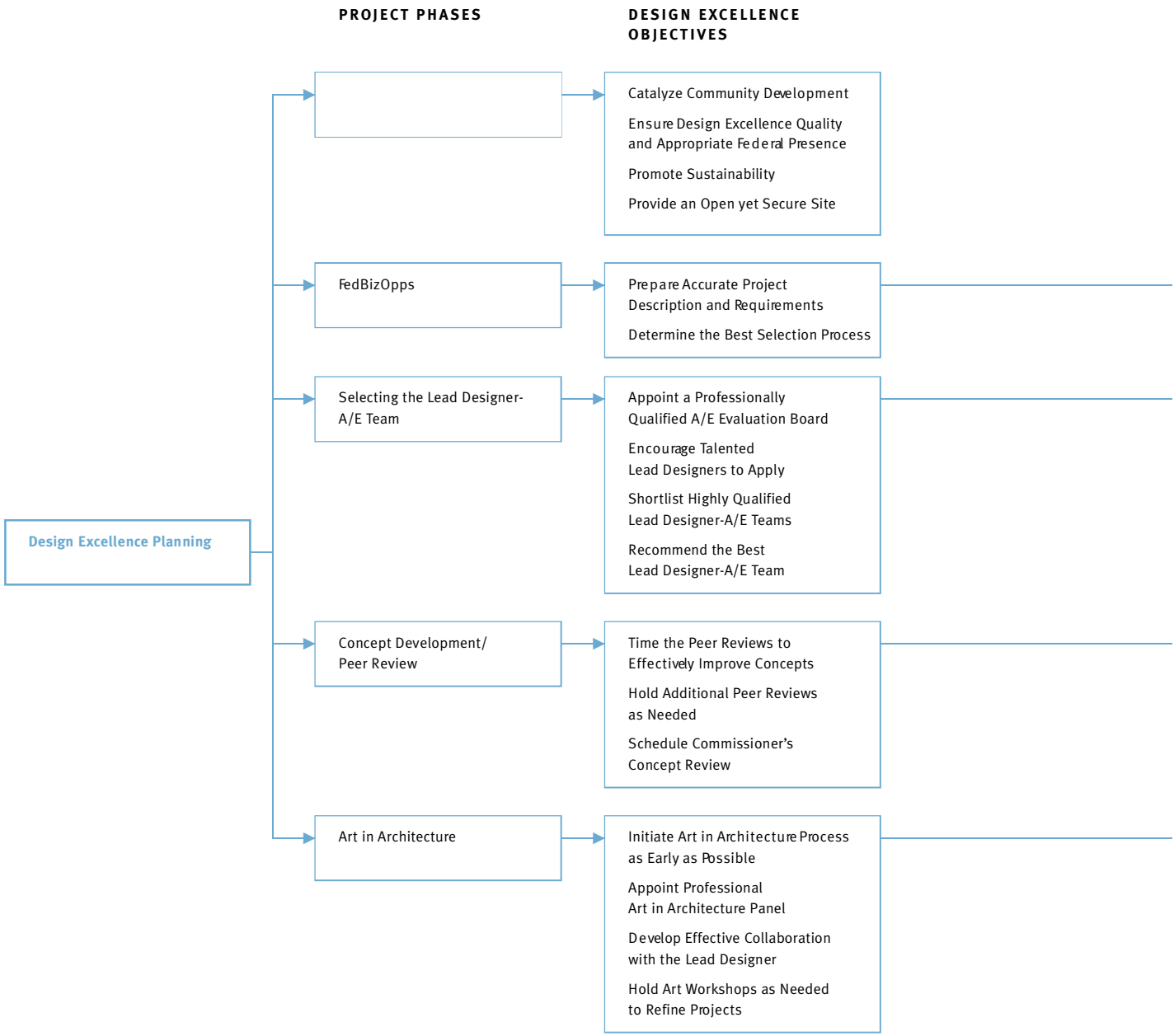
3 Design Excellence Planning

3.0 Introduction

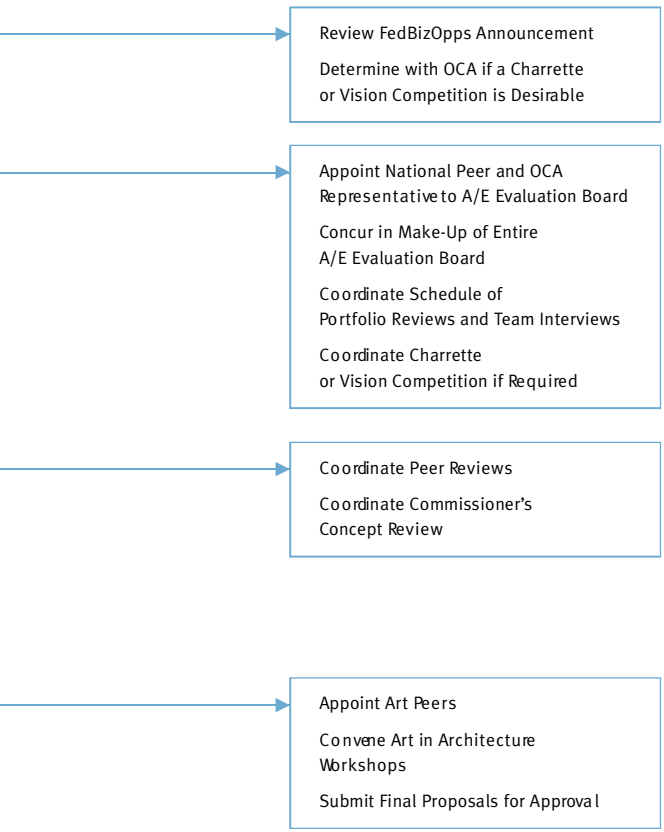
Because of the complexity of Design Excellence projects, having an overview of the entire process is critical. This includes key milestones, an understanding of who needs to collaborate at different points in the process and when tasks need to be coordinated, design priorities, and budget strategies. In addition, it is essential to identify Design Excellence challenges. These are unique to each project. They can range from site and special design requirements to customer concerns and tight budgets. What is important, even as new challenges emerge, is to put all of them in the context of the big picture in a way that does not compromise the Design Excellence process and objectives.

Overview of Design Excellence Project Phases

Design Excellence Objectives and Interface with the Office of the Chief Architect



OCA INTERFACE



3.1 Collaborating with the Office of the Chief Architect

Design Excellence success necessitates close collaboration between the regional project manager and the Office of the Chief Architect. Initially, OCA works with the region to help determine the best A/E selection process for each project, especially with respect to convening a charrette or vision competition. It may also assist in assuring compliance with project budget and schedule mandates as well as the analysis of critical building systems. A specific OCA project coordinator is assigned to each Design Excellence project. This person participates in the review of the FedBizOpps announcement prior to posting and the scheduling of the Commissioner's concept review. Other important OCA activities are the Center for Design Excellence and the Arts' responsibilities for the appointment of the national peer to the A/E Evaluation Board, for scheduling national peer participation in the lead designer portfolio review and the lead designer-A/E team interviews, for organizing and scheduling all charrettes and vision competitions, and for scheduling and appointing national peers to participate in all peer reviews.

3.2 Clarifying Design Excellence Goals and Priorities

The following are Design Excellence priorities for each phase of the process. The project manager and OCA project coordinator must develop a process, schedule, and strategies that support these goals. It is important to note that the Design Excellence process requires advance planning and a time frame that allows for thoughtful coordination, analysis, and reviews.

Site Selection

- Contribute meaningfully to community development.
- Maximize the potential for architectural design excellence.
- Support effective sustainable design strategies.
- Meet current security standards.

FedBizOpps Announcement

- Describe the project and define project requirements accurately to attract highly qualified and talented lead designer and design firm submissions including emerging talent, women-owned, small, and small-disadvantaged businesses in addition to well established firms.
- Specify a selection process that allows GSA, on behalf of the customer, to find a lead designer and A/E team capable of fulfilling the mandate for Design Excellence, which includes being on time and on budget.

The A/E Evaluation Board

- Appoint an A/E Evaluation Board comprised of individuals who understand the details of the project type and the design priorities of the particular project.
- Confirm that board members have the professional qualifications to make an informed A/E selection.

Selecting the Lead Designer and the Design Excellence A/E Team

- Recommend A/E teams that combine an outstanding lead designer with a track record for delivering superior quality.
- Shortlist lead designers and A/E teams that can creatively address the challenges of the project type.
- Rank the lead designers and A/E teams so GSA is negotiating with the best possible talent for the project.

Concept Development

- Convene at least two Design Excellence reviews with peers per project—one at the concept stage where three schemes are required and a second at a point in the development of the chosen concept so that the specifics of the design are evident at the same time that there are opportunities to make improvements.

- Be open to holding more then two Design Excellence peer reviews if needed.
- Periodically analyze the project budget and schedule to ascertain that goals in these two areas are being met, adjusting the design when necessary without compromising quality.
- Schedule the Commissioner's concept review when the design concept has been finalized and there is professional confirmation that the project meets the Design Excellence goals.

Art in Architecture

- Appoint a professional Art in Architecture panel to select the artist(s).
- Initiate the artist selection process as soon as the A/E contract is in place.
- Select the artist(s) early enough to foster meaningful collaboration with architect so the art concept, along with the architectural design, can be presented at the Commissioner's concept review.
- Convene peer workshops as needed to review art concepts as they are being developed.

4

Design Excellence and Site Selection Priorities

4

POLICIES AND PROCEDURES

RESOURCES

4

Design Excellence and Site Selection Priorities

4.0 Introduction

Site selection is not a formal part of the Design Excellence process. Site decisions, however, can have a profound impact on a project's success. The following provides an overview of important Design Excellence site selection issues and useful resources.

4.1 Criteria for Selecting the Best Project Site

Site selection is a decision that affects the organization, massing, function, sustainability, efficiency, and aesthetics of a project. Security mandates and budget considerations are additional site selection issues. The goals in this decision should be to:

1 Contribute Meaningfully to Community Development

A federal facility can be a catalyst in the growth and vitality of a neighborhood. It can provide public open space. It can revitalize an existing historic landmark. It can enhance the quality of a city's urban environment.

2 Maximize the Potential for Architectural Design Excellence

A site and its context should stimulate the creativity and imagination of the design team to produce a distinguished federal facility. The site should allow for the development of at least three distinct design options. Its size, shape, and physical characteristics such as slope or existing structures should not result in a design that compromises integrity, function, and performance or requires costly sitework that negatively impacts the budget.

3 Support Effective Sustainable Design Strategies

GSA is required to have a "silver" LEED rating for all of its projects. Site-related decisions are important in achieving this goal. The site should allow designers to take advantage of the orientation to sun and wind. It should be in areas with existing infrastructure and be near alternative means of transportation. It should minimize environmental problems.

4 Meet Current Security Standards

Setbacks and other aspects of security such as vehicular access and parking are inherently linked to site selection. Sites should allow for appropriate perimeter security without isolating a building from its surroundings or making it a fortress. Federal facilities should be both open and secure, welcoming the public at the same time that they protect those who work and use these buildings.

Resources

These are valuable site selection resources:

***The Site Selection Desk Guide,* GSA Office of the Chief Architect, 2003**
A complete compendium of the issues and processes related to site selection. The guide includes a discussion of technical issues and offers an extensive list of criteria essential to shortlisting and evaluating site options. It also contains a directory of professional organizations that may be useful contacts in the site selection process. Documents related to site selection are included in *The Site Section Desk Guide*. There are no formal Design Excellence site selection documents.

Urban Development/Good Neighbor Program
A program managed in the Office of the Chief Architect to articulate urban design excellence principles and facilitate and demonstrate urban design excellence in GSA projects. Contact the Office of the Chief Architect at 202.501.1888.

http://civicsquare.gsa.gov/cvsq/
A comprehensive web-based database managed by the Urban Development/Good Neighbor program. The site provides GSA staff with searchable project, image, and document databases on site selection, design, management, and other issues that impact local context. Project information presents site selection processes that successfully involved local stakeholders. Documents include sample site selection agreements between GSA and local municipalities, various land agreements, and a growing collection of solicitation documents and strategies for design and site selection related to lease construction projects.

5

FedBizOpps
Defining and Announcing
Design Excellence Opportunities

5

POLICIES AND PROCEDURES

RESOURCES AND SAMPLE DOCUMENTS

FedBizOpps Templates

5

FedBizOpps
Defining and Announcing
Design Excellence Opportunities

5.0 Introduction

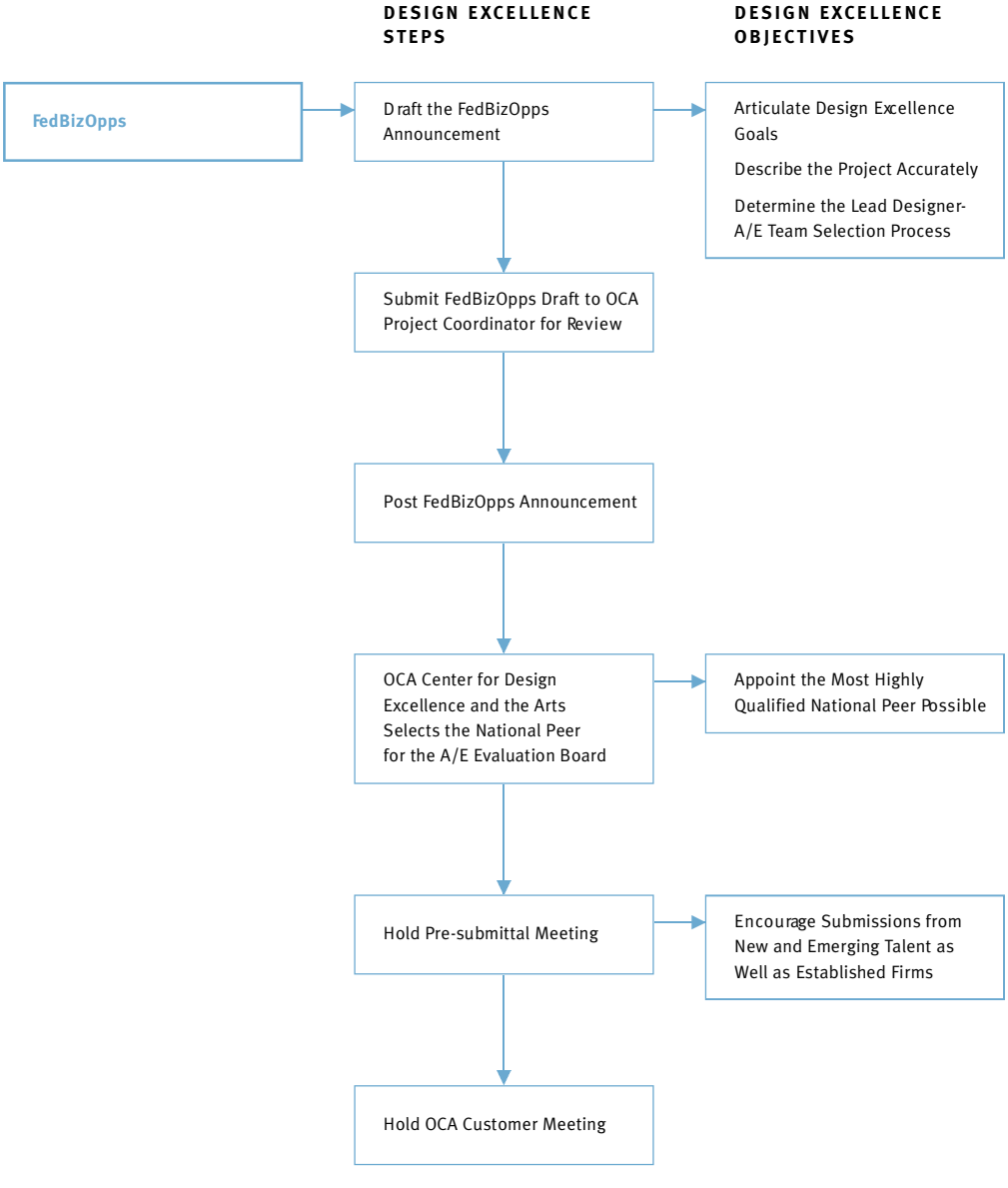
The FedBizOpps announcement is a critical element of the Design Excellence program. It is the transition from planning to project execution. It is the vehicle for inviting design professionals to compete for GSA projects. And perhaps most importantly from a project management perspective, it outlines all the stages in the A/E selection process and the criteria used to evaluate Stage I portfolio submissions.

Because it defines so many essential steps, it is crucial that it be thoughtfully developed and carefully written. FedBizOpps announcements vary subtly by project type and the stages used in the selection process. Templates are included in this publication for the language and information appropriate to five project types:

- New Construction
- Border Station
- Modernization
- Modernization of an Historic Structure
- Limited Scope

With respect to the elements important to all announcements, these are highlighted in the paragraphs that follow. In addition, the chart on the next page offers an overview of the steps and options in this phase of Design Excellence.

Defining and Announcing Design Excellence Opportunities



5.1 Articulate Design Excellence Goals

FedBizzOpps must identify each prospectus-level project as a Design Excellence opportunity. This is the language that introduces every Design Excellence FedBizOpps announcement:

Continuing a legacy of outstanding public architecture, the General Services Administration (GSA) Design Excellence Program seeks to commission our nation's most talented designers and artists to design federal buildings of outstanding quality and value. These projects are to demonstrate the value of true integrated design that balances aesthetics, cost, constructability, and reliability; create environmentally responsible and superior workplaces for civilian federal employees; and give contemporary form and meaning to our democratic values.

In this context, GSA announces an opportunity for Design Excellence in public architecture for ....(The text continues with language specific to each project—please refer to individual FedBizOpps templates for the complete announcement language.)

The exception to a Design Excellence FedBizOpps announcement—granted after consulting with OCA—might be projects that are strictly systems upgrades, but even these may, on occasion, present a Design Excellence opportunity.

5.2 Describe the Project Accurately

FedBizOpps announcements must accurately describe the nature of the project:

- Stand alone new construction is easily summarized with a brief description of the site, client, program, and specific design objectives.

- Additions are more complex as they may require a blend of new work, preservation, and renovation. The FedBizOpps announcement must accurately outline this mix.

- Modernizations are the most challenging. The description must distinguish and suggest the balance among between architectural work, preservation, interior design, and systems upgrades. Unless a project is overwhelmingly an engineering effort, it must be made clear that the architect is to be responsible for project management and oversight, even if architectural design is a smaller part of the scope of work.

The accuracy of these descriptions is critical as they are used by professionals to identify the appropriate lead designer and A/E team members. They also help the Office of the Chief Architect Center for Design Excellence and the Arts select the most qualified peers for the lead designer-A/E team selection process and concept development peer reviews.

5.3 Select the Appropriate Design Excellence Process

In consultation with the Office of the Chief Architect, regions must select one of three A/E selection processes:

- **Two-Stage**—Portfolio evaluations followed by Stage II submissions and lead designer-A/E team interviews—This is the norm, the most common process. It can be used for new construction, modernization, and preservation projects. The portfolio in Stage I provides an overview of the lead designer's and design firm's philosophy and design approach, while the submissions and interviews in Stage II give the A/E Evaluation Board information on the design teams, how they are organized, how they work with clients, and the lead designer's priorities and strategies for addressing the project.

- **Two-Stage plus Charrette**—Portfolio evaluations followed by Stage II submissions, lead designer-A/E team interviews, and a charrette—This process adds a one-day charrette immediately following lead designer-A/E team interviews. (The charrette is an opportunity for each shortlisted lead designer-A/E team to prepare a design vision.) It provides a more specific sense of each lead designer-A/E team's design approach and priorities. The additional time and cost is minimal. A small fee for service paid to each participating team.

  The one caveat is to make it clear to the A/E Selection Board that this additional step is not about selecting a project design. It is to reveal more information helpful to the selection of a lead designer and a design team—how these people identify and respond to design priorities, what they emphasize as their creative focus, and how they communicate strategies and ideas.

  Charrettes are organized and managed by the Office of the Chief Architect Center for Design Excellence and the Arts. Project managers need to alert the Center at least two months in advance of any planned charrette so that the Center can hire a charrette advisor. The advisor will then work with the Center to select an appropriate charrette site and write the charrette program and rules. The Center will also select three peers as to serve as a jury to evaluate the charrette results.

- **Three-Stage**—Portfolio evaluations followed by Stage II submissions and lead designer-A/E team interviews followed, in turn, by a 30-day vision competition—In this process, the Stage II submissions and lead designer-A/E team interviews are the basis for selecting and inviting an even smaller shortlist of lead designer-A/E teams to participate in a vision competition. Selected lead designer-A/E teams are given an extensive program and a minimum of 30 days to prepare a design vision for the project.

This approach adds to both schedule and cost. The Office of the Chief Architect Center for Design Excellence and the Arts needs to hire a competition advisor and invite peer jurors to evaluate submissions. To allow adequate time to write a program and rules and coordinate schedules, this process begins at least two months in advance of the competition. Each lead designer-A/E team has 30 days to develop its ideas, at which point, the jury evaluates the submissions and gives a report to the A/E Evaluation Board.

As in the case of charrettes, the A/E Evaluation Board must understand that the competition is not being used to select a project design but rather to evaluate potential lead designers and their design teams, enabling GSA to understand in greater depth each lead designer-A/E team's design approach and its interpretation of a project's design priorities. In addition, to help avoid impressive but unrealistically expensive schemes, competition submissions must include a confirmation that the construction cost of each design is within the project budget.

There are benefits to this selection process. It generates a rich spectrum of design options and ideas. It is a public confirmation of GSA's commitment to Design Excellence, and it brings national attention to the importance of architecture as an expression of our democracy and its institutions. These are worthwhile objectives.

Whatever process is chosen, it is critical that the FedBizOpps announcement accurately describe the process and decision-making criteria to avoid adverse consequences and unnecessary delays.

5.4 Portfolio Requirements

The FedBizOpps announcement must also clarify Stage I portfolio requirements. These are key aspects of this submission:

- Stage I portfolios should be no more than 1/4" thick.

- If the Lead Designer is an individual, then the portfolio must include up to three completed projects done by the lead designer over the past ten years (each project should identify his or her specific role) and up to five completed projects done by his or her A/E firm over the past ten years. Each example must include the required images and text subject to the page limitations noted in the FedBizOpps announcement. The portfolio must also include a three-page lead designer profile (noting such facts as education, professional experience, design recognitions, and areas of responsibility) and a two-page statement of the lead designer's philosophy and design intent that incorporates an understanding of the design issues for the proposed project and a philosophy for approaching the project.

- If the lead designer is a team (this is common in modernization projects), then the portfolio must include a limit of two completed projects per discipline done over the past ten years by each of the lead designers on the team and, representing the A/E firms, a selection of up to five additional completed projects done over the past ten years. Beyond adhering to the image and text limitations noted in the FedBizOpps announcement, the portfolio must also include a three-page lead designer profile that summarizes the backgrounds of all team members and a two-page philosophy and design intent statement that represents the perspective of the team as a whole.

- Detailed Stage I selection criteria should be noted and a summary of the entire selection process (two-stage, two-stage plus charrette, or three-stage) should be included in the FedBizOpps announcement.

As noted earlier, this chapter's Resources and Sample Documents section includes templates of five typical FedBizOpps announcements:

- New Construction
- Border Station
- Modernization
- Modernization of an Historic Structure
- Limited Scope

5.5 FedBizOpps Announcement Pre-Posting Review

Once the project manager has finalized the FedBizOpps announcement, it must be sent to the OCA project coordinator prior to posting for a final review. This review will be handled in a timely manner.

5.6 Pre-Submittal Meeting

It is useful to convene a pre-submittal meeting for private-sector professionals interested in a particular project. The place and time of this meeting may be included in the FedBizOpps announcement. The contracting officer runs this meeting with the participation of the project manager. The purpose is to clarify the Design Excellence process, the application process, and the nature of the project. At the meeting, it should be stressed that the lead designer can be an individual or a collaboration among individuals. This overview is also an opportunity to highlight Standard Form 330, which, as of June 8, 2004, replaces Standard Forms 254 and 255. A typical agenda, pre-submittal packet, and Standard Form 330 are in the Resources and Sample Documents at the end of this chapter.

5.7 Office of the Chief Architect Customer Meeting

The project manager must contact the Office of the Chief Architect to arrange for an OCA representative to meet with the customer as soon as the project is announced. This meeting is an opportunity to provide an overview of the Design Excellence Program, share the FedBizOpps announcement, and explain how the Design Excellence process responds to customer needs. Such a conversation can be supported with publications on Design Excellence projects and a copy of *Design Excellence: Policies and Procedures*. The goal is to increase customer understanding of Design Excellence and develop an effective working relationship. The PBS Office of Customer Service should be notified of the time and place once this meeting is scheduled.

5.8 The Peer Connection

At least 30 days before the Stage I portfolio review is to take place, the project manager must contact the Office of the Chief Architect Center for Design Excellence and the Arts to arrange for national peer participation. In addition, to make sure the most qualified peer is selected as a member of the A/E Selection Board, a project profile is required. This should include the project budget and size, type of project (new construction, border station, modernization, preservation, limited scope) an expanded project description, and an overview of the project's urban context.

Sample Documents

Many sample documents are available as on-line Word files—go to:

http://insite.pbs.gsa.gov/PM/PMB/Design_Excellence_and_the_Arts

These Word documents can be used as templates by entering the requested information, shown as **COLORED BOLD TEXT IN CAPS,** and/or selecting and deleting other appropriate text, which generally have instructions in **COLORED BOLD CAPS,** with narrative options noted in non-bold colored text. Once the appropriate edits are complete, final documents can be high-lighted and reformatted entirely in black text.

FEDBIZOPPS TEMPLATES

New Construction
Border Station
Modernization
Modernization of an Historic Structure
Limited Scope

Standard Form 330
Pre-Submittal Meeting Agenda
Pre-Submittal Meeting Packet

FedBizOpps Announcement Templates

BASIC FACTS

These files are intended to help you quickly prepare a FedBizOpps (FBO) announcement to solicit a lead designer and A/E team for your project. If you have any questions, please consult the *Design Excellence: Policies and Procedures* or contact the project coordinator in the Office of the Chief Architect. You may also contact the director of the Office of the Chief Architect Center for Design Excellence and the Arts.

These standard FedBizOpps announcements have been developed to make it easier for lead designers and A/E teams to go after GSA projects. Because firms pursue projects around the country, it is important that our announcements be as uniform as possible to ensure national coherence. Since the manpower and reproduction costs necessary to prepare submission materials can be very expensive for lead designers and A/E teams pursuing our projects, it is important for us to keep that in mind in preparing a solicitation announcement.

HOW TO USE THESE DOCUMENTS

Much of any FedBizOpps announcement is standard boilerplate that should remain constant from project to project. This "standard" text appears in black. Where project-specific information is called for, the requested data appears in color. A description of what specifically needs to be included is provided along with an occasional example of how the text might read. The goal is to make this document as simple as possible to complete. It is also intended to facilitate review of this announcement by the Office of the Chief Architect. Please keep all changes confined to the red areas. All new, project-specific text should remain in red so that it is easily identifiable.

WHAT TO DO WHEN YOU ARE DONE

When you have modified the document and the project manager and region are satisfied with it, it should be forwarded to the Office of the Chief Architect project coordinator for review. Once OCA has reviewed it and any necessary changes have been made, it may be submitted to FedBizOpps by the contracting officer.

ORGANIZING THE EVALUATION BOARD FOR YOUR A/E SELECTION

Please remember to contact the director of the Center for Design Excellence and the Arts in the Office of the Chief Architect (202.501.1888) at least a month before you would like to schedule your Stage I review to request an OCA peer and a national peer for your A/E Evaluation Board. In accord with national Design Excellence procedures and the related procurement regulations, the A/E Evaluation Board shall consist of five professionals: a Design Excellence peer from the private sector, a GSA regional architect, a GSA regional engineer, a representative with a design and procurement background from the client agency or designated tenant, and a design professional from the Office of the Chief Architect. Project managers may not sit on the A/E Evaluation Board for their own projects. The Chief Architect shall concur on all appointments to the A/E Evaluation Board.

NEW CONSTRUCTION PROJECT
GSA Design Excellence Solicitation for Lead Design Architect
C-Architect-Engineer Services Solicitation # INSERT SOLICITATION NUMBER

Region: INSERT REGION
City: INSERT CITY
State: INSERT STATE
Contracting Officer: INSERT CONTRACTING OFFICER
Phone Number: INSERT PHONE NUMBER

PROJECT: INSERT PROJECT NAME, CITY, STATE
BUILDING TYPE: INSERT PROJECT TYPE—EXAMPLE: Courthouse, Federal Office Building
CLIENT AGENCY: INSERT NAME(S) OF PRIMARY TENANT OR AGENCIES
SIZE: INSERT GROSS SQUARE FOOTAGE OF PROJECT
PARKING SPACES: INSERT NUMBER OF INDOOR/OUTDOOR SPACES
BUDGET: INSERT ESTIMATED CONSTRUCTION COST AT AWARD OR RANGE
INSERT IF APPLICABLE:
FUNDING: Funds Are Not Currently Available
GEOGRAPHIC LIMITATION: INSERT LIMITS BY RADIUS, STATE, OR OTHER CRITERIA
INSERT IF APPLICABLE:
SMALL BUSINESS SET ASIDE: INSERT PERCENTAGE

Continuing a legacy of outstanding public architecture, the General Services Administration (GSA) Design Excellence Program seeks to commission our nation's most talented designers and artists to design federal buildings of outstanding quality and value. These projects are to demonstrate the value of true integrated design that balances aesthetics, cost, constructability, and reliability; create environmentally responsible and superior workplaces for civilian federal employees; and give contemporary form and meaning to our democratic values.

In this context, GSA announces an opportunity for Design Excellence in public architecture for performance of architectural/engineering design in accordance with GSA quality standards and requirements. As required by law, all facilities will meet federal energy goals and security requirements and the facility will be designed in metric units. All projects will be LEED certified.

See the attached Word document for the full solicitation. **THE TEXT UP TO THIS POINT SHOULD BE ENTERED INTO FEDBIZZOPS. A WORD DOCUMENT THAT INCLUDES THIS INTRODUCTORY TEXT AND THE TEXT THAT FOLLOWS SHOULD BE ATTACHED TO THE FEDBIZZOPS ANNOUNCEMENT.**

PROJECT DESCRIPTION
The project is a new **INSERT BRIEF DESCRIPTION OF THE PROJECT.** The proposed site is **INSERT LOCATION AND BRIEF DESCRIPTION OF THE SITE OR DELINEATED AREA.** This new project will be **INSERT A BRIEF DESCRIPTION OF THE GOAL OR INTENTION OF THE PROJECT—EXAMPLE:** an anchor in the neighborhood and should make a distinct architectural statement that is responsive to **INSERT A DESCRIPTION OF ARCHITECTURAL OR URBAN DESIGN GOALS—EXAMPLE:** overall urban design quality and life of the burgeoning mixed-use neighborhood. **INSERT IF APPLICABLE A BRIEF DESCRIPTION OF THE PROJECT DELIVERY METHOD—EXAMPLE:** CMc, traditional design-bid-build.

SCOPE OF WORK
The scope of professional services will require at a minimum: professional architectural, landscape architectural, engineering, interior design, and related consulting services for **INSERT SCOPE OF WORK—EXAMPLE:** concept design documents, design development documents, metric construction documents, specifications, cost estimates, value engineering services, computer-aided design and drafting (CADD), and post-construction contract services (PCCS) for **INSERT TYPE OF FACILITY** that includes **INSERT SCOPE OF DESIGN WORK—EXAMPLE:** the construction of a new building and related systems, a parking structure, and site development. The project is also to include GSA design standards for secure facilities; conformance to the P100 (Facility Standards for Public Buildings), including LEED certification; and customer agency requirements.

SELECTION PROCESS
This is a request for qualifications (RFQ) of A/E firms/lead designers interested in contracting for this work. The A/E firm as used in this RFQ means an individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of architecture or engineering that will have contractual responsibility for the project design. The lead designer is the individual or the team of designers who will have primary responsibility to develop the concept and the project design. The lead designer will also be involved in commissioning an artist or artists for this project and in assisting with the successful integration of works of arts into the architectural design.

A/E firms are advised that at least 35% of the level of contract effort must be performed in the **INSERT CITY, STATE, OR RADIUS** in which the project is located. The A/E firm will address the contractual relationship with the lead designer and project team in Stage II. **INSERT IF NEEDED:** At that time, the following specialty consultants will be required: **LIST SPECIALTY CONSULTANTS.**

INCLUDE THE APPROPRIATE PARAGRAPH:
The A/E selection will be completed in two stages as follows: In Stage I, interested lead designers and associated A/E firms will submit portfolios of accomplishment that establish the design capabilities of the lead designer and design firm. In Stage II,

shortlisted lead designer-A/E teams will be interviewed **INSERT IF NEEDED:** and asked to participate in a design charrette.

OR

The A/E selection will be completed in three stages as follows: In Stage I, interested lead designers and associated A/E firms will submit portfolios of accomplishment that establish the design capabilities of the lead designer and design firm. In Stage II, shortlisted lead designer-A/E teams will be interviewed. In Stage III, an even smaller group of shortlisted lead designer-A/E teams will be invited to participate in a vision competition.

Stage I
All documentation will be in an 8 1/2" x 11" format. The assembled content for the Stage I portfolio should be no more than 1/4 inch thick. Submissions may be double-sided where feasible. The portfolio should include the following: a cover letter referencing the FedBizOpps announcement and briefly describing the firm and its location, organizational makeup, and noteworthy accomplishments; Standard Form 330 Architect Engineer Qualifications Part II; and responses to the submission requirements and evaluation criteria listed below. An A/E Evaluation Board consisting of a private sector peer and representatives of the client and GSA will evaluate the submissions. The board will establish a shortlist of three to six firms.

Identification of team members, other than the lead designer(s), is not required at this stage. Consultant and "production firm" (if different from the design firm) information should not be included in the Stage I portfolio.

Submission Requirements And Evaluation Criteria:

(1) **PAST PERFORMANCE ON DESIGN (35%):** The A/E firm(s) will submit a portfolio of not more than five projects completed in the last ten years (maximum of five pages per project). The narrative shall address the design approach with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operational objectives were satisfied by the overall design/planning solution. It should comment on the relevance of submitted projects to the GSA project, including **INSERT ANY SPECIAL ISSUES TO BE ADDRESSED—EXAMPLE:** sustainability, the urban design strategy, and workplace design. This section of the submission should include tangible evidence such as certificates, awards, peer recognition, etc. demonstrating design excellence, and provide a client reference contact for each project, including name, title, address, email, phone, and fax numbers. A representative floor plan, a site plan, a building section, or other appropriate drawing, and a minimum of two photographs must be included for each project.

(2) **PHILOSOPHY AND DESIGN INTENT (25%):** In the lead designer's words (maximum of two pages), as related to this project, state: the parameters of an overall design philosophy; his/her approach to the challenge of public architecture

and related issues; parameters that may apply in creating **INSERT DESCRIPTION OF PROJECT TYPE OR ISSUES—EXAMPLE:** a courthouse **OR** a federal office building **OR** an attractive and productive workplace; and commitment to integrated and sustainable design.

(3) **LEAD DESIGNER PROFILE (15%):** Submit a biographical sketch (maximum of three pages) including education, professional experience, recognition for design efforts inclusive of the portfolio examples. Identify and describe areas of responsibility and commitment to each project.

(4) **LEAD DESIGNER PORTFOLIO (25%):** Submit a portfolio representative of the lead designer's ability to provide design excellence. Address his or her participation in each project. If a single designer, submit a portfolio of up to three projects completed in the last ten years (maximum of five pages per project). If the lead designer is a team, submit graphics and a description of up to two projects from each lead designer or lead design discipline. The narrative shall address the design philosophy with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operations and maintenance objectives were satisfied by the overall design/planning solution. Include tangible evidence such as certificates, awards, peer recognition, etc., demonstrating design excellence. Where there is duplication with criteria (1) Past Performance on Design, the lead designer shall address his or her participation in the project.

Stage II

The shortlisted lead designers and associated A/E firms will be notified and asked to submit more detailed information indicating each member of the design team, including all outside consultants. Sufficient time will be provided for the lead designer and associated A/E design firm to establish its team. The firms will be required to complete Standard Form 330 Architect Engineer Qualifications Parts I and II that reflect the entire design team. The government will establish the detailed evaluation criteria and the date that these submittals are due and provide the selection criteria for the interviews along with the Stage I shortlist announcement. **INSERT NOTICE OF SMALL BUSINESS NETWORKING SESSION IF PLANNED.**

The board will interview each team. Candidates should be prepared to discuss all aspects of the criteria indicated above and evaluation criteria as established for Stage II, and demonstrate their ability to fulfill all project requirements. Emphasis will be placed on the lead designer-A/E team's understanding of the unique aspects of the project, their design philosophy, project management process, and quality assurance plan. **END THIS PARAGRAPH WITH ONE OF THREE CHOICES:**

INSERT IF THERE IS NO CHARRETTE OR STAGE III VISION COMPETITION, USE THIS TEXT: Responses to the evaluation criteria and interview questions will be used to rank the lead designer-A/E teams.

OR

IF THERE IS A CHARRETTE, USE THIS TEXT: Lead designers and associated A/E firms selected to participate in Stage II will be further evaluated by an anonymous, one-day design charrette judged by a jury of independent design professionals. The purpose of the design charrette is to further evaluate the lead designer-A/E teams qualifications for the project. The "vision" developed in the charrette will weigh substantially in the lead designer-A/E team ranking. The submitted charrette concepts become the property of the government. The charrette proposals will be used in conjunction with Stage II interview rankings in the final evaluation of lead designer-A/E teams.

OR

IF THERE IS A STAGE III VISION COMPETITION, END THIS PARAGRAPH WITH THIS TEXT: Responses to the evaluation criteria and interview questions will be used to identify an even smaller shortlist of lead designer-A/E teams to be invited to participate in a Stage III vision competition.

INSERT IF THERE IS A STAGE III VISION COMPETITION:

Stage III
Lead designer-A/E teams selected to participate in Stage III will be further evaluated by an anonymous vision competition judged by a jury of independent design professionals. The purpose of the vision competition, for which lead designer-A/E teams will receive a program and have 30 days to develop a submission and cost estimate, is to further evaluate the lead designer-A/E teams qualifications for the project. The "vision" developed in this stage will weigh substantially in the lead designer-A/E team ranking. The submitted vision competition concepts become the property of the government. The vision competition proposals will be used in conjunction with Stage II interview rankings in the final evaluation of lead designer-A/E teams.

IMPORTANT INFORMATION FOR STAGE I SUBMITTALS
Firms having the capabilities to perform the services described in this announcement are invited to respond by submitting Standard Form 330 Architect Engineer Qualifications Part II, which must not be dated more than twelve (12) months before the date of this synopsis along with letter of interest and the portfolio TO:

Contracting Officer: INSERT NAME
Delivery Address: INSERT ADDRESS
Phone number: INSERT PHONE NUMBER

ALL SUBMISSIONS ARE DUE by 3:00PM local time on **INSERT DUE DATE OF THIS NOTICE.**

A total of **INSERT NUMBER OF COPIES REQUIRED** copies should be submitted. The following information must be on the outside of the sealed envelope 1) solicitation number/title, 2) due date, 3) closing Time. Late responses are subject to FAR 52.214-7.

INSERT SMALL BUSINESS OR OTHER PROCUREMENT REQUIREMENTS. THIS TEXT IS TYPICAL FOR PROCUMENTS OPEN TO SMALL AND LARGE BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is open to small and large business concerns. Before award of the contract, the A/E (if not a small business of $12,000,000 gross receipts over a three (3) year period or no more than $4,000,000 gross average receipts per year for the same time frame) shall be required to present an acceptable Small Business and Small Disadvantaged Business Subcontracting Plan in accordance with Public Law 95-507. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses. All interested large business firms are reminded that the successful firm will be expected to place subcontracts to the maximum practical extent with small and disadvantaged firms as part of their original submitted teams (Stage II).

OR

THIS TEXT IS TYPICAL FOR PROCUMENTS LIMITED TO SMALL BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is a set-aside and restricted to small businesses. The NAICS Code is 541310; the side standard is no more than $12,000,000 gross receipts over a three (3) year period or no more than $4,000,000 gross average receipts per year for the same time frame. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses.

Contract will be procured under the Brooks A/E Act and FAR Part 36. The government will not allow payment for travel, living expense, computer time or hookups for the prime or the consultants during the selection process. This is not a request for proposals.

NEW CONSTRUCTION PROJECT – BORDER STATION
GSA Design Excellence Solicitation for Lead Design Architect
C-Architect-Engineer Services Solicitation # INSERT SOLICITATION NUMBER

Region: INSERT REGION
City: INSERT CITY
State: INSERT STATE
Contracting Officer: INSERT CONTRACTING OFFICER
Phone Number: INSERT PHONE NUMBER

PROJECT: INSERT PROJECT NAME, CITY, STATE
PROJECT TYPE: NEW CONSTRUCTION OR EXPANSION/RENOVATION
CLIENT AGENCY: INSERT NAME OF PRIMARY TENANT OR AGENCIES
SIZE: INSERT ENCLOSED GROSS SQUARE FOOTAGE—NUMBER OF COMMERCIAL PRIMARY INSPECTION STATIONS—NUMBER OF NON-COMMERCIAL PRIMARY INSTPECTION STATIONS
BUDGET: INSERT ESTIMATED CONSTRUCTION COST AT AWARD OR RANGE
INSERT IF APPLICABLE:
FUNDING: Funds Are Not Currently Available
GEOGRAPHIC LIMITATION: INSERT LIMITS BY RADIUS, STATE, OR OTHER CRITERIA
INSERT IF APPLICABLE:
SMALL BUSINESS SET ASIDE: INSERT PERCENTAGE

Continuing a legacy of outstanding public architecture, the General Services Administration (GSA) Design Excellence Program seeks to commission our nation's most talented designers and artists to design federal buildings of outstanding quality and value. These projects are to demonstrate the value of true integrated design that balances aesthetics, cost, constructability, and reliability; create environmentally responsible and superior workplaces for civilian federal employees; and give contemporary form and meaning to our democratic values.

In this context, GSA announces an opportunity for Design Excellence in public architecture for performance of architectural/engineering design in accordance with GSA quality standards and requirements. As required by law, all facilities will meet federal energy goals and security requirements and the facility will be designed in metric units. All projects will be LEED certified.

See the attached Word document for the full solicitation. **THE TEXT UP TO THIS POINT SHOULD BE ENTERED INTO FEDBIZZOPS. A WORD DOCUMENT THAT INCLUDES THIS INTRODUCTORY TEXT AND THE TEXT THAT FOLLOWS SHOULD BE ATTACHED TO THE FEDBIZZOPS ANNOUNCEMENT.**

PROJECT DESCRIPTION

The project is a new land port of entry on the **INSERT:** northern **OR** southern border in **INSERT STATE.** The proposed site is **INSERT LOCATION AND BRIEF DESCRIPTION OF THE SITE.** This new project will be a gateway to our country and will **INSERT A BRIEF DESCRIPTION OF THE GOAL OR INTENTION OF THE PROJECT—EXAMPLE:** transform an obsolete border facility into a state-of-the-art commercial port of entry. It should make a distinct architectural statement that is responsive to the efficient movement of trade and commerce, the security requirements of law enforcement agencies, and the welcoming of visitors and citizens to the United States of America. **INSERT IF APPLICABLE A BRIEF DESCRIPTION OF THE PROJECT DELIVERY METHOD—EXAMPLE:** CMc, traditional design-bid-build.

SCOPE OF WORK

The scope of professional services will require at a minimum: professional architectural, landscape architectural, engineering, traffic engineering, interior design, and related consulting services for **INSERT SCOPE OF WORK—EXAMPLE:** concept design documents, design development documents, metric construction documents, specifications, cost estimates, value engineering services, computer-aided design and drafting (CADD), and post-construction contract services (PCCS). The scope of design work for the project includes **INSERT SCOPE OF DESIGN WORK—EXAMPLE:** the landscape design, construction of a new building and related systems, traffic engineering, and site development. The project is also to include GSA design standards for secure facilities; conformance to the P100 (Facility Standards for Public Buildings), including LEED certification; and customer agency requirements, including the Port of Entry Design Guide.

SELECTION PROCESS

This is a request for qualifications (RFQ) of A/E firms/lead designers interested in contracting for this work. The A/E firm as used in this RFQ means an individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of architecture or engineering that will have contractual responsibility for the project design. The lead designer is the individual or the team of designers who will have primary responsibility to develop the concept and the project design. The lead designer will also be involved in commissioning an artist or artists for this project and in assisting with the successful integration of works of arts into the architectural design.

A/E firms are advised that at least 35% of the level of contract effort must be performed in the **INSERT CITY, STATE, OR RADIUS** in which the project is located. The A/E firm will address the contractual relationship with the lead designer and project team in Stage II. **INSERT IF NEEDED:** At that time, the following specialty consultants will be required: **LIST SPECIALTY CONSULTANTS.**

INCLUDE THE APPROPRIATE PARAGRAPH:
The A/E selection will be completed in two stages as follows: In Stage I, interested lead designers and associated A/E firms will submit portfolios of accomplishment that establish the design capabilities of the lead designer and design firm. In Stage II, shortlisted lead designer-A/E teams will be interviewed **INSERT IF NEEDED:** and asked to participate in a design charrette.

OR

The A/E selection will be completed in three stages as follows: In Stage I, interested lead designers and associated A/E firms will submit portfolios of accomplishment that establish the design capabilities of the lead designer and design firm. In Stage II, shortlisted lead designer-A/E teams will be interviewed. In Stage III, an even smaller group of shortlisted lead designer-A/E teams will be invited to participate in a vision competition.

Stage I
All documentation will be in an 8 1/2" x 11" format. The assembled content for the Stage I portfolio should be no more than 1/4 inch thick. Submissions may be double-sided where feasible. The portfolio should include the following: a cover letter referencing the FedBizOpps announcement and briefly describing the firm and its location, organizational makeup, and noteworthy accomplishments; Standard Form 330 Architect Engineer Qualifications Part II; and responses to the submission requirements and evaluation criteria listed below. An A/E Evaluation Board consisting of a private sector peer and representatives of the client and GSA will evaluate the submissions. The board will establish a shortlist of three to six firms.

Identification of team members, other than the lead designer(s), is not required at this stage. Consultant and "production firm" (if different from the design firm) information should not be included in the Stage I portfolio.

Submission Requirements And Evaluation Criteria:

(1) **PAST PERFORMANCE ON DESIGN (35%):** The A/E firm(s) will submit a portfolio of not more than five projects completed in the last ten years (maximum of five pages per project). The narrative shall address the design approach with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operational objectives were satisfied by the overall design/planning solution. It should comment on the relevance of submitted projects to the GSA project, including **INSERT ANY SPECIAL ISSUES TO BE ADDRESSED—EXAMPLE:** remoteness, harsh climate, and phasing of a project that must be operational 24/7. This section of the submission should include tangible evidence such as certificates, awards, peer recognition, etc. demonstrating design excellence, and provide a client reference contact for each project, including name, title, address, email, phone, and fax numbers. A representative floor plan, a site plan, a building section, or other appropriate drawing, and a minimum of two photographs must be included for each project.

(2) **PHILOSOPHY AND DESIGN INTENT (25%):** In the lead designer's words (maximum of two pages), as related to this project, state: the parameters of an overall design philosophy; his/her approach to the challenge of public architecture and related issues; parameters that may apply in creating a secure and welcoming state-of-the-art border facility and commitment to integrated and sustainable design.

(3) **LEAD DESIGNER PROFILE (15%):** Submit a biographical sketch (maximum of three pages) including education, professional experience, recognition for design efforts inclusive of the portfolio examples. Identify and describe areas of responsibility and commitment to each project.

(4) **LEAD DESIGNER PORTFOLIO (25%):** Submit a portfolio representative of the lead designer's ability to provide design excellence. Address his or her participation in each project. If a single designer, submit a portfolio of up to three projects completed in the last ten years (maximum of five pages per project). If the lead designer is a team, submit graphics and a description of up to two projects from each lead designer or lead design discipline. The narrative shall address the design philosophy with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operations and maintenance objectives were satisfied by the overall design/planning solution. Include tangible evidence such as certificates, awards, peer recognition, etc., demonstrating design excellence. Where there is duplication with criteria (1) Past Performance on Design, the lead designer shall address his or her participation in the project.

Stage II

The shortlisted lead designers and associated A/E firms will be notified and asked to submit more detailed information indicating each member of the design team, including all outside consultants. Sufficient time will be provided for the lead designer and associated A/E design firm to establish its team. The firms will be required to complete Standard Form 330 Architect Engineer Qualifications Parts I and II that reflect the entire design team. The government will establish the detailed evaluation criteria and the date that these submittals are due and provide the selection criteria for the interviews along with the Stage I shortlist announcement. **INSERT NOTICE OF SMALL BUSINESS NETWORKING SESSION IF PLANNED.**

The board will interview each team. Candidates should be prepared to discuss all aspects of the criteria indicated above and evaluation criteria as established for Stage II, and demonstrate their ability to fulfill all project requirements. Emphasis will be placed on the lead designer-A/E team's understanding of the unique aspects of the project, their design philosophy, project management process, and quality assurance plan. **END THIS PARAGRAPH WITH ONE OF THREE CHOICES:**

INSERT IF THERE IS NO CHARRETTE OR STAGE III VISION COMPETITION, USE THIS TEXT: Responses to the evaluation criteria and interview questions will be used to rank the lead Designer-A/E teams.

OR

IF THERE IS A CHARRETTE, USE THIS TEXT: Lead designers and associated A/E firms selected to participate in Stage II will be further evaluated by an anonymous, one-day design charrette judged by a jury of independent design professionals. The purpose of the design charrette is to further evaluate the lead designer-A/E teams qualifications for the project. The "vision" developed in the charrette will weigh substantially in the lead designer-A/E team ranking. The submitted charrette concepts become the property of the government. The charrette proposals will be used in conjunction with Stage II interview rankings in the final evaluation of lead designer-A/E teams.

OR

IF THERE IS A STAGE III VISION COMPETITION, END THIS PARAGRAPH WITH THIS TEXT: Responses to the evaluation criteria and interview questions will be used to identify an even smaller shortlist of lead designer-A/E teams to be invited to participate in a Stage III vision competition.

INSERT IF THERE IS A STAGE III VISION COMPETITION:

Stage III
Lead designer-A/E teams selected to participate in Stage III will be further evaluated by an anonymous vision competition judged by a jury of independent design professionals. The purpose of the vision competition, for which lead designer-A/E teams will receive a program and have 30 days to develop a submission and cost estimate, is to further evaluate the lead designer-A/E teams qualifications for the project. The "vision" developed in this stage will weigh substantially in the lead designer-A/E team ranking. The submitted vision competition concepts become the property of the government. The vision competition proposals will be used in conjunction with Stage II interview rankings in the final evaluation of lead designer-A/E teams.

IMPORTANT INFORMATION FOR STAGE I SUBMITTALS
Firms having the capabilities to perform the services described in this announcement are invited to respond by submitting Standard Form 330 Architect Engineer Qualifications Part II, which must not be dated more than twelve (12) months before the date of this synopsis along with letter of interest and the portfolio TO:

Contracting Officer: **INSERT NAME**
Delivery Address: **INSERT ADDRESS**
Phone number: **INSERT PHONE NUMBER**

ALL SUBMISSIONS ARE DUE by 3:00PM local time on **INSERT DUE DATE OF THIS NOTICE.**

A total of **INSERT NUMBER OF COPIES REQUIRED** copies should be submitted. The following information must be on the outside of the sealed envelope 1) solicitation number/title, 2) due date, 3) closing time. Late responses are subject to FAR 52.214-7.

INSERT SMALL BUSINESS OR OTHER PROCUREMENT REQUIREMENTS. THIS TEXT IS TYPICAL FOR PROCUMENTS OPEN TO SMALL AND LARGE BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is open to small and large business concerns. Before award of the contract, the A/E (if not a small business of $12,000,000 gross receipts over a three (3) year period or no more than $4,000,000 gross average receipts per year for the same time frame) shall be required to present an acceptable Small Business and Small Disadvantaged Business Subcontracting Plan in accordance with Public Law 95-507. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses. All interested large business firms are reminded that the successful firm will be expected to place subcontracts to the maximum practical extent with small and disadvantaged firms as part of their original submitted teams (Stage II).

OR

THIS TEXT IS TYPICAL FOR PROCUMENTS LIMITED TO SMALL BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is a set-aside and restricted to small businesses. The NAICS Code is 541310; the side standard is no more than $12,000,000 gross receipts over a three (3) year period or no more than $4,000,000 gross average receipts per year for the same time frame. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses.

Contract will be procured under the Brooks A/E Act and FAR Part 36. The government will not allow payment for travel, living expense, computer time or hookups for the prime or the consultants during the selection process. This is not a request for proposals.

MODERNIZATION PROJECT
GSA Design Excellence Solicitation for Lead Design Architect INSERT IF APPROPRIATE: and Interior Designer and/or Engineer
C-Architect-Engineer Services Solicitation # INSERT SOLICITATION NUMBER

Region: INSERT REGION
City: INSERT CITY
State: INSERT STATE
Contracting Officer: INSERT CONTRACTING OFFICER
Phone Number: INSERT PHONE NUMBER

PROJECT: INSERT PROJECT NAME, CITY, STATE
BUILDING TYPE: INSERT PROJECT TYPE—EXAMPLE: Courthouse, Federal Office Building
HISTORIC STRUCTURE: [ ] YES [ ] NO
CLIENT AGENCY: INSERT NAME OF PRIMARY TENANT OR AGENCIES
SIZE: INSERT GROSS SQUARE FOOTAGE OF PROJECT
PARKING SPACES: INSERT NUMBER OF INDOOR/OUTDOOR SPACES
BUDGET: INSERT ESTIMATED CONSTRUCTION COST AT AWARD OR RANGE
INSERT IF APPLICABLE:
FUNDING: Funds Are Not Currently Available
GEOGRAPHIC LIMITATION: INSERT LIMITS BY RADIUS, STATE, OR OTHER CRITERIA
INSERT IF APPLICABLE:
SMALL BUSINESS SET ASIDE: INSERT PERCENTAGE

Continuing a legacy of outstanding public architecture, the General Services Administration (GSA) Design Excellence Program seeks to commission our nation's most talented designers and architects to modernize our federal buildings and prepare them for the next 50 to 100 years of service. These projects are to demonstrate the value of true integrated design that balances aesthetics, cost, constructability, and reliability; create environmentally responsible and superior workplaces for civilian federal employees; and give contemporary form and meaning to our democratic values.

In this context, GSA announces an opportunity for Design Excellence in public architecture for performance of architectural/engineering Design in accordance with GSA quality standards and requirements. As required by law, all facilities will meet federal energy goals and security requirements. All projects will be LEED certified.

See the attached Word document for the full solicitation. **THE TEXT UP TO THIS POINT SHOULD BE ENTERED INTO FEDBIZZOPS. A WORD DOCUMENT THAT INCLUDES THIS INTRODUCTORY TEXT AND THE TEXT THAT FOLLOWS SHOULD BE ATTACHED TO THE FEDBIZZOPS ANNOUNCEMENT.**

PROJECT DESCRIPTION

The project is a **INSERT BRIEF DESCRIPTION OF THE PROJECT.** It is located **INSERT LOCATION AND BRIEF DESCRIPTION OF THE SITE.** This project will be **INSERT A BRIEF DESCRIPTION OF THE GOAL OR INTENTION OF THE PROJECT—EXAMPLE:** a model workplace and sustainable design and should make a distinct architectural statement that is responsive to the existing character of the building while **INSERT A DESCRIPTION OF ARCHITECTURAL OR URBAN DESIGN GOALS—EXAMPLE:** supporting the quality and life of the neighborhood. **INSERT IF APPLICABLE A BRIEF DESCRIPTION OF THE PROJECT DELIVERY METHOD—EXAMPLE:** CMc, traditional design-bid-build.

SCOPE OF WORK

The scope of professional services will require at a minimum: professional architectural, engineering, interior design, landscape architecture, and related consulting services for **INSERT SCOPE OF WORK—EXAMPLE:** concept design documents, design development documents, construction documents, specifications, cost estimates, value engineering services, computer-aided design and drafting (CADD), and post-construction contract services (PCCS) for **INSERT TYPE OF FACILITY** that includes **INSERT SCOPE OF DESIGN WORK—EXAMPLE:** the construction of a new interior and related systems and site development. Space alterations include **DESCRIBE SPACE ALTERATIONS. ADD STATEMENT ABOUT ANY SPECIAL CONDITIONS SUCH AS UNIQUE PROGRAMMATIC OBJECTIVES AND COMMENTS ON BUILDING MATERIALS.** The project is also to include GSA design standards for secure facilities; conformance to the P100 (Facility Standards for Public Buildings), including LEED certification; and customer agency requirements.

SELECTION PROCESS

This is a request for qualifications (RFQ) of A/E firms/lead designers interested in contracting for this work. **STATE IF BOTH A LEAD ARCHITECTURAL DESIGNER AND A LEAD ENGINEER DESIGNER ARE REQUIRED.** The A/E firm as used in this RFQ means an individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of architecture or engineering that will have contractual responsibility for the project design. The lead designer is the individual or the team of designers who will have primary responsibility to develop the concept and the project design. **INSERT IF RELEVANT:** The lead designer will also be involved in commissioning an artist or artists for this project and in assisting with the successful integration of works of arts into the architectural design.

A/E firms are advised that at least 35% of the level of contract effort must be performed in the **INSERT CITY, STATE, OR RADIUS** in which the project is located. The A/E firm will address the contractual relationship with the lead designer and project team in Stage II. **INSERT IF NEEDED:** At that time, the following specialty consultants will be required: **LIST SPECIALTY CONSULTANTS.**

The A/E selection will be completed in two stages as follows: In Stage I, interested designers and associated A/E firms will submit portfolios of accomplishment that establish the design capabilities of the lead designer and design firm. In Stage II, shortlisted lead designer-A/E teams will be interviewed **INSERT IF NEEDED:** and asked to participate in a design charrette.

Stage I
All documentation will be in an 8 1/2" x 11" format. The assembled Stage I portfolio should be no more than 1/4 inch thick. Submissions may be double-sided where feasible. The portfolio should include the following: a cover letter referencing the FedBizOpps announcement and briefly describing the firm and its location, organizational makeup, and noteworthy accomplishments; Standard Form 330 Architect Engineer Qualifications Part II; and responses to the submission requirements and evaluation criteria listed below. An A/E Evaluation Board consisting of a private sector peer and representatives of the client and GSA will evaluate the submissions. The board will establish a shortlist of three to six firms.

Identification of team members, other than the lead designer(s), is not required at this stage. Consultant and "production firm" (if different from the design firm) information should not be included in the Stage I portfolio.

Submission Requirements And Evaluation Criteria:

(1) **PAST PERFORMANCE ON DESIGN (35%):** The A/E firm(s) will submit a portfolio of not more than five projects completed in the last ten years (maximum of five pages per project). The narrative shall address the design approach with salient features for each project and discuss how the client's program, function, image, mission, economic, schedule, and operational objectives were satisfied by the overall design/planning solution. It should comment on the relevance of submitted projects to the GSA project, including **INSERT ANY SPECIAL ISSUES TO BE ADDRESSED—EXAMPLE:** sustainability, the urban design strategy, and workplace design. This section of the submission should include tangible evidence such as certificates, awards, peer recognition, etc. demonstrating design excellence, and provide a client reference contact for each project, including name, title, address, email, phone, and fax numbers. A representative floor plan, a site plan, a building section, or other appropriate drawing, and a minimum of two photographs must be included for each project.

(2) **PHILOSOPHY AND DESIGN INTENT (25%):** In the lead designer's words (maximum of two pages), as related to this project, state: the parameters of an overall design philosophy; his/her approach to the challenge of public architecture and related issues; parameters that may apply in creating **INSERT DESCRIPTION OF PROJECT TYPE OR ISSUES—EXAMPLE:** a courthouse **OR** a federal office building **OR** an attractive and productive workplace; and commitment to integrated and sustainable design.

(3) **LEAD DESIGNER PROFILE (15%):** Submit a biographical sketch (maximum of three pages) including education, professional experience, recognition for design efforts inclusive of the portfolio examples. Identify and describe areas of responsibility and commitment to each project.

(4) **LEAD DESIGNER PORTFOLIO (25%):** Submit a portfolio representative of the lead designer's ability to provide design excellence. Address his or her participation in each project. If a single designer, submit a portfolio of up to three projects completed in the last ten years (maximum of five pages per project). If the lead designer is a team, submit graphics and a description of up to two projects from each lead designer or lead design discipline. The narrative shall address the design philosophy with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operations and maintenance objectives were satisfied by the overall design/planning solution. Include tangible evidence such as certificates, awards, peer recognition, etc., demonstrating design excellence. Where there is duplication with criteria (1) Past Performance on Design, the lead designer shall address his or her participation in the project.

Stage II

The shortlisted lead designers and associated A/E firms will be notified and asked to submit more detailed information indicating each member of the design team, including all outside consultants. Sufficient time will be provided for the lead designer and associated A/E design firm to establish its team. The firms will be required to complete Standard Form 330 Architect Engineer Qualifications Parts I and II that reflect the entire design team. The government will establish the detailed evaluation criteria and the date that these submittals are due and provide the selection criteria for the interviews along with the Stage I shortlist announcement. **INSERT NOTICE OF SMALL BUSINESS NETWORKING SESSION IF PLANNED.**

The board will interview each team. Candidates should be prepared to discuss all aspects of the criteria indicated above and evaluation criteria as established for Stage II, and demonstrate their ability to fulfill all project requirements. Emphasis will be placed on the lead designer-A/E team's understanding of the unique aspects of the project, their design philosophy, project management process, and quality assurance plan. **END THIS PARAGRAPH WITH ONE OF TWO CHOICES:**

INSERT IF THERE IS NO CHARRETTE, USE THIS TEXT: Responses to the evaluation criteria and interview questions will be used to rank the Lead Designer-A/E Teams.

OR

IF THERE IS A CHARRETTE, USE THIS TEXT: Lead designers and associated A/E firms selected to participate in Stage II will be further evaluated by an anonymous, one-day design charrette judged by a jury of independent design professionals. The purpose of the design charrette is to further evaluate the lead designer-A/E teams qualifications for the project. The "vision" developed in the charrette will weigh substantially in the lead designer-A/E team ranking. The submitted charrette concepts become the property of the government. The charrette proposals will be used in conjunction with Stage II interview rankings in the final evaluation of lead designer-A/E teams.

IMPORTANT INFORMATION FOR STAGE I SUBMITTALS
Firms having the capabilities to perform the services described in this announcement are invited to respond by submitting Standard Form 330 Architect Engineer Qualifications Part II, which must not be dated more than twelve (12) months before the date of this synopsis along with letter of interest and the portfolio TO:

Contracting Officer: INSERT NAME
Delivery Address: INSERT ADDRESS
Phone number: INSERT PHONE NUMBER

ALL SUBMISSIONS ARE DUE by 3:00PM local time on **INSERT DUE DATE OF THIS NOTICE.**

A total of **INSERT NUMBER OF COPIES REQUIRED** copies should be submitted. The following information must be on the outside of the sealed envelope 1) solicitation number/title, 2) due date, 3) closing time. Late responses are subject to FAR 52.214-7.

INSERT SMALL BUSINESS OR OTHER PROCUREMENT REQUIREMENTS. THIS TEXT IS TYPICAL FOR PROCUMENTS OPEN TO SMALL AND LARGE BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is open to small and large business concerns. Before award of the contract, the A/E (if not a small business of $12,000,000 gross receipts over a three (3) year period or no more than $4,000,000 gross average receipts per year for the same time frame) shall be required to present an acceptable Small Business and Small Disadvantaged Business Subcontracting Plan in accordance with Public Law 95-507. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses. All interested large business firms are reminded that the successful firm will be expected to place subcontracts to the maximum practical extent with small and disadvantaged firms as part of their original submitted teams (Stage II).

OR

THIS TEXT IS TYPICAL FOR PROCUMENTS LIMITED TO SMALL BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is a set-aside and restricted to small businesses. The NAICS Code is 541310; the side standard is no more than $12,000,000 gross receipts over a three (3) year period or no more than $4,000,000 gross average receipts per year for the same time frame. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses.

Contract will be procured under the Brooks A/E Act and FAR Part 36. The government will not allow payment for travel, living expense, computer time or hookups for the prime or the consultants during the selection process. This is not a request for proposals.

MODERNIZATION OF AN HISTORIC STRUCTURE
GSA Design Excellence Solicitation for Lead Design Architect INSERT IF APPROPRIATE: and Interior Designer and/or Engineer
C-Architect-Engineer Services Solicitation # INSERT SOLICITATION NUMBER

Region: INSERT REGION
City: INSERT CITY
State: INSERT STATE
Contracting Officer: INSERT CONTRACTING OFFICER
Phone Number: INSERT PHONE NUMBER

PROJECT: INSERT PROJECT NAME, CITY, STATE
BUILDING TYPE: INSERT PROJECT TYPE—EXAMPLE: Courthouse, Federal Office Building
CLIENT AGENCY: INSERT NAME OF PRIMARY TENANT OR AGENCIES
SIZE: INSERT GROSS SQUARE FOOTAGE OF PROJECT
PARKING SPACES: INSERT NUMBER OF INDOOR/OUTDOOR SPACES
BUDGET: INSERT ESTIMATED CONSTRUCTION COST AT AWARD OR RANGE
INSERT IF APPLICABLE:
FUNDING: Funds Are Not Currently Available
GEOGRAPHIC LIMITATION: INSERT LIMITS BY RADIUS, STATE, OR OTHER CRITERIA
INSERT IF APPLICABLE:
SMALL BUSINESS SET ASIDE: INSERT PERCENTAGE

Through the preservation and modernization of an historic federal building, this project continues the legacy of outstanding public architecture. In accord with this tradition, the General Services Administration (GSA) Design Excellence Program seeks to commission our nation's most talented designers and artists to prepare our historic federal buildings for the next 50 to 100 years of service. These projects are to demonstrate the value of integrated design that balances historic significance with current needs; balances aesthetics, cost, constructability, and reliability; creates environmentally responsible and superior workplaces for civilian federal employees; and gives public expression to our democratic values.

In this context, GSA announces an opportunity for Design Excellence in public architecture for performance of architectural/engineering design in accordance with GSA quality standards and requirements. As required by law, all facilities will meet federal energy goals and security requirements. All projects will be LEED certified.

See the attached Word document for the full solicitation. **THE TEXT UP TO THIS POINT SHOULD BE ENTERED INTO FEDBIZZOPS. A WORD DOCUMENT**

THAT INCLUDES THIS INTRODUCTORY TEXT AND THE TEXT THAT FOLLOWS SHOULD BE ATTACHED TO THE FEDBIZZOPS ANNOUNCEMENT.

PROJECT DESCRIPTION

The project is a **INSERT BRIEF DESCRIPTION OF THE PROJECT—EXAMPLE:** a 1930s federal building by Cass Gilbert. It is located **INSERT LOCATION AND BRIEF DESCRIPTION OF THE SITE.** This project will be **INSERT A BRIEF DESCRIPTION OF THE GOAL OR INTENTION OF THE PROJECT—EXAMPLE:** a model workplace and example of successful preservation. The design will follow the Secretary of Interior's Standards for Rehabilitating Historic Buildings and Building Preservation Plan (BPP) guidance, respecting the existing historic character of the building while accomplishing the project requirements to **INSERT A DESCRIPTION OF ARCHITECTURAL OR URBAN DESIGN GOALS—EXAMPLE:** maintain the integrity of the historic building at the same time that the design supports the needs of a modern workforce. **INSERT IF APPLICABLE A BRIEF DESCRIPTION OF THE PROJECT DELIVERY METHOD—EXAMPLE:** CMc, traditional design-bid-build.

SCOPE OF WORK

The scope of professional services will require at a minimum: professional architectural, landscape architectural, engineering, interior design, and related consulting services for **INSERT SCOPE OF WORK—EXAMPLE:** concept design documents, design development documents, construction documents, specifications, cost estimates, value engineering services, computer-aided design and drafting (CADD), and post-construction contract services (PCCS) for **INSERT TYPE OF FACILITY** that includes **INSERT SCOPE OF DESIGN WORK—EXAMPLE:** the construction of a new interior and related systems, restoration of historic materials, and site development. Space alterations include **DESCRIBE SPACE ALTERATIONS. ADD STATEMENT ABOUT ANY SPECIAL CONDITIONS SUCH AS UNIQUE PROGRAMMATIC OBJECTIVES AND COMMENTS ON BUILDING MATERIALS.** The project is also to include GSA design standards for secure facilities; conformance to the P100 (Facility Standards for Public Buildings), including LEED certification; and customer agency requirements.

This building is **INSERT:** listed **OR** eligible for the National Register of Historic Places. Each design submission must be approved by the Regional Historic Preservation Officer, who will coordinate external review by the State Historic Preservation Officer (SHPO) and Advisory Council on Historic Preservation, in compliance with the National Historic Preservation Act, Section 106. Design submissions will include a preservation report with captioned photographs and relevant design details identifying preservation design issues and solutions as they are developed. Every effort will be made to avoid adversely effecting original materials and design in the buildings restoration or preservation zones identified in the Building Preservation Plan. Alteration or removal of original materials and design requires special justification and a Memorandum of Agreement with the SHPO.

SELECTION PROCESS
This is a request for qualifications (RFQ) of A/E firms/lead designers interested in contracting for this work. The A/E firm as used in this RFQ means an individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of architecture or engineering that will have contractual responsibility for the project design. The lead designer is the individual or the team of designers who will have primary responsibility to develop the concept and the project design. **INSERT IF RELEVANT:** The lead designer will also be involved in the Art in Architecture program for this project, which will include **STATE IF COMMISSIONING NEW WORK AND/OR CONSERVING EXISTING ART WORK.**

A/E firms are advised that at least 35% of the level of contract effort must be performed in the **INSERT CITY, STATE, OR RADIUS** in which the project is located. The A/E firm will address the contractual relationship with the lead designer and project team in Stage II. **INSERT IF NEEDED:** At that time, the following specialty consultants will be required: **LIST SPECIALTY CONSULTANTS.**

The A/E selection will be completed in two stages as follows: In Stage I, interested lead designers and associated A/E firms will submit portfolios of accomplishment that establish the design capabilities of the lead designer and design firm. In Stage II, shortlisted lead designer-A/E teams will be interviewed **INSERT IF NEEDED:** and asked to participate in a design charrette.

Stage I
All documentation will be in an 8 1/2" x 11" format. The assembled content for the Stage I portfolio should be no more than 1/4 inch thick. Submissions may be double-sided where feasible. The portfolio should include the following: a cover letter referencing the FedBizOpps announcement and briefly describing the firm and its location, organizational makeup, and noteworthy accomplishments; Standard Form 330 Architect Engineer Qualifications Part II; credentials of historic preservation specialist; and responses to the submission requirements and evaluation criteria listed below. An A/E Evaluation Board consisting of a private sector peer and representatives of the client and GSA will evaluate the submissions. The board will establish a shortlist of three to six firms.

Identification of team members, other than the lead designer(s), is not required at this stage. Consultant and "production firm" (if different from the design firm) information should not be included in the Stage I portfolio.

Submission Requirements And Evaluation Criteria:
(1) **PAST PERFORMANCE ON DESIGN (35%):** The A/E firm(s) will submit a portfolio of not more than five renovation projects completed in the last ten years (maximum of five pages per project). At least two projects should include restoration/conservation work and represent a history of commendable design work in the restoration/conservation specialty. The narrative shall address the

design approach with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operational objectives were satisfied by the overall design/planning solution. It should describe how preservation goals were met and address the relevance of submitted projects to this project, including **INSERT ANY SPECIAL ISSUES TO BE ADDRESSED—EXAMPLE:** the integration of contemporary functions and technology in an historic building. This section of the submission should include tangible evidence such as certificates, awards, peer recognition, etc. demonstrating design excellence, and provide a client reference contact for each project, including name, title, address, email, phone, and fax numbers. A representative floor plan, a site plan, a building section, or other appropriate drawing, and a minimum of four photographs must be included for each project.

(2) **PHILOSOPHY AND DESIGN INTENT (25%):** In the lead designer's words (maximum of two pages), as related to this project, state: the parameters of an overall design philosophy; his/her approach to the challenge of historic public architecture and related issues; parameters that may apply in creating **INSERT DESCRIPTION OF PROJECT TYPE OR ISSUES—EXAMPLE:** an effective approach to accommodating contemporary uses in an historic building; and a commitment to integrated and sustainable design.

(3) **LEAD DESIGNER PROFILE (15%):** Submit a biographical sketch (maximum of three pages) including education, professional experience, recognition for design efforts inclusive of the portfolio examples, and identify and describe areas of responsibility and commitment to each project.

(4) **LEAD DESIGNER PORTFOLIO (25%):** Submit a portfolio representative of the lead designer's ability to provide design excellence. Address his or her participation in each project. If a single designer, submit a portfolio of up to three projects completed in the last ten years (maximum of five pages per project). If the lead designer is a team, submit graphics and a description of up to two projects from each lead designer or lead design discipline. The narrative shall address the design philosophy with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operations and maintenance objectives were satisfied by the overall design/planning solution. Include tangible evidence such as certificates, awards, peer recognition, etc., demonstrating design excellence. Where there is duplication with criteria (1) Past Performance on Design, the lead designer will address his or her participation in the project. The lead designer shall demonstrate a history of commendable design work in restoration/conservation, and rehabilitation.

Stage II

The shortlisted lead designers and associated A/E firms will be notified and asked to submit more detailed information indicating each member of the design team, including all outside consultants. Sufficient time will be provided for the lead designer and associated A/E design firm to establish its team. The firms will be required to complete Standard Form 330 Architect Engineer Qualifications Parts I and II that reflect the entire

design team. The government will establish the detailed evaluation criteria and the date that these submittals are due and provide the selection criteria for the interviews along with the Stage I shortlist announcement. **INSERT NOTICE OF SMALL BUSINESS NETWORKING SESSION IF PLANNED.**

The board will interview each team. Candidates should be prepared to discuss all aspects of the criteria indicated above and evaluation criteria as established for Stage II, and demonstrate their ability to fulfill all project requirements. Emphasis will be placed on the lead designer-A/E team's understanding of the unique aspects of the project, their design philosophy, project management process, and quality assurance plan. **END THIS PARAGRAPH WITH ONE OF TWO CHOICES:**

INSERT IF THERE IS NO CHARRETTE, USE THIS TEXT: Responses to the evaluation criteria and interview questions will be used to rank the lead designer-A/E teams.

OR

IF THERE IS A CHARRETTE, USE THIS TEXT: Lead designers and associated A/E firms selected to participate in Stage II will be further evaluated by an anonymous, one-day design charrette judged by a jury of independent design professionals. The purpose of the design charrette is to further evaluate the lead designer-A/E teams qualifications for the project. The "vision" developed in the charrette will weigh substantially in the lead designer-A/E team ranking. The submitted charrette concepts become the property of the government. The charrette proposals will be used in conjunction with Stage II interview rankings in the final evaluation of lead designer-A/E teams.

IMPORTANT INFORMATION FOR STAGE I SUBMITTALS

Firms having the capabilities to perform the services described in this announcement are invited to respond by submitting Standard Form 330 Architect Engineer Qualifications Part II, which must not be dated more than twelve (12) months before the date of this synopsis along with letter of interest and the portfolio TO:

Contracting Officer: INSERT NAME
Delivery Address: INSERT ADDRESS
Phone number: INSERT PHONE NUMBER

ALL SUBMISSIONS ARE DUE by 3:00PM local time on **INSERT DUE DATE OF THIS NOTICE.**

A total of **INSERT NUMBER OF COPIES REQUIRED** copies should be submitted. The following information must be on the outside of the sealed envelope 1) solicitation number/title, 2) due date, 3) closing time. Late responses are subject to FAR 52.214-7.

INSERT SMALL BUSINESS OR OTHER PROCUREMENT REQUIREMENTS. THIS TEXT IS TYPICAL FOR PROCUMENTS OPEN TO SMALL AND LARGE BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is open to small and large business concerns. Before award of the contract, the A/E (if not a small business of $12,000,000 gross receipts over a three (3) year period or no more than $4,000,000 gross average receipts per year for the same time frame) shall be required to present an acceptable Small Business and Small Disadvantaged Business Subcontracting Plan in accordance with Public Law 95-507. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses. All interested large business firms are reminded that the successful firm will be expected to place subcontracts to the maximum practical extent with small and disadvantaged firms as part of their original submitted teams (Stage II).

OR

THIS TEXT IS TYPICAL FOR PROCUMENTS LIMITED TO SMALL BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is a set-aside and restricted to small businesses. The NAICS Code is 541310; the side standard is no more than $12,000,000 gross receipts over a three (3) year period or no more than $4,000,000 gross average receipts per year for the same time frame. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses.

Contract will be procured under the Brooks A/E Act and FAR Part 36. The government will not allow payment for travel, living expense, computer time or hookups for the prime or the consultants during the selection process. This is not a request for proposals.

LIMITED SCOPE PROJECT
NOTE AND DELETE: USE MODERNIZATION TEMPLATE IF PUBLIC IMAGE OR PUBLIC AREAS ARE IMPACTED BY PROJECT
GSA Design Excellence Solicitation for Lead Design SELECT: Architect **OR** Architect and Engineer
C-Architect-Engineer Services Solicitation # INSERT SOLICITATION NUMBER

Region: INSERT REGION
City: INSERT CITY
State: INSERT STATE
Contracting Officer: INSERT CONTRACTING OFFICER
Phone Number: INSERT PHONE NUMBER

PROJECT: INSERT PROJECT NAME, CITY, STATE
BUILDING TYPE: INSERT PROJECT TYPE— EXAMPLE: Courthouse, Federal Office Building
PROJECT TYPE: INSERT NATURE OF PROJECT—EXAMPLES: systems upgrades, tenant improvements, chiller replacement
HISTORIC STRUCTURE: [ ] YES [ ] NO
CLIENT AGENCY: INSERT NAME OF PRIMARY TENANT OR AGENCIES
SIZE: INSERT GROSS SQUARE FOOTAGE OF PROJECT
PARKING SPACES: INSERT NUMBER OF INDOOR/OUTDOOR SPACES IF RELEVANT
BUDGET: INSERT ESTIMATED CONSTRUCTION COST AT AWARD OR RANGE
INSERT IF APPLICABLE:
FUNDING: Funds Are Not Currently Available
GEOGRAPHIC LIMITATION: INSERT LIMITS BY RADIUS, STATE, OR OTHER CRITERIA
INSERT IF APPLICABLE:
SMALL BUSINESS SET ASIDE: INSERT PERCENTAGE

The General Services Administration (GSA) Design Excellence Program seeks to commission architects and engineers to maintain and modernize our legacy federal buildings for the next 50 to 100 years of service. These projects are to demonstrate the value of integrated design that balances historic significance with current needs; balances aesthetics, cost, constructability, and reliability; and creates environmentally responsible and superior workplaces for civilian federal employees.

In this context, GSA announces an opportunity for performance of architectural-engineering design in accordance with GSA quality standards and requirements. As required by law, all facilities will meet Federal energy targets and security requirements.

See the attached Word document for the full solicitation. **THE TEXT UP TO THIS POINT SHOULD BE ENTERED INTO FEDBIZZOPS. A WORD DOCUMENT THAT INCLUDES THIS INTRODUCTORY TEXT AND THE TEXT THAT FOLLOWS SHOULD BE ATTACHED TO THE FEDBIZZOPS ANNOUNCEMENT.**

PROJECT DESCRIPTION

The **INSERT NAME OF BUILDING** is located **INSERT LOCATION.** The project involves **BRIEFLY DESCRIBE TYPE OF WORK** and will **INSERT A ONE OR TWO SENTENCE DESCRIPTION OF THE GOAL OR INTENTION OF THE PROJECT—EXAMPLE:** updating the building systems or improving the facility's energy efficiency. **INSERT IF APPLICABLE A BRIEF DESCRIPTION OF THE PROJECT DELIVERY METHOD—EXAMPLE:** CMc, traditional design-bid-build.

SCOPE OF WORK

The scope of professional services will require at a minimum: professional **INSERT TYPE OF PROFESSIONAL SERVICE REQUIRED** services. The scope of work includes **INSERT SCOPE OF WORK—EXAMPLE:** concept design documents, design development documents, construction documents, specifications, cost estimates, value engineering services, computer-aided design and drafting (CADD), and post-construction contract services (PCCS). **INSERT IF NEEDED:** Other special requirements include: **LIST ANY SPECIAL EXPERTISE NEEDED TO COMPLETE THE PROJECT—EXAMPLES:** space planning and systems evaluation. The project is also to include GSA design standards for secure facilities, conformance to the P100 (Facility Standards for Public Buildings), sustainability goals, and customer agency requirements.

SELECTION PROCESS

This is a request for qualifications (RFQ) of A/E firms/lead designers interested in contracting for this work. **STATE IF BOTH A LEAD ARCHITECTURAL DESIGNER AND A LEAD ENGINEER DESIGNER ARE REQUIRED.** The A/E firm as used in this RFQ means an individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of architecture or engineering that will have contractual responsibility for the project design. The lead designer is the individual or the team of designers who will have primary responsibility to develop the concept and the project design.

A/E firms are advised that at least 35% of the level of contract effort must be performed in the **INSERT CITY, STATE, OR RADIUS** in which the project is located. The A/E firm will address the contractual relationship with the lead designer and project team in Stage II. **INSERT IF NEEDED:** At that time, the following specialty consultants will be required: **LIST SPECIALTY CONSULTANTS.**

The A/E selection will be completed in two stages as follows: In Stage I, interested lead designers and associated A/E firms will submit portfolios of accomplishment that

establish the design capabilities of the lead designer and design firm. In Stage II, shortlisted lead designer-A/E teams will be interviewed.

Stage I
All documentation will be in an 8 1/2" x 11" format. The assembled content for the Stage I portfolio should be no more than 1/4 inch thick. The portfolio should include the following: a cover letter referencing the FedBizOpps announcement and briefly describing the firm and its location, organizational makeup, and noteworthy accomplishments; Standard Form 330 Architect Engineer Qualifications Part II; and responses to the submission requirements and evaluation criteria listed below. An A/E Evaluation Board consisting of a private sector peer and representatives of the client and GSA will evaluate the submissions. The board will establish a shortlist of three to six firms.

Identification of team members, other than the lead designer(s), is not required at this stage. Team member information should not be included in the Stage I portfolio.

Submission Requirements And Evaluation Criteria:

(1) **PAST PERFORMANCE ON DESIGN (35%):** The A/E firm(s) will submit a portfolio of not more than five similarly scoped projects completed in the last ten years (maximum of five pages per project). The narrative shall: address the design approach with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operational objectives were satisfied by the overall design/planning solution; address the relevance of submitted projects to the GSA project; and provide a client reference contact for each project, including name, title, address, email, phone, and fax numbers. A representative floor plan, a building section and a minimum of two photographs must be included for each project.

(2) **PHILOSOPHY AND DESIGN INTENT (25%):** In the lead designer's words, (maximum of two typewritten pages) state the parameters he/she will apply to the challenges of: designing limited scope projects for major public facilities; meeting federal standards and codes; addressing sustainable design goals of construction waste management, energy efficiency, and environmental responsibility; managing work in occupied buildings; and integrating new design into existing systems and infrastructure.

(3) **LEAD DESIGNER PROFILE (15%):** Submit a biographical sketch (maximum of three pages) including education, professional experience, recognition for design efforts inclusive of the portfolio examples. Identify and describe areas of responsibility and commitment to each project.

(4) **LEAD DESIGNER PORTFOLIO (25%):** Submit a portfolio representative of the lead designer's ability to provide design excellence. Address his or her participation in each project. If a single designer, submit a portfolio of up to three projects completed in the last ten years (maximum of five pages per project). If the lead designer is a team, submit graphics and a description of up to two projects from each lead designer or lead design discipline. The narrative shall

address the design philosophy with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operations and maintenance objectives were satisfied by the overall design/planning solution. Include tangible evidence such as certificates, awards, peer recognition, etc., demonstrating design excellence. Where there is duplication with criteria (1) Past Performance on Design, the lead designer shall address his or her participation in the project.

Stage II
The shortlisted lead designers and associated A/E firms will be notified and asked to submit more detailed information indicating each member of the design team, including all outside consultants. Sufficient time will be provided for the lead designer and associated A/E design firm to establish its team. The firms will be required to complete Standard Form 330 Architect Engineer Qualifications Parts I and II that reflect the entire design team. The government will establish the detailed evaluation criteria and the date that these submittals are due and provide the selection criteria for the interviews along with the Stage I shortlist announcement. **INSERT NOTICE OF SMALL BUSINESS NETWORKING SESSION IF PLANNED.**

The board will interview each team. Candidates should be prepared to discuss all aspects of the criteria indicated above and evaluation criteria as established for Stage II, and demonstrate their ability to fulfill all project requirements. Emphasis will be placed on the lead designer-A/E team's understanding of the unique aspects of the project, their design philosophy, project management process, and quality assurance plan. Responses to the evaluation criteria and interview questions will be used to rank the shortlisted lead designer-A/E teams.

IMPORTANT INFORMATION FOR STAGE I SUBMITTALS
Firms having the capabilities to perform the services described in this announcement are invited to respond by submitting Standard Form 330 Architect Engineer Qualifications Part II, which must not be dated more than twelve (12) months before the date of this synopsis along with letter of interest and the portfolio TO:

Contracting Officer: **INSERT NAME**
Delivery Address: **INSERT ADDRESS**
Phone number: **INSERT PHONE NUMBER**

ALL SUBMISSIONS ARE DUE by 3:00PM local time on **INSERT DUE DATE OF THIS NOTICE.**

A total of **INSERT NUMBER OF COPIES REQUIRED** copies should be submitted. The following information must be on the outside of the sealed envelope 1) solicitation number/title, 2) due date, 3) closing time. Late responses are subject to FAR 52.214-7.

INSERT SMALL BUSINESS OR OTHER PROCUREMENT REQUIREMENTS. THIS TEXT IS TYPICAL FOR PROCUMENTS OPEN TO SMALL AND LARGE BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is open to small and large business concerns. Before award of the contract, the A/E (if not a small business of $12,000,000 gross receipts over a three (3) year period or no more than $4,000,000 gross average receipts per year for the same time frame) shall be required to present an acceptable Small Business and Small Disadvantaged Business Subcontracting Plan in accordance with Public Law 95-507. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses. All interested large business firms are reminded that the successful firm will be expected to place subcontracts to the maximum practical extent with small and disadvantaged firms as part of their original submitted teams (Stage II).

OR

THIS TEXT IS TYPICAL FOR PROCUMENTS LIMITED TO SMALL BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is a set-aside and restricted to small businesses. The NAICS Code is 541310; the side standard is no more than $12,000,000 gross receipts over a three (3) year period or no more than $4,000,000 gross average receipts per year for the same time frame. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses.

Contract will be procured under the Brooks A/E Act and FAR Part 36. The government will not allow payment for travel, living expense, computer time or hookups for the prime or the consultants during the selection process. This is not a request for proposals.

Standard Form 330

This form is available at
http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?
under the Form Type Standard Forms.

ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0157
Expires: 12/31/2006

Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVA), Regulatory and Federal Assistance Publications Division, GSA, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR).

The Brooks A-E Act requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact.

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 330 (6/2004) **PAGE 1 OF INSTRUCTIONS**
Prescribed by GSA - FAR (48 CFR) 53.236-2(b)

Section C. Proposed Team.

9-11. Firm Name. Address. and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in This Contract. Self explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number Self-explanatory.

24. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

STANDARD FORM 330 (6/2004) PAGE 2 OF INSTRUCTIONS

25. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mech. Engineer	X	X	X	X						
Tara C. Donovan	Chief Elec. Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport RI

STANDARD FORM 330 (6/2004) PAGE 3 OF INSTRUCTIONS

Part II - General Qualifications

See the "**General Instructions**" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number. See FAR Part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

STANDARD FORM 330 (6/2004) **PAGE 4 OF INSTRUCTIONS**

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

STANDARD FORM 330 (6/2004) PAGE 5 OF INSTRUCTIONS

List of Experience Categories (Profile Codes)

Code	Description
A01	Acoustics. Noise Abatement
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis
A03	Agricultural Development; Grain Storage; Farm Mechanization
A04	Air Pollution Control
A05	Airports; Navaids; Airport Lighting; Aircraft Fueling
A06	Airports; Terminals and Hangars; Freight Handling
A07	Arctic Facilities
A08	Animal Facilities
A09	Anti-Terrorism/Force Protection
A10	Asbestos Abatement
A11	Auditoriums & Theaters
A12	Automation; Controls; Instrumentation
B01	Barracks; Dormitories
B02	Bridges
C01	Cartography
C02	Cemeteries *(Planning & Relocation)*
C03	Charting: Nautical and Aeronautical
C04	Chemical Processing & Storage
C05	Child Care/Development Facilities
C06	Churches; Chapels
C07	Coastal Engineering
C08	Codes: Standards: Ordinances
C09	Cold Storage; Refrigeration and Fast Freeze
C10	Commercial Building *(low rise)*; Shopping Centers
C11	Community Facilities
C12	Communications Systems; TV; Microwave
C13	Computer Facilities; Computer Service
C14	Conservation and Resource Management
C15	Construction Management
C16	Construction Surveying
C17	Corrosion Control; Cathodic Protection; Electrolysis
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting
C19	Cryogenic Facilities
D01	Dams *(Concrete; Arch)*
D02	Dams *(Earth; Rock)*; Dikes; Levees
D03	Desalinization *(Process & Facilities)*
D04	Design-Build - Preparation of Requests for Proposals
D05	Digital Elevation and Terrain Model Development
D06	Digital Orthophotography
D07	Dining Halls; Clubs; Restaurants
D08	Dredging Studies and Design
E01	Ecological & Archeological Investigations
E02	Educational Facilities; Classrooms
E03	Electrical Studies and Design
E04	Electronics
E05	Elevators; Escalators; People-Movers
E06	Embassies and Chanceries
E07	Energy Conservation; New Energy Sources
E08	Engineering Economics
E09	Environmental Impact Studies, Assessments or Statements
E10	Environmental and Natural Resource Mapping
E11	Environmental Planning
E12	Environmental Remediation
E13	Environmental Testing and Analysis
F01	Fallout Shelters: Blast-Resistant Design
F02	Field Houses; Gyms; Stadiums
F03	Fire Protection
F04	Fisheries; Fish ladders
F05	Forensic Engineering
F06	Forestry & Forest products
G01	Garages; Vehicle Maintenance Facilities; Parking Decks
G02	Gas Systems (Propane: Natural. Etc.)
G03	Geodetic Surveying: Ground and Air-borne
G04	Geographic Information System Services: Development, Analysis, and Data Collection
G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
G06	Graphic Design
H01	Harbors; Jetties; Piers, Ship Terminal Facilities
H02	Hazardous Materials Handling and Storage
H03	Hazardous, Toxic, Radioactive Waste Remediation
H04	Heating, Ventilating, Air Conditioning
H05	Health Systems Planning
H06	Highrise; Air-Rights-Type Buildings
H07	Highways; Streets; Airfield Paving; Parking Lots
H08	Historical Preservation
H09	Hospital & Medical Facilities
H10	Hotels; Motels
H11	Housing *(Residential, Multi-Family; Apartments; Condominiums)*
H12	Hydraulics & Pneumatics
H13	Hydrographic Surveying

STANDARD FORM 330 (6/2004) PAGE 6 OF INSTRUCTIONS

List of Experience Categories (Profile Codes)

Code	Description
I01	Industrial Buildings; Manufacturing Plants
I02	Industrial Processes; Quality Control
I03	Industrial Waste Treatment
I04	Intelligent Transportation Systems
I05	Interior Design; Space Planning
I06	Irrigation; Drainage
J01	Judicial and Courtroom Facilities
L01	Laboratories; Medical Research Facilities
L02	Land Surveying
L03	Landscape Architecture
L04	Libraries; Museums; Galleries
L05	Lighting (Interior; Display; Theater, Etc.)
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields. Etc.)
M01	Mapping Location/Addressing Systems
M02	Materials Handling Systems; Conveyors; Sorters
M03	Metallurgy
M04	Microclimatology; Tropical Engineering
M05	Military Design Standards
M06	Mining & Mineralogy
M07	Missile Facilities (Silos; Fuels; Transport)
M08	Modular Systems Design; Pre-Fabricated Structures or Components
N01	Naval Architecture; Off-Shore Platforms
N02	Navigation Structures: Locks
N03	Nuclear Facilities; Nuclear Shielding
O01	Office Buildings; Industrial Parks
O02	Oceanographic Engineering
O03	Ordnance; Munitions; Special Weapons
P01	Petroleum Exploration; Refining
P02	Petroleum and Fuel (Storage and Distribution)
P03	Photogrammetry
P04	Pipelines (Cross-Country - Liquid & Gas)
P05	Planning (Community, Regional, Areawide and State)
P06	Planning (Site, Installation, and Project)
P07	Plumbing & Piping Design
P08	Prisons & Correctional Facilities
P09	Product, Machine Equipment Design
P10	Pneumatic Structures, Air-Support Buildings
P11	Postal Facilities
P12	Power Generation, Transmission, Distribution
P13	Public Safety Facilities
R01	Radar; Sonar; Radio & Radar Telescopes
R02	Radio Frequency Systems & Shieldings
R03	Railroad; Rapid Transit
R04	Recreation Facilities (Parks, Marinas, Etc.)
R05	Refrigeration Plants/Systems
R06	Rehabilitation (Buildings; Structures; Facilities)
R07	Remote Sensing
R08	Research Facilities
R09	Resources Recovery; Recycling
R10	Risk Analysis
R11	Rivers; Canals; Waterways; Flood Control
R12	Roofing
S01	Safety Engineering; Accident Studies; OSHA Studies
S02	Security Systems: Intruder & Smoke Detection
S03	Seismic Designs & Studies
S04	Sewage Collection, Treatment and Disposal
S05	Soils & Geologic Studies; Foundations
S06	Solar Energy Utilization
S07	Solid Wastes; Incineration; Landfill
S08	Special Environments: Clean Rooms. Etc.
S09	Structural Design; Special Structures
S10	Surveying; Platting; Mapping; Flood Plain Studies
S11	Sustainable Design
S12	Swimming Pools
S13	Storm Water Handling & Facilities
T01	Telephone Systems *(Rural; Mobile; Intercom, Etc.)*
T02	Testing & Inspection Services
T03	Traffic & Transportation Engineering
T04	Topographic Surveying and Mapping
T05	Towers *(Self-Supporting & Guyed Systems)*
T06	Tunnels & Subways

STANDARD FORM 330 (6/2004) PAGE 7 OF INSTRUCTIONS

List of Experience Categories (Profile Codes)

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

STANDARD FORM 330 (6/2004) PAGE 8 OF INSTRUCTIONS

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE | 3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER | 7. FAX NUMBER | 8. E MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check) PRIME	(Check) J-V PARTNER	(Check) SUBCONTRACTOR	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
a.				☐ CHECK IF BRANCH OFFICE		
b.				☐ CHECK IF BRANCH OFFICE		
c.				☐ CHECK IF BRANCH OFFICE		
d.				☐ CHECK IF BRANCH OFFICE		
e.				☐ CHECK IF BRANCH OFFICE		
f.				☐ CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM ☐ *(Attached)*

AUTHORIZED FOR LOCAL REPRODUCTION STANDARD FORM 330 (6/2004) PAGE 1

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION *(City and State)*

16. EDUCATION *(DEGREE AND SPECIALIZATION)*	17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED: PROFESSIONAL SERVICES	(2) YEAR COMPLETED: CONSTRUCTION *(If applicable)*
a.	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	
b.	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED: PROFESSIONAL SERVICES	(2) YEAR COMPLETED: CONSTRUCTION *(If applicable)*
	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	
c.	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED: PROFESSIONAL SERVICES	(2) YEAR COMPLETED: CONSTRUCTION *(If applicable)*
	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	
d.	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED: PROFESSIONAL SERVICES	(2) YEAR COMPLETED: CONSTRUCTION *(If applicable)*
	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	
e.	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED: PROFESSIONAL SERVICES	(2) YEAR COMPLETED: CONSTRUCTION *(If applicable)*
	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	

STANDARD FORM 330 (6/2004) **PAGE 2**

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT *(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION *(City and State)*	22. YEAR COMPLETED PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
a.			
b.			
c.			
d.			
e.			
f.			

STANDARD FORM 330 (6/2004) PAGE 3

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

STANDARD FORM 330 (6/2004) **PAGE 4**

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE	32. DATE

33. NAME AND TITLE

STANDARD FORM 330 (6/2004) **PAGE 5**

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME

3. YEAR ESTABLISHED

4. DUNS NUMBER

2b. STREET

5. OWNERSHIP

a. TYPE

2c. CITY

2d. STATE

2e. ZIP CODE

b. SMALL BUSINESS STATUS

6a. POINT OF CONTACT NAME AND TITLE

7. NAME OF FIRM *(If block 2a is a branch office)*

6b. TELEPHONE NUMBER

6c. E-MAIL ADDRESS

8a. FORMER FIRM NAME(S) *(If any)*

8b. YR. ESTABLISHED

8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE

a. Function Code	b. Discipline	c. No. of Employees (1) FIRM	c. No. of Employees (2) BRANCH
	Other Employees		
	Total		

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Profile Code	b. Experience	c. Revenue Index Number *(see below)*

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)

a. Federal Work	
b. Non-Federal Work	
c. Total Work	

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,00 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE

b. DATE

c. NAME AND TITLE

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 330 (6/2004) PAGE 6

Pre-Submittal Meeting Agenda

Pre-Submittal Meeting Agenda

The pre-submittal meeting agenda should include these items:

- Welcome: Purpose of the Meeting
- The Project: Purpose of the Facility
- The Program: What Will the Structure Contain?
- Specific Issues: Security, Sustainability, Functionality, Workplace Performance, Preservation
- The Site: Description of Site (If Available and If There Is No Charrette)
- The City: The Context for Design
- The Process: Description of the Selection Process
- Schedule: Selection, Design, Construction
- Questions and Answers

Pre-Submittal Meeting Packet

The Pre-Submittal Meeting Packet

The pre-submittal meeting packet should contain these items:

- Agenda
- Copy of FedBizOpps Announcement
- Schedule
- Selection Process
- Site Information (If Available and If There Is No Charrette)
- Information on the GSA Design Excellence Program and the National Peers

6

Strategies for Selecting the Lead Designer and the Design Excellence A/E Team

6

POLICIES AND PROCEDURES

RESOURCES AND SAMPLE DOCUMENTS

6

Strategies for Selecting the Lead Designer and the Design Excellence A/E Team

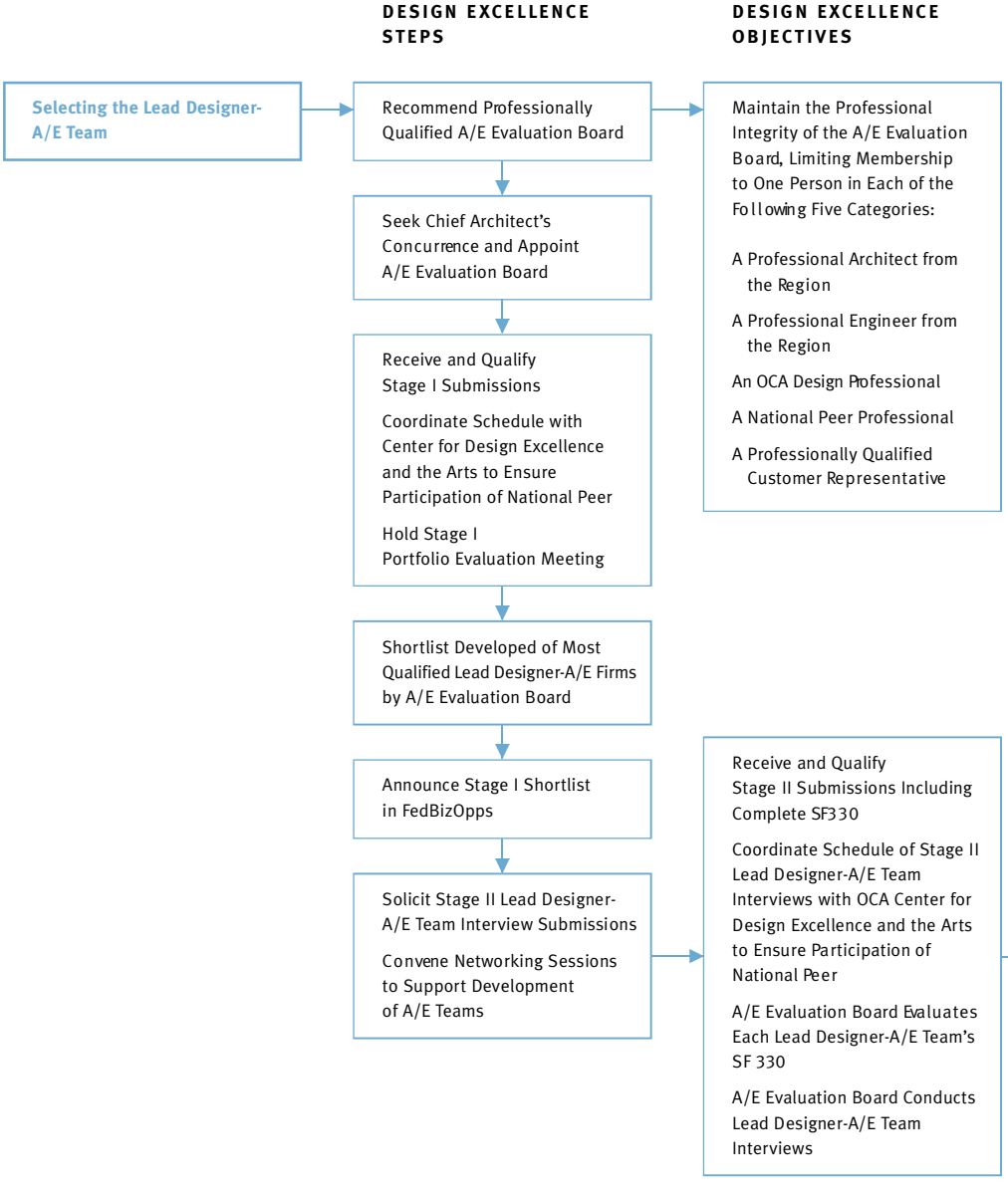
6.0 Introduction

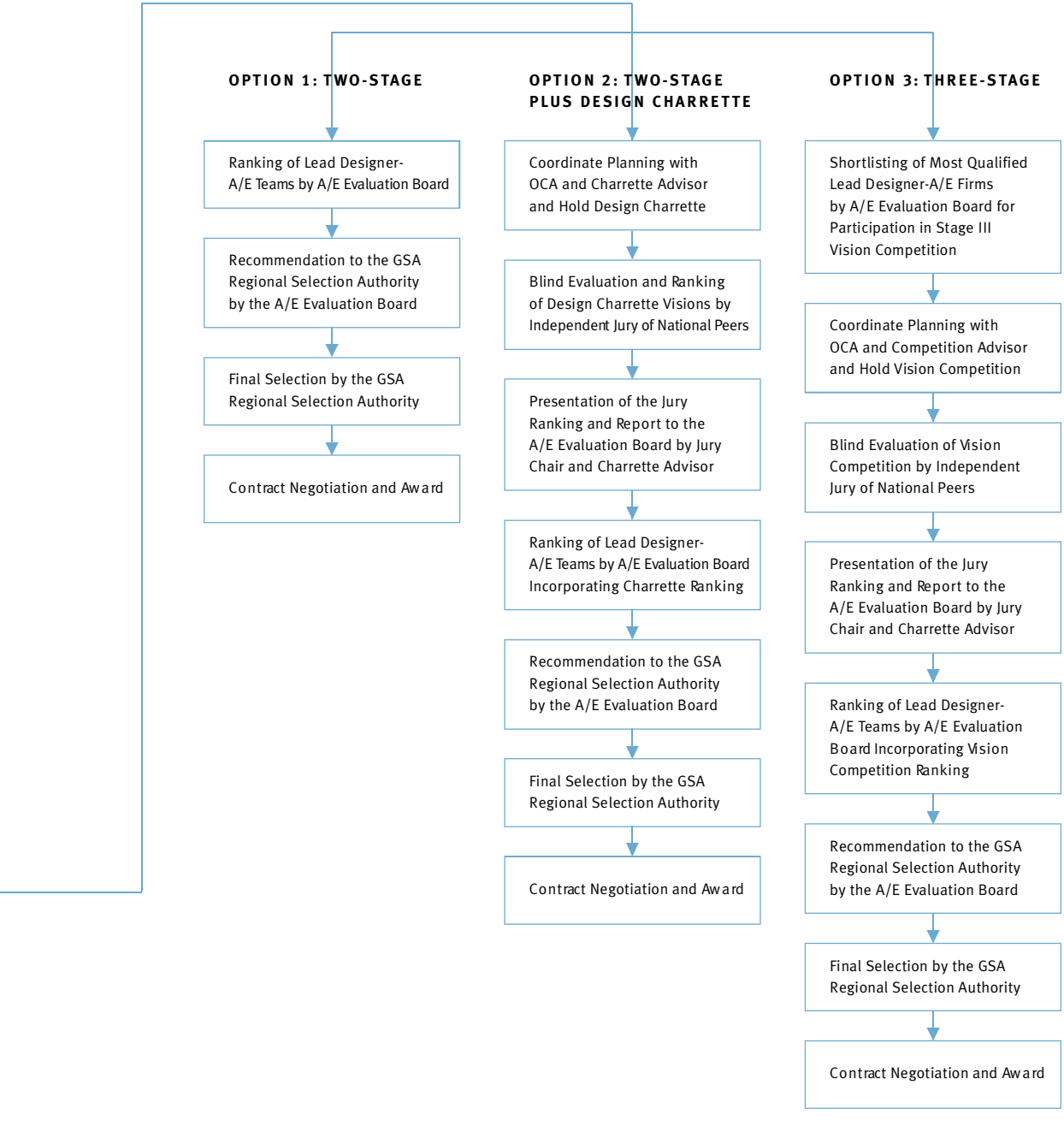
This chapter on the Design Excellence process deals with selecting the lead designer-A/E team. The selection process itself was determined when the FedBizOpps announcement went out. Now the focus is on putting together the A/E Evaluation Board, articulating the criteria used in evaluating the portfolios and team interviews, and if necessary, planning for a charrette or vision competition. The chart that follows offers an overview of the steps and options in this phase of Design Excellence.

DESIGN-BUILD—A SPECIAL NOTE

The processes outlined in this publication must be applied to all Design Excellence procurements including design-build. In the case of design-build procurements, however, the Design Excellence process must be uniquely tailored to the specific nature and schedule of the project. For design-build projects, then, the region must contact the Chief Architect several weeks before the FedBizOpps announcement is written to determine exactly how Design Excellence procedures will be integrated into the procurement and design concept development.

Selecting the Lead Designer-A/E Team: Strategies and Options




OPTION 1: TWO-STAGE
Ranking of Lead Designer-A/E Teams by A/E Evaluation Board
Recommendation to the GSA Regional Selection Authority by the A/E Evaluation Board
Final Selection by the GSA Regional Selection Authority
Contract Negotiation and Award
OPTION 2: TWO-STAGE PLUS DESIGN CHARRETTE
Coordinate Planning with OCA and Charrette Advisor and Hold Design Charrette
Blind Evaluation and Ranking of Design Charrette Visions by Independent Jury of National Peers
Presentation of the Jury Ranking and Report to the A/E Evaluation Board by Jury Chair and Charrette Advisor
Ranking of Lead Designer-A/E Teams by A/E Evaluation Board Incorporating Charrette Ranking
Recommendation to the GSA Regional Selection Authority by the A/E Evaluation Board
Final Selection by the GSA Regional Selection Authority
Contract Negotiation and Award
OPTION 3: THREE-STAGE
Shortlisting of Most Qualified Lead Designer-A/E Firms by A/E Evaluation Board for Participation in Stage III Vision Competition
Coordinate Planning with OCA and Competition Advisor and Hold Vision Competition
Blind Evaluation of Vision Competition by Independent Jury of National Peers
Presentation of the Jury Ranking and Report to the A/E Evaluation Board by Jury Chair and Charrette Advisor
Ranking of Lead Designer-A/E Teams by A/E Evaluation Board Incorporating Vision Competition Ranking
Recommendation to the GSA Regional Selection Authority by the A/E Evaluation Board
Final Selection by the GSA Regional Selection Authority
Contract Negotiation and Award

6.1 Coordinating with OCA

The Office of the Chief Architect wants to support each Design Excellence project with the best possible national peers. Contacting the OCA Center for Design Excellence and the Arts at least one month in advance of any A/E selection meeting or peer review is critical to this effort. The same peer must be involved throughout the selection process and continues through concept reviews, a consistent presence that only happens with schedule flexibility and as much advance notice as possible.

6.2 Choosing and Appointing the A/E Evaluation Board

The role of the Architect/Engineer (A/E) Evaluation Board is described in F.A.R. 36.602-3. The make up of the board is described in GSAM 536.602.

ISSUES OF BALANCE, RESPECT, AND COLLABORATION

Each member of the board should be knowledgeable in relevant disciplines and shoud be selected based on the expertise needed for decision making related to a particular project. By combining expertise, the board has a balance that allows each board member to learn from the others. Each member should respect the views of his/her fellow board members. This requires that the board be comprised of individuals who are of similarly high standing in their respective fields. The board should share a spirit of collaboration. Open, searching minds, and candid discussion will result in decisions that all can support.

A/E EVALUATION BOARD

A/E Evaluation Board members must be experts in the fields of architecture, engineering or related design professions, such as landscape architecture, urban design, and interior design, except as provided in 536.602-2(c)(5). Board members must also have expertise in construction, government, and related acquisition matters. The majority of board members must be GSA employees. Other members may include other federal government

employees or members of the GSA National Register of Peer Professionals who are private-sector practitioners of architecture, engineering, and the related design professions.

The Evaluation Board shall be composed five voting members:

- One highly qualified regional GSA architect or a related regional GSA design professional.
- One highly qualified regional GSA engineer.
- One design professional from OCA.
- One private-sector design professional chosen from the GSA National Register of Peer Professionals by the Office of the Chief Architect Center for Design Excellence and the Arts.
- One customer representative with both design and procurement expertise.

The GSA project manager may not be a member of the board.

Two advisors—one from GSA and the other from the customer (in the case of courthouses, the customer representative should be from the National Administrative Office of the Courts or the AO's representative)—may participate in the review of submission materials and observe Stage II interviews. The advisors may not be present during the A/E Evaluation Board's deliberations or voting.

The GSA Selection Authority officially appoints the A/E Evaluation Board members. For new construction and prospectus-level modernization and preservation projects, the Selection Authority must obtain the concurrence of GSA's Chief Architect on the appointment of board members.

Each board member and advisor must sign a "Conflict of Interest Acknowledgement" and "Nondisclosure Agreement" before the activities of the board commence. No person may serve as a board member or advisor if that person or any member of that person's family

has any direct financial or employment interest in any of the firms being evaluated. Each board member and advisor is responsible for identifying any possible conflict of interest once A/E firms are identified. Any conflict should be reported to the contracting officer.

The board meets in the GSA regional office. Portfolio information is procurement-sensitive and **must not** be circulated prior to the official meeting of the board.

A/E EVALUATION BOARD FUNCTIONS

The A/E Evaluation Board shall perform functions as provided in F.A.R. 36.602-3. The A/E Evaluation Board recommends, in order of preference, the most highly qualified lead designer-A/E teams for the specific project to the GSA Selection Authority.

Each board member is responsible individually for evaluating and rating the qualifications of each firm being considered using the established evaluation criteria. The chairperson of the board must maintain the integrity of the evaluation process and ensure that the evaluation is prepared and submitted to the GSA Selection Authority. The GSA Selection Authority will decide whether to accept the A/E Evaluation Board recommendation. The GSA Selection Authority reserves the right to reject the recommendation of the board and/or terminate the process without incurring any liability to any member of any A/E team. The GSA Selection Authority must document the reason(s) that the recommendation of the A/E Evaluation Board is overturned.

6.3 Planning the Selection Process

With the announcement in FedBizOpps of the selection strategy and the appointment of the A/E Evaluation Board, the project manager and contracting officer need to review the details of the Design Excellence process, procedures, and schedule. Planning should cover these key events:

- Sending a Copy of the FedBizOpps Announcement to the OCA Center for Design Excellence and the Arts
- The Pre-Submittal Meeting
- Receipt of Stage I Submissions
- Stage I Evaluation and Shortlisting
- The FedBizOpps Shortlist Announcement
- Stage II Team Interviews Invitation Letter to Shortlisted Firms
- The Team Networking Session
- Receipt of Stage II Submissions
- Stage II Interviews and Evaluation
- Stage II Charrette Coordination with OCA Center for Design Excellence and the Arts including the Center's Hiring a Charrette Advisor and Appointing a Jury of National Peers (If a Charrette is Part of the Process)
- Charrette Jury Report to the A/E Evaluation Board
- A/E Evaluation Board Report
- Submission of Final A/E Evaluation Board Report and Ranking to GSA Selection Authority
- GSA Selection Authority's Final Selection and Announcement of Its Decision

In the Case of a Three-Stage Process:

- Stage II Interviews, Evaluation, and Shortlisting
- Stage III Vision Competition Coordination with OCA Center for Design Excellence and the Arts including the Center's Hiring a Vision Competition Advisor and Appointing a Jury of National Peers
- Stage III Vision Competition Invitation Letter to Shortlisted Firms
- Pre-Design Competition Briefing and Information Packets
- Vision Competition Jury Report to the A/E Evaluation Board
- A/E Evaluation Board Report Incorporating Vision Competition Ranking

- Submission of Final A/E Evaluation Board Report and Ranking to GSA Selection Authority
- GSA Selection Authority's Final Selection and Announcement of Its Decision

6.4 Procedures Governing the A/E Selection Process

Within the Design Excellence process, these procedures govern the conduct of the A/E selection process:

All members of the A/E Evaluation Board must sign and adhere to GSA "Conflict of Interest" and "Nondisclosure" policies.

The names of individuals on the A/E Evaluation Board and those on any related charrette or vision competition jury must not be made public in advance of the final selection and contract with the lead designer-A/E team.

All members of the A/E Evaluation Board must have a professional understanding of essential design principles, the GSA procurement process, and ethics related to procurement decisions.

The A/E Evaluation Board chair, in consultation with the contracting officer, must explain and make sure members have a common understanding of the selection process, the selection criteria, and how criteria should be evaluated.

To convene any meeting of the board or jury, a quorum of at least 75 percent of its members must be present to make a recommendation.

Information related to a lead designer-A/E team selection is procurement-sensitive. It must not be discussed or distributed outside official meetings of the A/E Evaluation

Board. There must be no advance sharing of portfolios, SF 330s, or other procurement documents.

Once the deliberation and voting begin, only the five voting members of the A/E Evaluation Board and the contracting officer may be present. All procurement discussions must be done as a group among the five voting members of the A/E Evaluation Board. There must be no evaluative discussions with non-voting members of the A/E Evaluation Board.

The contracting officer and project manager should be available to but not participate in the A/E Evaluation Board activities and discussion. As noted earlier, the project manager should not be present during the deliberation and voting of the A/E Evaluation Board.

Only the five voting members of the A/E Evaluation Board can ask questions during Stage II interviews.

Each A/E Evaluation Board member must provide an independent assessment of each proposal based on the criteria noted in the selection process.

6.5 Stage I—Portfolio Evaluations

PROCESS

Stage I portfolios should identify a lead designer (which may be a team as well as an individual) and a design firm. It should include examples of work from both the lead designer and the design firm as well as the lead designer's profile, and philosophy statement and design intent. Beyond any introductory text, Standard Form 330, Part II should be used as a portfolio coversheet.

For major repair and alteration and/or preservation projects, the lead designer may be a team that, beyond a design architect, could include a preservation architect, interior designer, and/or engineer. In any case where the lead designer is a team, the team's lead designers as a group should be evaluated as the lead designer.

LOCATION—REGIONAL HEADQUARTERS V. ON-SITE EVALUATIONS

Portfolios should be evaluated in no more than two days for new construction and no more than three days for modernization or preservation projects where, in the latter case, the first day is spent touring the existing building and site. The portfolios for new construction are evaluated in the regional headquarters. Portfolios for modernization and preservation projects may be evaluated in a GSA facility at or near the project site.

CRITERIA AND THE STAGE I EVALUATION

Scoring must be based on the following criteria and percentage weighting:

- **Design Firm: Past Design Performance (35%)**

  Study portfolio narratives describing architectural and engineering challenges and their design solutions. Confirm that the solutions documented really address and meet the challenges. Look for projects that demonstrate creativity, indicate a clear design approach, and fit easily in their context. Review any copies of certificates, awards, evidence of peer recognition, etc. for applicability.

- **Philosophy and Design Intent (25%)**

  This statement from the lead designer should be characterized by clarity, standard grammar, and the absence of clichés and jargon. Reviewers should ascertain the origin of the statement whether it came from the designer or from his or her marketing department. They should ask themselves whether the statement demonstrates an understanding of

the project and the project issues. They should expect clear, thoughtful phrases that demonstrate the ability of the designer to communicate ideas.

- **Lead Designer's Portfolio (25%)**
  The portfolio should be thoughtfully arranged and composed of materials that demonstrate a basic understanding of the design issues to be addressed in the GSA project. The exhibits should portray creative and appropriate responses to client criteria and needs, demonstrate design leadership, and clearly exemplify design excellence.

- **Lead Designer's Profile (15%)**
  There is no ideal resumé. Look for a breadth and depth of education and work experience as well as increasing responsibility for delivering the complexity and magnitude of the project GSA has in mind.

SHORTLIST

The final element in Stage I is to rank the competing lead designers and their design firms based on their portfolio submissions. The A/E Evaluation Board will then select the top three to six qualified lead designers and associated design firms to participate in Stage II team interviews. Letters are sent to the shortlisted firms and to those not selected. (Samples of these letters are included in the Resources and Sample Documents section of this chapter.) The shortlisted firms must also be announced in FedBizOpps. (A sample of this announcement is included in the Resources and Sample Documents section of this chapter.)

6.6 Stage II—Lead Designer-A/E Team Interviews

PROCESS

The goals of Stage II are to have the lead designers and associated design firms selected in Stage I organize complete A/E teams and have the A/E Evaluation Board interview and evaluate these lead designer-A/E teams. If there is no charrette, the board makes a rank order recommendation to the GSA Selection Authority. If there is a charrette, the results are juried by three national peers and that evaluation is incorporated as a component (representing 40% of the final evaluation) in the lead designer-A/E team rankings that are submitted to the GSA Selection Authority. If there is a Stage III vision competition, the A/E Evaluation Board selects the lead designer-A/E teams to advance to Stage III.

The following are aspects of the Stage II A/E team interview process:

- **The Interview Letter**

  Shortly after sending the shortlist letters and announcing the shortlisted firms in FedBizOpps, a more detailed interview letter is sent to the lead designer or individual members of the lead designer team. This specifies the date and location of the interview, the Stage II documentation required, the deadline and address for receipt of these documents, the interview time frame, the types of materials that may be used for the presentation (e.g., graphics only—no models, no design proposals), required handouts (e.g., at least an outline of the presentation), and key presentation and interview issues. (Two sample letters are included in the Resources and Sample Documents section of this chapter.)

- **Assembling the A/E Teams**

  Each lead designer and associated design firm participating in Stage II must form a full and complete A/E team in response to the criteria spelled out in the interview letter. The required documentation should include evidence of how the team will fulfill GSA's commitment to the socioeconomic initiatives of the federal government. Subcontracting

goals established by GSA are for small businesses, women-owned businesses, and small disadvantaged businesses.

- **Networking Session**

  A networking session should be held in the city where the facility is to be located for the local A/E and consulting firms to meet the lead designers and associated design firms to explore opportunities for local firms to join an A/E team. This session should take place within two weeks of publishing the shortlist of finalists in FedBizOpps. (A sample invitation to the Networking Session is included in the Resources and Sample Documents section of this chapter.)

- **Completion of Required Forms**

  Each A/E team must submit Standard Form 330, which will provide detailed information regarding the team's organization, qualifications, and past projects. Other documentation may be required.

CRITERIA AND EVALUATION

The Stage II evaluation has several elements:

- **A Review of the Stage I Submission Materials**

  This allows the A/E Evaluation Board to recall the reasons for shortlisting each lead designer and associated design firm.

- **The Evaluation of Standard Form 330 and Other Required Stage II Submission Materials**

  Standard Form 330 describes the A/E team make-up and qualifications. The A/E Evaluation Board must evaluate the experience and qualifications of individual team members. It must carefully consider each A/E team's leadership approach to directing and controlling the project's development. Then, as it weighs these and other concerns, it must score

each A/E team's Standard Form 330 and other required Stage II submission materials against the criteria listed on the evaluation form.

- Interviews

  It is important to note that the interview process and schedule is highly structured. (A sample schedule is included in the Resources and Sample Documents section of this chapter.) To help the A/E Evaluation Board follow critical points and take notes, each lead designer-A/E team must distribute an outline of its presentation. Some essential issues in the interview process are:

  Management Process—The lead designer-A/E team needs to describe a management process that is cohesive, collaborative, and reasonable. Its plan for management should address lines and methods of communication, decision-making, interaction with consultants, clients and GSA, and the impact or benefit of the geographic location of various resources.

  Design Excellence—The A/E team must demonstrate that it would support and collaborate with the lead designer to realize Design Excellence goals. Previous designs should respond to context, promote an appropriate image, demonstrate a high level of functional proficiency, exemplify outstanding workplace and interior design, and integrate state-of-the-art technology. Questions should elicit a thoughtful response to these important project criteria.

  Presentation—Portions of the presentation will raise questions. A/E Evaluation Board members should seek clarifications of each team's attitude and approach concerning specific issues. It is worth noting that if a team failed to address an issue on its own, it may not be a priority. From this perspective, solicited comments on issues might not carry as much weight within the A/E Evaluation Board as issues originally addressed by the team.

Consistency—A/E Evaluation Board members should attempt to ask the same or similar questions of all teams. This will make comparisons easier. Questions should parallel the evaluation criteria.

- Evaluation Criteria and Scoring

  A/E Evaluation Board members must evaluate lead designer-A/E teams based on the criteria shared in the interview letter and noted on the evaluation forms. Prior to the interviews, they should use these criteria to evaluate written materials. They may then adjust scores up or down for each lead designer-A/E team based on the interview. The final score should reflect a combined evaluation of the written documentation and the interview.

  The following evaluation criteria "groupings" address the F.A.R. items listed under 36.602-1 Selection Criteria:

  The A/E Evaluation Board shall evaluate each potential team in terms of:

  - Professional qualifications necessary for satisfactory performance of required services.
  - Specialized experience and technical competence in the type of work required, including, where appropriate, experience in energy conservation, pollution prevention, waste reduction, and the use of recovered materials.
  - Capacity to accomplish the work in the required time.
  - Past performance on contracts with government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.
  - Knowledge of the locality of the project.

  For Design Excellence lead designer-A/E team selections, this evaluation is subdivided among these criteria:

- **Team Design Performance (50%)**

  Review portfolio narratives describing architectural and engineering challenges and the design response. Confirm that the team's solutions addressed the challenges. Search Standard Form 330 for evidence that the team as a whole has experience with the interview topic issues (e.g., community context, design image, function, sustainable design, team organization, and commitment of lead designer). Confirm that the team has experience on projects similar in size and complexity and can work together successfully. Also expect the presentation to confirm these conclusions.

- **Team Organization and Management Plan (30%)**

  Through a combination of Standard Form 330 and the oral presentation, each lead designer-A/E team should identify key roles, lines of communication, and the means to integrate client and community input; explain quality and cost control plans; provide the physical location of major design and production work; describe the coordination plan for consultant work; and outline the work to be produced in remote offices. A/E Evaluation Board members should analyze each element and its place in the whole.

- **Professional Qualifications (15%)**

  Standard Form 330 is the primary source for detailed information on key personnel. Expect to see resumes of the entire lead designer-A/E team.

- **Geographic Location (5%)**

  Each lead designer-A/E team must demonstrate that at least 35% of the A/E contract services will be accomplished within the geographic boundaries established for the project.

A/E EVALUATION BOARD FINAL RECOMMENDATION

If there is a Stage III vision competition, the A/E Evaluation Board will assess the written submittals for Stage II as well as the interviews and prepare a shortlist of at least three lead designer-A/E teams to advance to the vision competition.

If there is no charrette or Stage III vision competition, the A/E Evaluation Board will prepare a ranking of the lead designer-A/E teams with supporting documentation and recommendations. This ranking will be based on the written submittals for Stage II as well as the interviews. The official record of this evaluation and the preferred lead designer-A/E team will be contained in a report submitted to the GSA Selection Authority.

The GSA Selection Authority will review the A/E Evaluation Board report to assure the integrity of the selection process and approve the board's ranking. The GSA Selection Authority will decide whether to accept the A/E Evaluation Board recommendation and select the recommended lead designer-A/E team. The GSA Selection Authority reserves the right to reject the recommendation of the board or terminate the process without incurring any liability to any member of the lead designer-A/E team. If this happen, the GSA Selection Authority must document the reason(s) that the recommendation of the A/E Evaluation Board is overturned.

The selected lead designer-A/E team will receive a written request for a cost proposal from the GSA contracting officer. After the proposal is received, it will be evaluated and negotiations will be scheduled. In the event that GSA is unable, for any reason, to enter into an agreement with the selected lead designer-A/E team, GSA reserves the right to terminate discussion with the lead designer-A/E team without incurring any liability. GSA will then proceed to negotiate with the second ranked lead designer-A/E team.

6.7 Stage II—The Charrette Option

Beyond interviews, certain lead designer-A/E team selections include a 10 to 12-hour charrette as additional input to the evaluation. The purpose of the charrette is to get a sense of design strategies and each lead designer-A/E team's approach to design problems. It is important to remind the A/E Evaluation Board that the charrette is not being used to solicit a project design. In terms of schedule, the charrette is held on

the day immediately following completion of the team interviews. Each lead designer-A/E team is compensated for participating in the charrette, and project funds must be allocated for this purpose.

The option to convene a charrette is determined before the project is first announced in FedBizOpps. A charrette requires advance planning and coordination with the Office of the Chief Architect Center for Design Excellence and the Arts. What follows is a summary of critical elements in the charrette process.

PROFESSIONAL ADVISOR AND THE CHARRETTE JURY

The charrette is sponsored by the Office of the Chief Architect and is run by a professional advisor in conjunction with, but independent of, the lead designer-A/E team interviews. The services of a professional advisor are contracted and paid for by the Office of the Chief Architect. Having a professional advisor is a mandatory element of the charrette process. This individual is responsible for planning, organizing, and managing the charrette. Specific duties include:

- Developing and advising on documents for the charrette process including announcements, rules, instructions, program information, and reports.
- Ensuring the integrity of the process and managing the charrette so all lead designer-A/E teams receive fair and equitable treatment.

These duties require that the professional advisor be capable of approaching the charrette objectively with everyone's welfare in mind. The advisor must have no personal or financial interest in the project.

The Professional Advisor must be compensated for his or her services. The amount of compensation will vary in accordance with the work required.

The results of the charrette are evaluated by an independent charrette jury. The jury is selected by the Office of the Chief Architect and will be appointed from GSA's National Register of Peer Professionals. The model for the jury that has proven successful includes three members:

- A Design Educator
- An Architectural Critic
- A Practicing Architect Experienced in the Facility Type

The charrette jury is a pivotal advisory body to the A/E Evaluation Board. Once the charrette submissions are received by GSA and determined by the contracting officer and the professional advisor to be in compliance with all specified criteria, the jury meets to evaluate the submissions and rank them according to the criteria issued under the charrette rules. The jury evaluates the design concepts without knowledge of authorship. Only after the jury has completed its evaluation and ranking is the lead designer-A/E team associated with each submission revealed.

One of the jury members is appointed by the Office of the Chief Architect to serve as chair and works with the professional advisor to prepare the jury report. They must ascertain from fellow jurors the ranking as well as the reasons for such ranking. The report, with its ranking and evaluation, is delivered to the A/E Evaluation Board verbally by the jury chair and the professional advisor. How the chair and professional advisor convey this decision to the A/E Evaluation Board and articulates the jury's thinking will have a major impact on the board's final determination. The board will weigh the jury evaluation substantially (40%) and incorporate the jury ranking with the Stage II interview results to determine the A/E Evaluation Board's final ranking of the lead designer-A/E teams.

RULES AND THE DESIGN PROGRAM

The professional advisor, in conjunction with the Office of the Chief Architect, is responsible for preparing written "rules" for the charrette. This includes an overview of the process, the schedule, submission requirements, maximum number of people on each team, allowable materials, and a summary of the evaluation criteria.

The advisor also prepares the charrette program. This is a written document with information on the site (which is never the actual project site), functional requirements including brief descriptions of their use and square footage, adjacency requirements, and any special considerations related to such elements as image and security.

Working with the Office of the Chief Architect, the professional advisor determines the location for the charrette. The GSA region covers general expenses related to holding the charrette (work rooms for each team and related support including the provision of boards for the mounting of each lead designer-A/E team's final submission) and each team covers its own travel and lodging expenses.

To respond to questions, the Office of the Chief Architect will host a conference call prior to the charrette with the lead designer-A/E teams and the professional advisor.

When the charrette is over, the professional advisor and the contracting officer collect and store the schemes for the jury review the next day.

Examples of both the charrette rules and a charrette program are in the Resources and Sample Documents section of this chapter.

EVALUATING THE CHARRETTE SCHEMES

On the morning after the charrette, the charrette jury gathers at a meeting organized by the professional advisor for an orientation and then a review, discussion, and evaluation of the charrette schemes. The criteria for evaluation are those spelled out in the charrette rules. As previously stated, the evaluation is done without any knowledge of which lead designer-A/E team designed which scheme. Only after the evaluation is finalized and endorsed by the jury are the names of the lead designer-A/E teams revealed by opening the envelope attached to the back of each lead designer-A/E team's submission.

That same day (generally in the early afternoon), in a verbal format, the jury chair and the professional advisor summarize the strengths and weaknesses and ranking of the charrette schemes for the A/E Evaluation Board. Clarifications and discussion can follow this presentation. The jury's charrette scheme ranking counts as 40% of the A/E Evaluation Board's Stage II ranking.

A/E EVALUATION BOARD FINAL RECOMMENDATION

After scoring the written submittals for Stage II, the interviews, and the charrette rankings, and appropriately combining these evaluations, the A/E Evaluation Board prepares a final ranking of the lead designer-A/E teams with supporting documentation and recommendations. The official record of this evaluation and the preferred lead designer-A/E team will be contained in a written report submitted to the GSA Selection Authority.

The GSA Selection Authority will review the A/E Evaluation Board report to assure the integrity of the selection process and ranking. The GSA Selection Authority will decide whether to accept the A/E Evaluation Board recommendation and select the recommended lead designer-A/E team. The Selection Authority reserves the right to reject the recommendation of the board or terminate the process without incurring any liability. If this happens, the GSA Selection Authority must document the reason(s) that the recommendation of the A/E Evaluation Board is overturned.

The selected lead designer-A/E team will receive a written request for a cost proposal from the GSA contracting officer. After the proposal is received, it will be evaluated and negotiations will be scheduled. In the event that GSA is unable, for any reason, to enter into an agreement with the selected lead designer-A/E team, GSA reserves the right to terminate discussion with the lead designer-A/E team without incurring any liability. GSA will then proceed to negotiate with the second ranked lead designer-A/E team.

6.8 Stage III—Vision Competition

A vision competition is held for GSA commissions where having a carefully developed "vision" for a project adds significant information to the lead designer-A/E team selection process. Like a charrette, the purpose of a vision competition is to get a sense of design strategies and each lead designer-A/E team's approach to design problems. It is not to solicit a project design.

In terms of schedule, the vision competition adds 30 to 40 days to the lead designer-A/E team selection process. It also has important design budget implications as each lead designer-A/E team is compensated for participating. Project funds must be allocated for this purpose. The option to convene a vision competition is determined before the project is first announced in FedBizOpps. It requires significant advance planning and coordination with the Office of the Chief Architect's Center for Design Excellence and the Arts.

These are critical elements in the vision competition process:

PROFESSIONAL ADVISOR AND THE VISION COMPETITION JURY

The vision competition is sponsored by the Office of the Chief Architect and must be managed by a professional advisor in conjunction with, but independent of, the lead designer-A/E team interviews. The selection of and fee for the services of a professional advisor is

contracted through the Office of the Chief Architect Center for Design Excellence and the Arts. This individual is responsible for planning, organizing, and managing the vision competition. Specific duties include:

- Developing and advising on documents for the vision competition process, including announcements, rules, instructions, project program information, and reports.
- Ensuring the integrity of the process and managing the vision competition so all lead designer-A/E teams receive fair and equitable treatment. This includes collaborating with the GSA project team to organize a vision competition briefing and follow-up question and answer period.

These duties require that the professional advisor be capable of approaching the vision competition objectively with everyone's welfare in mind. The advisor must have no personal or financial interest in the project.

The results of the vision competition are evaluated by an independent vision competition jury. The jury is selected by the Office of the Chief Architect Center for Design Excellence and the Arts and is appointed from GSA's National Register of Peer Professionals. The model for the jury that has proven successful includes three members:

- A Design Educator
- An Architectural Critic
- A Practicing Architect Experienced in the Facility Type

The vision competition jury is a pivotal advisory body to the A/E Evaluation Board. Once the vision competitions submissions are received by GSA and determined by the contracting officers and the professional advisor to be in compliance with all specified criteria, the jury meets for a day to evaluate the submissions and rank them according

to the criteria issued under the vision competition rules. The jury evaluates the design concepts without knowledge of authorship. Only after the jury has completed its evaluation and ranking is the lead designer-A/E team associated with each submission revealed.

One of the jury members is appointed by the Office of the Chief Architect to serve as chair and works with the professional advisor to prepare the jury report. The chair must ascertain from fellow jurors the ranking as well as the reasons for such ranking. The report, with its ranking and evaluation, is delivered verbally to the A/E Evaluation Board by the jury chair and the professional advisor. How they convey this result to the board and articulate the jury's thinking will have a major impact on the board's final determination. The board will weigh the jury evaluation substantially (40%) and incorporate the jury ranking with the Stage II interview results to determine the A/E Evaluation Board's final ranking of the lead designer-A/E teams.

RULES AND THE DESIGN PROGRAM

The professional advisor, in conjunction with the Office of the Chief Architect, is responsible for preparing written rules for the vision competition. This includes an overview of the process, the schedule, submission requirements, allowable materials, and a summary of the evaluation criteria. One important requirement is a mandate that each lead designer-A/E team include an accurate cost estimate as part of its submission along with a statement assuring GSA that the vision could be constructed within the proposed budget. This must be submitted in a way that preserves the anonymity of the submission.

The professional advisor also prepares the vision competition program. This is a written document with information on the site, functional requirements including brief descriptions of their use and square footage, design priorities, adjacency requirements, and any special considerations related to such elements as image, preservation, and security.

An example a vision competition program is in the Resources and Sample Documents section of this chapter.

BRIEFING

Participating lead designer-A/E teams will meet the vision competition professional advisor and the GSA project team in an open session at the commencement of Stage III to review procedures, design guidelines, space program, site information, and other project-specific criteria. This session will be attended by representatives of each lead designer-A/E team, including the lead designer. The briefing will be held in the city where the facility is to be located. It will include presentations by the GSA project team, city officials, users, and other appropriate officials. The professional advisor and the GSA project team will respond to questions from participating lead designer-A/E teams.

A typical briefing agenda is in the Resources and Sample Documents section of this chapter.

QUESTION AND ANSWER PERIOD

During the first ten days following the Stage III briefing, participating lead designer-A/E teams will be able to submit written questions and requests for additional information to the GSA project manager. All questions received will be answered promptly, and written copies of all questions and answers will be sent simultaneously to each participating lead designer-A/E team. Anonymity of the source of questions will be maintained in the written responses.

SUBMISSION REQUIREMENTS

The lead designers and their A/E teams shall submit the following to fully satisfy the requirements of Stage III:

1 All materials shall be on one set of up to four 30-inch horizontal by 40-inch vertical presentation surfaces, mounted on rigid board. There shall be no indication of authorship on the presentation surfaces. The lead designer-A/E team shall be indicated in a sealed envelope attached securely to the back of one of the 30" x 40" boards.

2 No model is requested nor will it be accepted. Photos of study models or computer simulations may be attached to the surfaces as part of the graphic presentation.

3 The following drawings are mandatory and shall be included on the four surfaces. If desired, drawings may extend over more than one 30" x 40" surface.

Plans

- Illustrative Site Plan at 1:400 Scale, Color Rendered
- Floor Plans at 1:200 Scale, Black and White Rendered
- Ground Floor, Specifically Indicating the Entry, Lobby, and Security Checkpoint
- Typical Floor Plan

Sections

- Longitudinal, at 1:200 Scale, Black and White Rendered
- Latitudinal, at 1:200 Scale, Black and White Rendered

Elevations

- Entry (front) Elevation, at 1:100 Scale, Black and White Rendered
- Additional Elevation, at 1:100 Scale, Black and White Rendered

Perspectives

- Exterior from Street Level, Color Rendered
- Interior (Lobby View Preferable), Color Rendered

Explanatory narrative and diagrams should be incorporated on the four surfaces. The narrative should be minimal but be sufficient for a reviewer to understand the fundamental principles of the design concept. The narratives or diagrams should illustrate, at a minimum, the following:

- Response to Community Context
- Proposed Circulation Systems
- Innovations or Design Elements Addressing Sustainable Design

If required for clarity, color may be utilized for any diagrams.

Graphics and narratives other than those mentioned may be included on the presentation surfaces at the discretion of the lead designer-A/E team as long as the mandatory drawings are included and the maximum number of presentation surfaces is not exceeded.

All four surfaces shall be wrapped and delivered to the contracting officer/professional advisor no later than 3:00 PM on the date set forth in the official schedule.

4 Submission of budget requirements must follow the requirements and format determined by the professional advisor in consultation with the project manager.

EVALUATING THE VISION COMPETITION SCHEMES

The purpose of the vision competition is to get a sense of design strategies and each lead designer-A/E team's approach to design problems. It is not to solicit a project design. When this stage is complete, the evaluation of the vision competition by the independent jury, as well as Stages I and II evaluations, will be used by the A/E Evaluation Board to prepare a ranking of Stage III lead designer-A/E teams.

A/E Teams have 30 days to prepare and submit their visions. Upon receipt, the GSA contracting officer and/or the professional advisor evaluate each Stage III submission to ensure compliance with all specified criteria. Only those submissions that, in the sole judgment of these individuals, meet all specified criteria are passed on to the independent jury.

On the day of the vision competition submission review, jury members gather for an orientation, site visit, review, discussion, and evaluation of the schemes. (A typical vision competition jury agenda is in the Resources and Sample Documents section of this chapter.) The criteria for the evaluation are those spelled out in the vision competition rules. As previously stated, the evaluation is done without knowing the authorship of submissions, ultimately leading to a ranking of the schemes. Only after the evaluation is finalized and endorsed by the jury are the names of the lead designer-A/E teams revealed. (A typical vision competition jury ranking form is in the Resources and Sample Documents section of this chapter.)

The jury chair and professional advisor verbally summarize the evaluation and ranking of the lead designer-A/E team vision competition schemes for the A/E Evaluation Board. Clarifications and discussion usually follow this presentation. The Stage III jury ranking must count as 40% of the A/E Evaluation Board's final lead designer-A/E team ranking.

A/E EVALUATION BOARD FINAL RECOMMENDATION

After evaluating the written submittals for Stage II, the interviews, and the vision competition rankings, and appropriately combining these evaluations, the A/E Evaluation Board will prepare a final ranking of the lead designer-A/E teams with supporting documentation and recommendations. The official record of this evaluation and the preferred lead designer-A/E team will be contained in a written report submitted to the GSA Selection Authority.

The GSA Selection Authority will review the A/E Evaluation Board report to assure the integrity of the selection process and ranking. The GSA Selection Authority will decide whether to accept the A/E Evaluation Board recommendation and select the recommended lead designer-A/E team. The Selection Authority reserves the right to reject the recommendation of the Board or terminate the process without incurring any liability. If this happens, the GSA Selection Authority must document the reason(s) that the recommendation of the A/E Evaluation Board is overturned.

The selected lead designer-A/E team will receive a written request for a cost proposal from the GSA contracting officer. After the proposal is received, it will be evaluated and negotiations will be scheduled. In the event that GSA is unable, for any reason, to enter into an agreement with the selected lead designer-A/E team, GSA reserves the right to terminate discussion with the lead designer-A/E team, without incurring any liability. GSA will then proceed to negotiate with the second ranked lead designer-A/E team.

6.9 Contracting with the A/E Firm—Selected Issues

Once the lead designer-A/E team has been selected, these issues must be addressed in contractual negotiations:

Registration

As a member of the lead designer-A/E team, the "Architect of Record" must be licensed in the state where the facility is to be located. The required licenses must be in place at all times during the selection process, as well as throughout the completion of the project.

Models

The contract with the A/E firm must include language that assures GSA ownership of the concept presentation model.

Building Photographs

The contract must also include a requirement to secure and give GSA the rights to portfolio-quality interior and exterior photographs of the completed building.

6.10 Peer Roles

As highly regarded private-sector professionals with unique knowledge of their respective disciplines, the advice and insights of individuals on the GSA Public Buildings Service Commissioner's National Register of Peer Professionals are invaluable to those responsible for a project. These individuals play several critical roles:

Educator

Several individuals involved in the lead designer-A/E team selection process are not architects or designers and usually are not familiar with design language or the evolutionary nature of the design process. By sharing their expertise and helping non-designers interpret design proposals and identify potential design options, the peers help facilitate a full, open, and constructive discussion to reach the best decision possible.

Advocate

With any significant public architectural project there exists a multitude of clients and users. Because of practical limitations, not all these clients can participate in the design review process. The peers, as objective experts, can help represent voices and issues not otherwise present. This could include being advocates for the physical environment of employees who will work in the facility, the urban and public context and the role of the federal presence within it, and the long-term ecological and environmental impacts of design decisions.

Provocateur

As professionals, the peers have a responsibility to express openly and fairly their best judgments based on expert knowledge and extensive experience. As non-stakeholders, they are in a position to ask sensitive, but important, questions that GSA staff and customer representatives may be reluctant or unable to ask or examine. As individuals not intimately involved in the project, the peers help address misperceptions and hidden assumptions to ensure that all potential issues are fully explored and evaluated.

Consensus Builder

The peers, as neutral parties, can play a pivotal role in focusing the discussion and creating an environment that encourages everyone to speak. They can help build consensus on defining quality design and keep everyone focused on quality concerns. Peers, by training and experience, are able to synthesize various views and articulate the best choices when opinions differ.

Communicator

Lead designer-A/E team selection discussions can easily conclude with everyone having expressed opinions but nobody knowing what it all means. Often there is an imprecise consensus. The peers can help the group develop specific conclusions and leave the session with objectives, decisions, and concerns that can provide cogent insight, caution, and criteria for reaching a final decision.

6.11 Peers in the A/E Selection Process

Peers are deeply involved and essential to successfully selecting the most appropriate lead designer-A/E team.

AS A MEMBER OF THE A/E EVALUATION BOARD

The peer is the one outside voice in the selection process. In this non-partisan role, the peer can advocate consideration of lead designer-A/E teams of outstanding quality that are exploring design and environmental design strategies that others on the Board might be reluctant to champion. The peer can also offer insights on how emerging lead designers—complemented with a strong A/E team—can responsibly handle a GSA commission.

AS A JUROR FOR THE CHARRETTE OR VISION COMPETITION

A key issue for peers acting as jurors for GSA charrettes and vision competitions is to distill design strategies and priorities from the designs actually presented. GSA uses charrettes and vision competitions to discover creative approaches to problems rather than commit to a particular design solution. In their critique, jury peers can articulate this nuance and rank the submissions accordingly. The jury chair and professional advisor need to explain these subtle conclusions to the A/E Evaluation Board and respond to the board's questions.

Once a lead designer-A/E team is under contract, peers (three per project) participate in the design development process as designer-to-designer critics in a minimum of two design reviews. This process is discussed in the next chapter of this publication.

Sample Documents

Many sample documents are available as on-line Word files—go to:

http://insite.pbs.gsa.gov/PM/PMB/Design_Excellence_and_the_Arts

These Word documents can be used as templates by entering the requested information, shown as **COLORED BOLD TEXT IN CAPS,** and/or selecting and deleting other appropriate text, which generally have instructions in **COLORED BOLD CAPS,** with narrative options noted in non-bold colored text. Once the appropriate edits are complete, final documents can be high-lighted and reformatted entirely in black text.

STAGE I AND STAGE II

Standard Form 330, Part II
Sample Stage I Evaluation Sheet
Sample Letter to Shortlisted Firms
Sample FedBizOpps Announcement of Shortlisted Firms
Sample Rejection Letter
Sample Interview Letter
Alternative Sample Interview Letter
Sample Invitation to Networking Session
Sample Stage II Interview Schedule
Sample Stage II Interview and Charrette Schedule
Sample Stage II Evaluation Sheet

CHARRETTE

Sample Charrette Rules
Sample Charrette Program

VISION COMPETITION

Sample Vision Competition Program
Sample Vision Competition Briefing Agenda
Sample Vision Competition Jury Agenda
Sample Vision Competition Jury Ranking Form

Sample FedBizOpps Announcement of Final Decision

Sample Standard Form 330, Part II

See Chapter 5 Resources and Sample Documents for the complete Standard Form 330 and related Internet address.

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

PART II - GENERAL QUALIFICATIONS
(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME | 3. YEAR ESTABLISHED | 4. DUNS NUMBER

2b. STREET | 5. OWNERSHIP a. TYPE

2c. CITY | 2d. STATE | 2e. ZIP CODE | b. SMALL BUSINESS STATUS

6a. POINT OF CONTACT NAME AND TITLE | 7. NAME OF FIRM *(If block 2a is a branch office)*

6b. TELEPHONE NUMBER | 6c. E-MAIL ADDRESS

8a. FORMER FIRM NAME(S) *(If any)* | 8b. YR. ESTABLISHED | 8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees (1) FIRM	(2) BRANCH	a. Profile Code	b. Experience	c. Revenue Index Number *(see below)*
	Other Employees					
	Total					

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS
(Insert revenue index number shown at right)

a. Federal Work	
b. Non-Federal Work	
c. Total Work	

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,00 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE | b. DATE

c. NAME AND TITLE

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 330 (6/2004) **PAGE 6**

Sample Stage I Evaluation Sheet

In using this sample Stage I Evaluation Sheet, the A/E Evaluation Board should work closely with the contracting officer to ensure accurate scoring and appropriate comments.

A/E EVALUATION BOARD EVALUATION SHEET
STAGE I – PORTFOLIO EVALUATIONS

PROJECT: _____ DESIGN FIRM: _____

LOCATION: _____ LEAD DESIGNER: _____

DATE: _____ A/E EVALUATION BOARD MEMBER: _____

Value	CATEGORY	POOR 1	FAIR 2	GOOD 3	VERY GOOD 4	EXCELLENT 5	Score
35	**DESIGN FIRM: PAST DESIGN PERFORMANCE**						
	Projects demonstrate creativity, clear design approach, and are sensitive to context.						
	Projects have received design awards.						
	Projects demonstrate understanding of client budget and program.						
	Projects demonstrate special criteria called for by GSA.						
25	**PHILOSOPHY AND DESIGN INTENT**						
	Generally indicates flexible and imaginative attitude toward design within the constraints of various public and private projects.						
	Specifically recognizes unique aspects of the project and indicates a way for good design to solve a critical problem.						
25	**LEAD DESIGNER'S PORTFOLIO**						
	Designs demonstrate innovative and creative approaches to solving functional program requirements.						
	Designs demonstrate a response to specific client requirements and criteria.						
	Designs demonstrate a consistently high level of exploration, rigor, and personal commitment to design excellence.						
	Projects demonstrate special criteria called for by GSA.						
15	**LEAD DESIGNER'S PROFILE**						
	Credentials are complete (education, work history) and all time periods registered.						
	Demonstrates a history of dedication to clients with complex building projects.						
						Total Score	

COMMENTS:

Sample Letter to Shortlisted Firms

DATE

LEAD DESIGNER
DESIGN FIRM
ADDRESS
CITY, STATE, ZIP CODE

RE: Shortlist of Design Firms/Lead Designers on the **PROJECT NAME**

Dear **LEAD DESIGNER:**

Congratulations, you have been selected to be on the shortlist of lead designers and associated design firms and will continue to the next stage of the Design Excellence process: the selection of a lead designer-A/E team for the **PROJECT NAME.** The shortlist is enclosed and will be posted to **INTERNET ADDRESS** and the project web site **URL.**

We request that you have a knowledgeable representative(s) of your firm at the Networking Session for A/E's and consultants to be held at **LOCATION, TIME** on **DATE.** Your representative(s) will be asked to make a brief presentation of your firm's potential consulting opportunities for this project. The purpose of this session is to assist you in meeting the A/E team requirements for this project, including goals for small, women-owned, and small disadvantaged businesses. For an agenda and information on this session, please contact **NAME** at **TELEPHONE NUMBER, FAX NUMBER,** or **EMAIL ADDRESS.**

If you have any questions about the information provided, please contact me at **TELEPHONE NUMBER, FAX NUMBER,** or **EMAIL ADDRESS.** All debriefings will not occur until after **DATE,** when the lead designer-A/E team is selected. We will contact you separately concerning your Stage II submittal and interview.

Sincerely,

NAME
GSA Project Manager **OR CONTRACTING OFFICER**

Sample FedBizOpps Announcement of Shortlisted Firms

C — Design Services for the PROJECT in LOCATION

- Synopsis - **DATE**
- Modification 01 - **DATE**
- Modification 02 - **DATE**
- PreSubmittal Meeting 01 - **DATE**
- Pre-Submittal Meeting Minutes and Sign-in Sheet 01 - **DATE**
- Modification 03 - **DATE**
- Modification 05 - **DATE**

General Information

Document Type:	Modification to a Previous Presolicitation Notice
Solicitation Number:	**NUMBER**
Posted Date:	**DATE**
Original Response Date:	**DATE**
Current Response Date:	**DATE**
Original Archive Date:	**DATE**
Current Archive Date:	**DATE**
Classification Code:	C — Architect and engineering services
Naics Code:	541310 — Architectural Services

Contracting Office Address
ADDRESS

Description
The following are the firms shortlisted for A/E services for the **PROJECT** in **LOCATION**

LIST ALL SHORTLISTED FIRMS:

FIRM NAME
LEAD DESIGNER
ADDRESS

Original Point of Contact
NAME, PHONE, EMAIL

Current Point of Contact
NAME, PHONE, EMAIL

Place of Performance
PROJECT LOCATION

Sample Rejection Letter

DATE

LEAD DESIGNER
DESIGN FIRM
ADDRESS
CITY, STATE, ZIP CODE

RE: **PROJECT NAME**

Dear **LEAD DESIGNER:**

Thank you for taking the time and effort to submit a portfolio for the **PROJECT NAME.** I regret to inform you that your firm was not selected to be on the shortlist of lead designers and asociated design firms. The A/E Evaluation Board was rigorous in determining the shortlist of lead designers and asociated design firms from among the **NUMBER** excellent portfolios submitted. If you are an in-state A/E or consultant, there is a possibility that you may be able to join an out-of-state lead designer and associated design firm that still needs to complete his/her A/E team to meet geographic A/E requirements, including goals for small, women-owned, and small disadvantaged businesses.

We are holding a Networking Session for A/E's and other consultants at **LOCATION, TIME** on **DATE.** The purpose of this session will be for shortlisted lead designers and asociated design firms to make brief presentations of their firms' potential consulting opportunities for A/E's and consultants. For an agenda and information on this session, please contact **NAME** at **TELEPHONE NUMBER, FAX NUMBER,** or **EMAIL ADDRESS.** If you have any questions concerning the information provided, please contact me at **TELEPHONE NUMBER, FAX NUMBER,** or **EMAIL ADDRESS.** All information is posted to **INTERNET ADDRESS** and the project web site **URL.** All debriefings will not occur until after **DATE,** when the lead designer-A/E team is selected.

Sincerely,

NAME
GSA Project Manager **OR CONTRACTING OFFICER**

DATE

LEAD DESIGNER
DESIGN FIRM
ADDRESS
CITY, STATE, ZIP CODE

RE: Supplemental Information for Stage II Lead Designer-A/E Team Interviews in **LOCATION** on **DATE**

Submission Material
Prior to the scheduled Stage II interviews, each lead designer-A/E team is required to submit **NUMBER** copies of:

- Standard Form 330 documenting full lead designer-A/E team qualifications.
- Subcontracting plan that identifies small business, women-owned business, and small disadvantaged business status and state of origin for consultants or subcontractors.

Submissions are due no later than **TIME, DATE** to the **CHOOSE ONE:** GSA project manager **OR** contracting officer**: ADDRESS.** No late submissions will be accepted unless the U.S. Postal Service postmarks them at least two days prior to the due date.

Interview Parameters
The following parameters for the interview process are established to ensure maximum utilization of the available time and to focus on responses to critical topics.

- Because of time limitations and the need to focus on critical issues, the lead designer-A/E team's representation may not exceed five individuals: lead designer (attendance mandatory), associated architect (if proposed, attendance mandatory), project manager, two team members (attendance optional). The optional positions should only be used if the lead designer-A/E team wants to make specific points that are unique to its team. Attendance and presentations by optional positions should contribute substantially to the profile.

- The interview process is intended to evoke a response to the critical design objectives and the lead designer-A/E team's approach to manage and deliver the program successfully. The lead designer-A/E team's presentation should respond to the enclosed Stage II evaluation criteria recognizing the interview time constraints.

- Presentation aids should be limited to a graphic presentation using boards or projected images. The lead designer-A/E team must provide its own easels and/or

projectors as required. Supplementary handouts that expand upon information covered in the presentation are NOT allowed. An outline or reduced format copies of presentation materials should be distributed to the five-member A/E Evaluation Board. Since the interview schedule is very structured, strict adherence to the time allotment is mandatory. The setup and breakdown of presentation aids should be simple to ensure the best use of the presentation time.

Interview: Issues *(Reference to evaluation criteria in italics)*
There are several issues that must be addressed by the team. They will be the crucial factors in determining the lead designer-A/E team's philosophy and commitment to this project.

THE FOLLOWING IS A RECOMMENDED LIST RELATIVE TO A COURTHOUSE PROJECT. IT SHOULD BE MODIFIED TO SUIT THE PARTICULAR PROJECT TYPE.

1. Community Context
(Past Performance on Design, Lead Designer's Portfolio, Philosophy and Design Intent)
The courthouse is an integral part of the urban fabric. The courthouse should be designed to contribute to the community and be compatible with its context. The lead designer-A/E team must demonstrate familiarity with the local context and demonstrate past work that indicates its ability to design within a context.

2. Design Image
(Past Performance on Design, Lead Designer's Portfolio, Philosophy and Design Intent)
A courthouse must reflect the dignity and permanence of the court through its massing, shape, and materials. It should enhance the city where it is located, serving as an inspiration for architecture within that area. It should lend civic pride, strength, and vitality suitable to the courts. Attention should also be given to the expression and integration of the fine arts in response to the Art in Architecture Program.

The lead designer-A/E team must demonstrate its knowledge and commitment to this issue. It should show from past projects that project leaders understand how to create a building addressing symbolic issues and the design methodology used in such an undertaking. Past project examples must be projects from the lead designer-A/E team's portfolios.

3. Courthouse Functional Requirements
(Past Performance on Design, Lead Designer's Portfolio, Philosophy and Design Intent)
With ever-increasing technology, the courthouse must function efficiently, responding to critical program parameters. Specific care must be taken with regard to security, plan organization, adjacencies, and spatial issues. In addressing this topic, the lead designer-A/E team should demonstrate a basic knowledge of courthouse functions

and security systems, and show how it is qualified to master a program of this complexity and sensitivity.

4. Sustainable Design
(Past Performance on Design and/or Proposed Methodology in Achieving Sustainable Design)
The government has a commitment to sustainable design and LEED certification. Public buildings need to be at the forefront of sensitivity to the environment and set an example for private-sector buildings. The lead designer-A/E team should address the issue of sustainable design as it pertains to this project and its past work. Areas to be specifically addressed include energy efficiency, indoor air quality, environmental safety, materials recycling, water use/conservation, and construction waste management.

5. Team
(Team Organization and Management, Geographic Location)
To provide the best possible service to the client, the lead designer-A/E team must have the ability to work as a cohesive, efficient, communicative whole. The l e a d designer-A/E team should demonstrate how it will organize the work, integrate client input, and manage the design and documentation of the courthouse in a timely and cost-effective manner.

6. Commitment of Lead Designer
(Individual or Design Team)
GSA's Design Excellence Program is setting a new standard in design for public buildings. This program can only be successful with a primary commitment of time and energy from the lead designer. The lead designer-A/E team must indicate:

- A process where the lead designer plays a substantive leadership role.
- A quality control methodology for the design.
- A primary commitment from the lead designer to this project.

Location and Schedule
The lead designer-A/E team interviews will take place at the GSA regional office at **ADDRESS.** The entry/exit time for your lead designer-A/E team is **TIME, DATE.** The presentation is limited to 45 minutes followed by a question and answer period of 30 minutes. The remaining 15 minutes will be allocated to introductions, set-up/break-down of presentation aids, and final comments.

IF THERE IS A STAGE II CHARRETTE, INCLUDE THIS TEXT AND THE "Charrette Information" **DETAILS NOTED BELOW:**

The interview evaluation criteria and information provided in the complete Standard Form 330 will account for 60 percent of the overall Stage II ranking. The design charrette will account for the remaining 40 percent of the overall lead designer-A/E team ranking. The purpose of the design charrette is to further evaluate the design merits of each lead designer-A/E team's "vision". The design charrette results will be calculated as part of the Stage II rankings in the final evaluation of the lead designer-A/E team. The design

charrette results will be evaluated by a jury of GSA national peers. The evaluation criteria to be used by the jury shall include: **I N S E RT A P P ROPRIATE CRITERIA—EXAMPLE:** community context, architectural strategy and image, courthouse functionality, and sustainable design.

Charrette Information
A one-day charrette for all short-listed firms will be held on **DATE** in **CITY.** The following limited information is available at this time:

- **DATE,** pre-charrette packages will be e-mailed to lead designer-A/E teams.
- **DATE,** question and answer tele-conference.
- **DATE,** e-mail question and answer responses.
- The design problem will be a **INSERT BUILDING TYPE—EXAMPLE:** a federal courthouse.
- The charrette program and site will NOT be the actual site or program.
- The charrette is being run by a professional advisor to GSA.
- A competition jury, composed of representatives from the GSA Public Buildings Service Commissioner's National Register of Peer Professionals, will evaluate the charrette designs.
- The charrette schedule is from 7:00 am to 7:00 pm.
- Set-up time will be allowed the prior evening.
- Each charrette team may have up to four individual members. The lead designer must be one of the four.
- Travel arrangements are at the expense of each of the lead designer-A/E teams shortlisted for Stage II.

IF THERE IS NO CHARRETTE BUT THIS IS A THREE-STAGE SELECTION PROCESS, ADD THE FOLLOWING PARAGRAPH:

Stage II Shortlist Notification
GSA will notify the lead designer-A/E team whether it has or has not been selected to advance to Stage III by **DATE.** The list will be released and posted to the project web site **URL** and **INTERNET ADDRESS** on the same date.

If you have any questions about the information provided, please contact me at **TELEPHONE NUMBER, FAX NUMBER,** or **EMAIL ADDRESS.** All information is posted to the **INTERNET ADDRESS** and the project web site **URL.** All debriefings will not occur until after **DATE,** when the selection process is complete.

Sincerely,

NAME
GSA Project Manager **OR CONTRACTING OFFICER**

Alternative Sample Interview Letter

DATE

LEAD DESIGNER
DESIGN FIRM
ADDRESS
CITY, STATE, ZIP CODE

Subject: Architect-Engineer Design Services
PROJECT NAME
Solicitation **ENTER NUMBER**

Dear **NAME:**

Submission Material
Prior to the scheduled Stage II interviews, each lead designer-A/E team is required to submit **NUMBER** copies of:

- Standard Form 330 documenting full lead designer-A/E team qualifications.
- Subcontracting plan that identifies small business, women-owned business, and small disadvantaged business status and state of origin for consultants or subcontractors.

Submissions are due no later than **TIME, DATE** to the **CHOOSE ONE:** GSA project manager **OR** contracting officer: **ADDRESS.** No late submissions will be accepted unless the U.S. Postal Service postmarks them at least two days prior to the due date.

Location and Schedule
The lead designer-A/E team interviews will take place at the GSA regional office **ADDRESS.** The entry/exit time for your lead designer-A/E team is **TIME, DATE.**

Interview Parameters
The following parameters for the interview process are established to ensure maximum utilization of the available time and to focus on responses to critical topics.

- Although GSA will not limit the number of attendees from your team, we take this opportunity to stress the importance of participation by those individuals who will be involved in day-to-day processes and interaction during the design of this project. It is suggested that at a minimum the lead designer, associated architect (if one is proposed), and the project manager, mechanical engineer, and structural engineer be in attendance.

- The interview process is intended to evoke a response to the critical design objectives and the lead designer-A/E team's approach to manage and deliver the program successfully. The presentation is limited to 45 minutes followed by a question and answer period of 45 minutes. Ten minutes prior to and ten minutes afterwards will be allocated to introductions, set-up/break-down of presentation aids, and final comments.

- The lead designer-A/E team's presentation should respond to the enclosed Stage II evaluation criteria recognizing the interview time constraints. The interview evaluation criteria as listed below (1-4) must be addressed by the team during the presentation. They will be the crucial factors in evaluating the lead designer-A/E team's Stage II proposal, as well as determining its philosophy and commitment to this project. Presentation aids should be limited to a graphic presentation using boards or projected images. The lead designer-A/E team must provide its own easels and/or projectors as required. Supplementary handouts that expand upon the information covered in the presentation are NOT allowed. An outline or reduced format copies of presentation materials should be distributed to the five-member A/E Evaluation Board. Since the interview schedule is very structured, strict adherence to the time allotment is mandatory.

- The setup and breakdown of presentation aids should be simple to ensure the best use of presentation time.

Interview Evaluation Criteria

1. Team Design Performance (50%)
Lead designer-A/E teams must address issues of historical context, design image, and function as they have been approached on past projects. The presentation of this factor shall draw similarities to the scope and complexity of this project. The proposed lead designer-A/E team should demonstrate it can work together successfully.

2. Team Organization and Management Plan (30%)
The management plan shall clearly identify key roles and lines of communication, and shall present the means to integrate client, community, and—when required—preservation input. The plan should explain steps to ensure cost and quality control, as well as identify all review stages. Lastly, the plans should identify the physical location of major design and production work, the coordination plan for consultant work, and for work produced in remote offices.

3. Professional Qualifications (15%)
The lead designer-A/E team project manager, lead designer and engineers should demonstrate that they have the qualifications, experience, and commitment to organize all efforts required for this project. The lead designer-A/E team must indicate:

- A process where the lead designer plays a substantive leadership role.
- A quality control methodology for the design.
- A primary commitment from the lead designer to this project.

4. Geographic Location (5%)
The lead designer-A/E team must demonstrate capability to perform 35% of the contract effort within **INDICATE LIMITS BY RADIUS, STATE OR OTHER CRITERIA.**

IF THERE IS NO STAGE II CHARRETTE, INCLUDE THIS TEXT:

The interview evaluation criteria and information provided in the complete Standard Form 330 will account for the overall firm ranking.

IF THERE IS A STAGE II CHARRETTE, INCLUDE THIS TEXT AND THE "Charrette Information" **DETAILS NOTED BELOW:**

The interview evaluation criteria and information provided in the complete Standard Form 330 will account for 60 percent of the overall Stage II ranking. The design charrette will account for the remaining 40 percent of the overall lead designer-A/E team ranking. The purpose of the design charrette is to further evaluate the design merits of each lead designer-A/E team's "vision". The design charrette results will be calculated as part of the Stage II rankings in the final evaluation of the lead designer-A/E team. The design charrette results will be evaluated by a jury of GSA national peers. The evaluation criteria to be used by the jury shall include: **INSERT APPROPRIATE CRITERIA—EXAMPLE:** community context, architectural strategy and image, courthouse functionality, and sustainable design.

Charrette Information
A one-day charrette for all short-listed firms will be held on **DATE** in **CITY.** The following limited information is available at this time:

- **DATE,** pre-charrette packages will be e-mailed to lead designer-A/E teams.
- **DATE,** question and answer tele-conference.
- **DATE,** e-mail question and answer responses.
- The design problem will be a **INSERT BUILDING TYPE—EXAMPLE:** a federal courthouse.
- The charrette program and site will NOT be the actual site or program.
- The charrette is being run by a professional advisor to GSA.
- A competition jury, composed of representatives from the GSA Public Buildings Service Commissioner's National Register of Peer Professionals, will evaluate the charrette designs.
- The schedule is from 7:00 am to 7:00 pm.
- Set-up time will be allowed the prior evening.
- Each charrette team may have up to four individual members. The lead designer must be one of the four.
- Travel arrangements are at the expense of each lead designer-A/E teams shortlisted for Stage II.

IF THERE IS NO CHARRETTE BUT THIS ISATHREE-STAGE SELECTION PROCESS, ADD THE FOLLOWING PARAGRAPH:

Stage II Shortlist Notification
GSA will notify the lead designer-A/E team whether it has or has not been selected to advance to Stage III by **DATE.** The list will be released and posted to the project web site **URL** and **INTERNET ADDRESS** on the same date.

GSA appreciates your efforts in submitting on this project and we look forward to your Stage II presentations. **INCLUDE THIS INFORMATION:** GSA is also taking this opportunity to provide an enclosure with contact information from **STATE'S OR REGION'S** small business website for small business firms. GSA is in no way endorsing any firm and is acting as a neutral party by passing this information onto you. Should you have any questions regarding the services these firms provide, please contact them directly.

If you have any questions about the information provided, please contact me at **TELEPHONE NUMBER, FAX NUMBER,** or **EMAIL ADDRESS.**

Sincerely,

NAME
GSA Project Manager **OR CONTRACTING OFFICER**

Sample Invitation to Networking Session

You Are Invited To Attend a

Networking Session for A/E Design Services

PROJECT NAME
LOCATION

Small, women-owned, and small disadvantaged businesses are encouraged to attend.

DATE
TIME
LOCATION

The purpose of this session is to provide a networking opportunity for small, women-owned, and small disadvantaged businesses as well as others to meet with the key designers and their proposed production firms for potential teaming opportunities for A/E design services on **PROJECT NAME** in **LOCATION**. This session is intended to assist the shortlisted firms meet the established minimum goals for subcontracting.

For registration, please fax or e-mail your response to **NAME**, Project Manager, at **FAX NUMBER** or email: **ADDRESS**

Sample Stage II Interview Schedule

A/E Evaluation Board Agenda and Short-Listed Interview Schedule

	DATE
8:00	Evaluate Team Submissions: Standard Form 330 and Stage II Submission Materials
10:30	Review Interview Process and Strategy
11:00	Interview #1
12:30	Interview #1 Complete—Individual Board Members Evaluate
1:00	Lunch
2:00	Interview #2
3:30	Interview #2 Complete—Individual Board Members Evaluate
4:00	Interview #3
5:30	Interview #3 Complete—Individual Board Members Evaluate

	DATE
8:00	Interview #4
9:30	Interview #4 Complete—Individual Board Members Evaluate
10:00	Interview #5
11:30	Interview #5 Complete—Individual Board Members Evaluate
12:00	Lunch

SELECT APPROPRIATE SCENARIO:

TWO STAGE PROCESS—NO CHARRETTE

1:30 Board Reconvenes
- Discussion of Individual Board Member's Evaluations and Ranking
- Individuals Refine Scoring as Appropriate
- Calculation of Final Ranking with Supporting Documentation

5:00 Board Adjourns

OR

THREE-STAGE PROCESS

1:30 Board Reconvenes
- Discussion of Individual Board Member's Evaluations and Ranking
- Individuals Refine Scoring as Appropriate
- Determination of Shortlist to Proceed to Vision Competition

5:00 Board Adjourns

Sample Stage II Interview and Charrette Schedule

A/E Evaluation Board Agenda and Short-Listed Interview and Charrette Schedule

DATE

8:00	Evaluate Team Submissions: Standard Form 330 and Stage II Submission Materials
11:00	Review Interview Process and Strategy
12:00	Lunch
1:30	Interview #1
3:00	Interview #1 Complete—Individual Board Members Evaluate
3:30	Interview #2
5:00	Interview #2 Complete—Individual Board Members Evaluate

DATE

8:00	Interview #3
9:30	Interview #3 Complete—Individual Board Members Evaluate
10:00	Interview #4
11:30	Interview #4 Complete—Individual Board Members Evaluate
12:00	Lunch
1:30	Interview #5
3:00	Interview #5 Complete—Individual Board Members Evaluate
3:30	Interview #6
5:00	Interview #6 Complete—Individual Board Members Evaluate

DATE—ALL DAY

7:00 Charrette

DATE—SECOND DAY AFTER LAST INTERVIEW

9:00 Jury Evaluates and Ranks Charrette Submissions

12:00 Lunch

1:00 Board Reconvenes
- Discussion of Individual Board Member's Interview Evaluations and Ranking
- Jury Chair and Professional Advisor Reports to Board on Charrette Jury Comments and Ranking
- Individuals Refine Scoring as Appropriate
- Calculation of Final Ranking with Supporting Documentation

4:30 Board Adjourns

Sample Stage II Evaluation Sheet

In using this sample Stage II Evaluation Sheet, the A/E Evaluation Board should work closely with the contracting officer to ensure accurate scoring and appropriate comments.

A/E EVALUATION BOARD EVALUATION SHEET
STAGE II – TEAM INTERVIEWS

PROJECT: _____ DESIGN FIRM: _____

LOCATION: _____ LEAD DESIGNER: _____

DATE: _____ A/E EVALUATION BOARD MEMBER: _____

Value	CRITICAL ELEMENT	POOR 1	FAIR 2	GOOD 3	VERY GOOD 4	EXCELLENT 5	Score
50	**TEAM DESIGN PERFORMANCE**						
	Projects demonstrate success in addressing issues of community context, design image, function, and sustainablity.						
	Project examples are similar in complexity to project.						
	Proposed A/E Team demonstrates it can work together successfully.						
	Commitment of lead designer.						
	Projects demonstrate special criteria called for by GSA.						
30	**TEAM ORGANIZATION AND MANAGEMENT PLAN**						
	Plan clearly identifies key roles and lines of communication. It presents the means to integrate client and community input.						
	Plan explains steps to ensure cost and quality control, as well as identifies all review stages.						
	Plan identifies the physical location of major design and production work, the coordination plan for consultant work, and for work produced in remote offices.						
15	**PROFESSIONAL QUALIFICATIONS**						
	The lead designer and A/E team project manager have the qualifications, experience, and commitment to organize all efforts required for this project.						
	Projects demonstrate special criteria called for by GSA.						
5	**GEOGRAPHIC LOCATION**						
	The lead designer-A/E team satisfies published geographic limitations.						
						Total Score	

COMMENTS:

MEMORANDUM
PRE-CHARRETTE INFORMATION PACKAGE
Toledo Federal Courthouse Design Charrette

Date: **DATE**

To: **SHORTLIST FIRM NAMES**
ADDRESS
CONTACT
CONTACT INFORMATION INCLUDING EMAIL

From: **NAME**
Professional Advisor to GSA
CONTACT INFORMATION INCLUDING EMAIL

1. Summary of Process
The U.S. General Services Administration has completed Stage I of the Architect/Engineer Selection process for the new Toledo Federal Courthouse and has shortlisted five firms to proceed to Stage II.

Following formal interviews of the shortlisted firms by the A/E Evaluation Board, the selected lead designer-A/E teams are asked to participate in a design charrette to develop a conceptual "vision" that responds to the charrette program, site, and stated design criteria. At the completion of the one-day charrette, each team's vision will be submitted anonymously on 30" x 40" presentation boards. The boards will be evaluated and ranked by a jury appointed by GSA's Chief Architect, and composed of independent design professionals and distinguished architecture educators and critics selected from the GSA Public Buildings Service Commissioner's National Register of Peer Professionals. The evaluation and ranking will be provided to the A/E Evaluation Board by the jury chair and the professional advisor.

The A/E Evaluation Board will integrate the findings of the jury with the Stage II interview evaluation to develop an overall final ranking for recommendation to the GSA Selection Authority. After completion of the A/E selection process, images generated by the charrette may be published and publicly distributed by GSA.

The purpose of the design charrette is to investigate conceptual visions generated in a single day as opposed to actual specific architectural designs developed with client input over a multi-month period. Accordingly, the charrette program and site will differ significantly from those for the actual Toledo Courthouse project, and it can be assumed that visions generated during the charrette will not necessarily be directly applicable to the real courthouse project.

2. Sponsor and Authority
The GSA PBS Office of the Chief Architect is the sponsor for this design charrette competition. This project is a Design Excellence project.

3. Professional Advisor
NAME of **AFFILIATION** has been appointed by GSA to serve as a consultant in the capacity of professional advisor for this design charrette competition. He/She is responsible for advising on the competition program, helping GSA develop the competition rules and procedures, and organizing and managing the competition.

4. Charrette Competition Jury
The jury is charged with the responsibility of reviewing and evaluating the competition submissions. The names of the members of the jury will not be disclosed until after completion of the A/E selection process.

5. Charrette Schedule
The charrette will be held **DATE** at the **LOCATION** in Toledo, Ohio. The following is the schedule for the charrette:

DATE 7:00 pm
All team members will convene in Salon C in the **LOCATION** conference facility for an informal briefing by members of the Toledo Planning Commission who will give a brief overview of the history and future plans for the city.

7:30 pm
Firms will gain access to their respective charrette rooms for the purpose of setting up tables, chairs, and drawing equipment prior to the next day charrette start.

8:30 pm
Completion of team room setup. **ADVISOR NAME** will lock and secure each room.

DATE 7:00 am
"Coffee/Danish" will be available in Salon C in the **LOCATION** conference facility.

7:30 am
Orientation meeting will start promptly in Salon C with opening comments by GSA. **ADVISOR NAME** will review charrette rules, distribute charrette program, reveal the site, and distribute base drawings and site photographs. Attendance of all charrette participants is mandatory. Following the session, the teams will visit the site that has been chosen for the charrette. If necessary, GSA will provide transportation to and from the site.

8:30 am
Teams visit the site.

9:30 am
Teams return from site visit, are given access to charrette rooms, and the charrette begins.

12:30 pm
Box lunch is available for pickup in pre-function foyer.

3:30 pm
ADVISOR NAME will informally review developing submissions for general compliance with charrette rules.

7:00 pm
Teams hand in their submission boards to the professional advisor and GSA official in the pre-function foyer.

6. Charrette Program
The design charrette courthouse program which will be used for the purpose of this charrette will vary from the actual program for the new Toledo Courthouse. Participants will receive a copy of the design charrette program two weeks prior to the charrette. All square foot areas and number of rooms will have been deleted from this transmitted copy to discourage pre-charrette design activity. The full program including all areas and number of rooms will be provided to firms at the commencement of the charrette.

Although no specific budget will be provided for the charrette program, it is to be assumed that vision schemes will be appropriate to the typical level of budget for federal courthouse projects.

The charrette program will be the sole design criteria for the charrette problem.

7. Submission Requirements
Competitors must follow the outlined submission requirements. Because there will be no team presentation opportunity to the jury, it is important that the "vision" and submitted work are easily understood by a reading of the submitted boards. The presentation should clearly show and emphasize the principal urban design, organization, and architectural ideas, rather than attempt to address and resolve in detail all the building's internal function and technical issues.

A. The following items are the minimum drawing requirements to be submitted:

- Context plan and diagrams to convey how the design vision relates to the surrounding city and context.
- Self-explanatory plans, sections, elevations, and image drawings as required to convey the design vision to the jury.

B. All program functions are to be shown as monolithic space blocks except as subdivided in the program. The courtroom block must show the relationship between the courtroom and the ancillary functions.

C. All public, secured, restricted, and service circulation between the space blocks must be shown. The submissions must show the full route for each system from point of origin to final destination.

D. Lobby must show location of the security checkpoint including queuing area.

E. All material shall be securely mounted on four 30" x 40" boards supplied by GSA. Drawings are permitted to extend from one board to another if necessary or desired. All boards are to be oriented identically. Submission of models is not allowed, although two-dimensional representations of models may be affixed to boards.

F. A 1" x 30" title block, supplied by GSA, is to be affixed at an edge of each board. Competitors are to fill in "drawing ___of ___ " in each title block. This will serve to indicate the team's preferred arrangement of the boards to the jury.

G. Do not indicate authorship on the presentation surfaces. The lead designer-A/E team is to be identified in the GSA supplied sealed envelope attached securely to the back of one of the boards.

H. Explanatory narrative, notes and diagrams should be incorporated on the board surfaces, not separately. Any narrative should be minimal and concise but sufficient for a reviewer to understand the fundamental principles of the concept and vision.

8. Additional Charrette Rules

A. General

Each team can be composed of up to four individual members. The lead designer must be one of the four, and no substitutions may be made for any team member over the course of the charrette day. All four people must be part of the proposed design team, although with the exception of the lead designer, they need not be the same individuals appearing at the lead designer-A/E team's interview. Team members may include consultants proposed for the project.

All team members are required to be present at the charrette location beginning at the 7:30 am orientation meeting through the charrette completion at 7:00 pm. No team member is to leave the charrette location until after completion of the competition, and no one other than team members may be in the charrette area during charrette hours.

B. Items Allowed to be Used During Charrette
No pre-prepared, written, drawn, published, or other similar materials may be brought into the charrette rooms at any time over the course of the charrette. Only blank papers and materials may be brought into the rooms.

No computers or handheld devices with computer functions are allowed. Cell phones are allowed. There are no "outside line" telephones in the charrette rooms, although public pay phones are located nearby.

No copier machines are allowed to be brought in for the charrette. There will be a copier machine available for use at the hotel's front desk (same floor as charrette rooms). This is an over-the-counter facility. Copies may be billed to the hotel's master GSA account. In the event that more than one team wishes to use the service at the same time, a consecutive five-minute limit per team will be enforced. Only a team member may use the copying facility and teams are not allowed to use reproduction graphic facilities other than the front-desk copier.

The following materials may be brought into the charrette rooms by the firms:

- All supplies, paper, materials, and equipment required to develop the design vision and to convey the design to the jury.
- In addition, a variety of architectural and engineer scales, adjustable triangles, and a metal straight edge and cutting blade for trimming paper are recommended.
- The firms are to bring their own parallel bars and drawing boards. Each team charrette room will contain six 30" x 72" tables and six "banquet" chairs. There are several electrical outlets in each room, but no extension cords will be provided.

C. Pre-shipping of Materials
Firms may wish to ship items ahead of time for convenience. Items received by the hotel will be placed in the charrette room area at 6:30 pm on **DAY, DATE.** The delivery label for shipped items must be as follows:

Attn: **NAME**
General Service Administration (deliver to charrette rooms by 6:30 PM **DATE**)
LOCATION
ADDRESS

D. Base Drawings and Materials
GSA will provide base drawings (at appropriate scales) for the charrette site. These will include plans, elevations, and sections of existing conditions. In addition, photographs of existing and surrounding areas will be provided to each team.

Each team will receive four 30" x 40" foam core boards for mounting submission drawings. An additional foam core board will be provided for use as a cutting surface. Teams are not required to use all four boards in their final submission. Method and materials for mounting on the boards are the responsibility of the teams.

E. Miscellaneous

- The charrette will be in English measurement (not metric).
- Teams may work in model form over the course of the day. However, three-dimensional models may not be part of the final submission.

9. Evaluation Criteria
The jury will judge the submissions according to the following criteria:

A. Relationship to Context (25%)
B. Architectural Strategy and Image (40%)
C. Functionality (25%)
D. Sustainable Design (10%)

Note: The evaluation weighting percentages given above are general guidelines for the jury. Consistent with the stated goals, design criteria, and programmatic requirements for the charrette, the jury reserves the right to vary these weights.

10. Ranking and Report to the Jury
The jury selected by GSA will convene on **DAY, DATE** to review the competitor's submissions. After evaluating and discussing the respective schemes/visions, and based on the general evaluation criteria, the jury will rank each submission.

The chair of the jury and the professional advisor will deliver an oral report on these findings to the GSA A/E Evaluation Board. This report will discuss the jury's findings, conclusions, and recommendations. A final determination by the GSA Selection Authority of the preferred lead designer-A/E team is expected by **MONTH.**

11. Compensation
Each team participating in and completing the charrette shall receive a fee for services of **AMOUNT.** Further information regarding this will be available from GSA.

I. Background

Currently, the Toledo District court and court-related activities are housed in the existing United States Courthouse located on the Civic Mall. The existing federal complex does not meet the U.S. Marshals Service's security standards, nor does it provide expansion space for future court requirements. To accommodate the steady growth of the judiciary, the government will be building a new courthouse that will house the District Court, as well as the district clerk, circuit library, U.S. Marshals Service, and the U.S. Attorney. For the purposes of this charrette, the facility will accommodate (*) district courtrooms and chambers.

The design goals for the new courthouse include the creation of a strong visual civic presence that projects the dignity of the courts and conveys the symbolic presence of the federal government. In addition, enhancement of the urban fabric is to be considered.

II. Site (Reserved)

III. Summary of Program Functions

	Function	Area
A.	U.S. District Courtrooms w/ Ancillary Facilities	*
B.	Judges Chambers	*
C	Court Library	*
D	Clerk of the District Court	*
E.	Jury Assembly	*
F.	USMS Offices & Cellblock	*
G	U.S. Attorneys	*
H	Grand Jury Suite	*
I.	U.S. Probation Office	*
J.	Pretrial Services	*
	Subtotal	*

	Building Support Areas	
K.	Public Lobby	*
L.	Loading Dock/Storage	*
M	Mechanical Electrical Room	*
N	Floor Common Areas: Public Restrooms, Vertical Chases, Fire Stairs, Elevators & Upper Floor Lobbies. (Miscellaneous Building Grossing Distributed through Building)	*
	Subtotal Building Excluding Parking	*
O	Parking (interior & secure)	*
	TOTAL BUILDING W/ PARKING	*

*Numbers and Square Footage to be provided at commencement of charrette

IV. Description of Program Functions

A. U.S. District Courtrooms *(includes ancillary functions)*: Jury trials for both civil and criminal cases and other court proceedings are conducted in District courtrooms. The courtroom requires direct access from public, restricted, and secure circulation. Ancillary spaces adjacent to the courtroom include:

- Attorney/witness conference rooms accessed from public circulation
- Trial jury suite accessed directly from the courtroom or restricted circulation
- Court reporter office
- Deputy Clerk office
- Prisoner holding cells accessed from secure circulation system
- Miscellaneous storage

The courtrooms have 16 foot ceiling heights and must not contain interior columns. See diagram B for more detailed description of the diagrammatic relationships between courtroom and related ancillary functions.

B. Judge's Chambers: Judge's chambers may be located close to a courtroom or clustered in a separate area. Chambers are accessed from restricted circulation with convenient access to the courtroom(s). The chambers serve as the judges' primary office, and are comprised of a series of functions. For the purposes of this exercise, assume the function as a monolithic block of space.

C. Court Libraries: The library provides research resources to the judiciary. The location of central court libraries must provide access for judges, law clerks, and other court staff by means of a restricted staff corridor. In addition, public access must also be provided.

D. Clerk of the District Court: The Clerk of the District Court is the primary administrative officer of the District Court. The office is responsible for administrative matters such as notices, fee collection, jury management, and record storage serving the court. This is the office with the highest public traffic. It also must have easy access to the restricted judge's circulation route. This function is divided into three areas:

- Public service counter with four attendants
- General office administration area
- File and storage area

E. Jury Assembly: The jury assembly area is where prospective jurors are processed and assembled prior to being sent to specific courtrooms for further selection, or actual trial service. Jury assembly facilities must be located on a main public entry floor, preferably close to the USDC Clerk's Office. The facilities must have controlled entry and provide convenient movement of jurors to and from courtrooms. To accommodate smokers, the jury assembly room must have access to a controlled smoking area.

F. USMS Offices, Central Cellblock, Holding Cells, and Sallyport: The US Marshals' operation is divided into four areas.

- USMS offices: These offices serve the administrative support for the US Marshals. It is accessed directly from the public corridor via a controlled checkpoint.
- USMS sallyport: The sallyport is the only prisoner transport entry point into the courthouse. It must be a reception bay capable of accommodating a small bus in a secured environment. Immediately adjacent to the sallyport is a secured elevator to transport the escorted prisoners to the central holding block. (Elevator is not required if cellblock is adjacent to sallyport.)
- Central cellblock: Prisoners are transported from the sallyport to the central cellblock, where prisoners await judicial proceedings. For the purposes of this exercise, the cellblock is to be shown as an (*) SF space block.
- Courtroom holding cells: Prisoners are transported to the courtrooms for their trials via a secured prisoner elevator. They are held adjacent to the courtroom in a holding cell. The area to accommodate this need is in the courtroom allowance.

G. U.S. Attorneys: The U.S. Attorneys represent the U.S. government in legal matters. Access to their office area is through a controlled lobby that is accessed from the public circulation route.

H. Grand Jury Suite: This area serves as a forum for the U.S. Attorneys to present evidence to a jury for obtaining indictments against the government's targeted suspects. This function should be located near the U.S. Attorneys offices and must be accessed from both the public and the secured prisoner circulation routes. The provision for the secured route is for the transport of witnesses in custody.

I. U.S. Probation Office: Requires access from public circulation after the security screening area in the lobby. If the office operates during off-hours, separate controlled off-hours access is desirable.

J. Pretrial Services: This office requires access from public circulation after the security screening area in the lobby. In addition, the office requires secure access to the USMS cellblock area.

Building Support Areas

K. Public Lobby: This area provides the primary public interior image of the courthouse. It must convey the solemnity and sobriety of the American judicial process. Functionally, it serves as the only public entry point into the building through the USMS security screening point, which includes walk-through metal detectors. Provision must be made for adequate queuing for the security process. The lobby serves as the first orientation point to other functions in the courthouse. It serves the primary elevator bank to the upper public floors. Public elevators are to be 6' x 8'. The number is up to the design firm based on the geometry of the design solution.

L. Service Areas: A building service area requires loading docks with direct restricted entry. Two berths capable of accommodating tractor trailers must be provided. Balance of areas not utilized for the loading operation and transport to freight elevator will be utilized as long-term court storage. Easy access to the freight elevator is required.

M. Mechanical/Electrical Rooms: A mechanical/electrical/equipment room is to be provided to house chillers, boilers, panel boards, and other equipment. Vertical chases to provide adequate MEP services on upper floors are to be provided. Not included in this allowance are the smaller electrical and telephone rooms located on upper floors. These smaller areas are covered in the general grossing of the building.

N. Floor Common Areas: This function consists of all building support spaces necessary per floor. Each floor must have appropriate public circulation including elevator lobbies. Each floor must provide public restrooms suitable for the occupancy of the building. Each floor must provide appropriate electrical, and telecommunication closets. Each floor must provide required fire egress system.

O. Parking: The parking structure is entered through a secured manned entry gate and is divided into three separate areas:

- Judges secured parking: This area must be accessed through a remote controlled interior gate. It must have direct access to the restricted judges' elevator that will take the judges to their chambers.
- USMS Law enforcement vehicles: This area does not require a separate interior gate, but it must have direct access to the prisoner elevator for restricted access to the USMS offices/cellblock area.
- Staff parking: This area is strictly for staff. Public parking is not permitted.

V. Courthouse Primary Organizational Structure

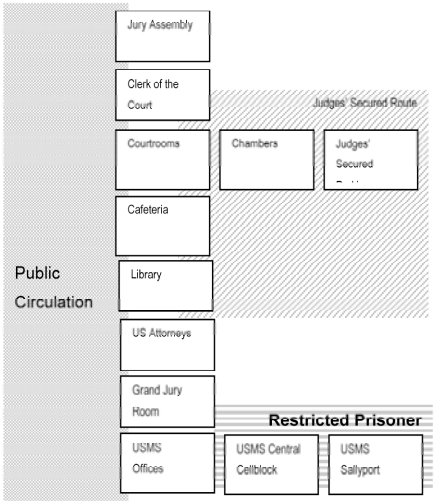
A. Circulation Systems: Federal courthouses must accommodate four separate and distinct circulation systems that must be fully isolated from each other. The only place all four intersect is in the trial courtroom. The four systems are:

1. General Public: The general public enters the building through a security checkpoint at the primary public entry that feeds into a public vertical circulation core. This core takes the public into primary destinations: the courtrooms and the jury assembly area.

2. Judges' Restricted Route: The judges enter the building through a restricted parking structure within the confines of the building. From this restricted area, they have access to a restricted elevator system that transports them to their chambers and courtrooms. The chambers, courtrooms, and the Clerk of the Court offices must be connected via a restricted and private judges' circulation system.

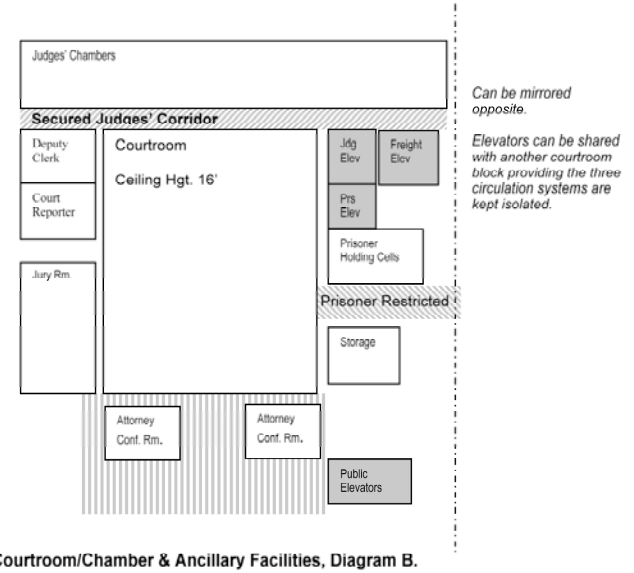
3. Prisoners' Secured Route: Prisoners are brought into the building in the custody of the U.S. Marshals via a secured sallyport. This sallyport is typically in the building's parking area, in an area fully separated from all other building users. The sallyport is connected to a secured elevator system that takes the escorted prisoner to a central cell block area adjacent to the U.S. Marshals offices. Prisoners are held in the central cell block area until they are called to the courtroom for proceedings. A dedicated elevator system transports the prisoner to a holding cell adjacent to the courtroom. The U.S. Marshals central cell block area is adjacent to a restricted and controlled attorney interview room. The grand jury suite should be accessible by the secured elevator system.

4. Service: Supplies and waste enter and leave the building through the loading dock and are transported via the freight elevator.



Circulation/Adjacency Diagram A.

B. Courtroom/Chamber Block: Understanding the relationship between the courtroom and other building elements is critical to organize the floor plate. The diagram below shows the courtroom, chambers and related ancillary facilities:



Courtroom/Chamber & Ancillary Facilities, Diagram B.

VI. Security Requirements

- Building must be setback from the street (curb line) at least 50 feet on all sides.

VII. Submission Requirements

- All program functions are to be shown as monolithic space blocks except as subdivided in the program. The courtroom block must show the relationship between the courtroom and the ancillary functions.
- All public, secured, restricted, and service circulation between the space blocks must be shown. The submissions must show the full route for each system from point of origin to final destination.
- Lobby must show location of security checkpoint including queuing area.
- Context plan and diagrams to convey how the design vision relates to the surrounding city and context.
- Self-explanatory plans, sections, elevations, and image drawings as required to convey the design vision to the jury.

STAGE III DESIGN PROGRAM
FOR VISION COMPETION ONLY

THIS PROGRAM DOES NOT CONTAIN A REQUEST FOR CONFIRMATION OF THE DESIGN BUDGET. THIS REQUEST—AND THE MECHANISM TO FULFILL IT—WOULD HAVE TO BEADDED. ALL BUDGET CONFIRMATIONS SHOULD REMAIN ANONYMOUS UNTIL AFTER THE COMPETITION IS JURIED.

Summary

The Mobile area is growing steadily economically, in population, in employment, and in requirements upon the federal judiciary. The existing John A. Campbell courthouse does not have the space available to meet the needs of the court. The court family has been fragmented into separated buildings. They are currently operating with significant space deficits in physical facilities that will not accommodate growth. The existing courthouse is historically significant, profitable, and should be retained for the use of the courts. However, it does not meet the size, security, and circulation requirements of the court. The continued projected growth of the courts requires that additional space be provided.

This design program will provide background information and support for the consolidation of the U.S. District Court for the Southern District of Alabama, and several court-related agencies in a new U.S. Courthouse in Mobile, Alabama. The co-location of these agencies will provide expansion space, operation efficiency, maximum security, and convenience to the courts-related agencies and the public.

The center of court activity in the Southern District of Alabama is the John A. Campbell Courthouse located at 113 St. Joseph Street. The facility is federally owned and contains a total of 6,080.54 usable square meters (sm) or 65,450 usable square feet (sf). The District Court occupies almost the entire facility. The remainder of the courts family is dispersed among six leased buildings in the downtown area occupying over 4,180.66 sm (45,000 sf).

The U.S. General Services Administration Region 4 is proposing federal construction to provide for the 10-year expansion requirements of the courts, and court-related agencies. The project also considers the provision of the 30-year expansion requirements, as needed.

Description of the Proposed Building

The proposed new courthouse will contain 20 719 sm (223,025 sf) of office, storage and special space, plus approximately 1 858 sm (20,000 sf) of secured inside parking for 50 vehicles. Secured separate vertical circulation will be provided for judges and prisoners with secured separate horizontal circulation to courts and U.S. Marshals Service facilities.

The building will include ten courtrooms and chambers. The courthouse's courtrooms will consist of six District courtrooms, and four Magistrate courtrooms. Separate outside parking is proposed to provide 50 parking spaces at approximately 1 858 sm (20,000 sf). The estimated gross square footage for the courthouse is 30 234 gsm (325,452 gsf).

It is further proposed that the new courthouse be built in coordination with the operation of the existing John A. Campbell Courthouse. The existing courthouse would be used to house the Bankruptcy courts, bankruptcy administrator, and the housing of two senior District judges. This arrangement would provide space for the entire courts family to be co-located in government owned space, and allow the new facility to be smaller in scale.

Project Background
In May of 1993, a planning team of court and court-related representatives developed the Long Range Facility Plan for the Southern District of Alabama. The purpose of the plan was to provide an analysis of the comprehensive facility needs for the District. This plan included the input of the entire court family, the Administrative Office of the Courts, GSA, and the Space and Facility Committee of the Judicial Conference. The historical data developed in the Long Range Facility Plan accurately reflects the experience of the Southern District and there is no reason to think that the court will not expand commensurate with the assumptions made in the plan.

The planning team members agreed that the John A. Campbell Courthouse is currently out of space. At the current complement of nine judicial officers there is not space for additional chambers, courtrooms, or support personnel space. There is not enough expansion room in the courthouse to house the growth of the District Court, Circuit Court, and U.S. Marshals Services over the next ten years. The projected growth for these court functions shows them at a space deficit of over 4 750.72 sm (51,136 sf) should they remain in the building for the ten year period described in the plan.

The courthouse was constructed in 1932, and has inadequate security systems. There is no separate access to the courthouse for either judicial officers or prisoners. There are no secure private corridors for access to courtrooms, chambers or Marshal's areas, and no secure elevators. There are no holding cells contiguous to the courtrooms. The parking garage that is attached to the rear of the courthouse is open to pedestrians and only secured from vehicles by a "lifting arm" gate at entry and exit.

All other divisions of the court and court-related family have already been fragmented to other buildings in downtown Mobile. At the time of the planning study, it was estimated that the court family was at a space deficit of 2 863 sm (30,824 sf).

In summary, the court family is operating with significant space deficits in deficient physical facilities. The long range plan projects a total growth of the court family of 121.3 percent over the thirty year period described in the plan. That growth would include eight additional judges as well as the increases in the support and related functions.

Site
The proposed site consists of two city blocks which lie within the core area of downtown Mobile, Alabama. They lie immediately north of the existing U.S. courthouse. The site, consisting of 3.68 acres is bounded by St. Anthony Street on the north, St. Joseph Street on the east, St. Louis Street on the south, and N. Joachim Street on the west; with Conception Street separating the two blocks. These are all one-way streets. At present, traffic cannot circulate around the entire property due to the direction of traffic flow on these streets.

Block 3
This part of the proposed site covers one city block and is 97.5 linear meters (320 linear feet) east-west, by 76.2 liner meters (250 linear feet) north-south, or 1.83 acres. There are seven parcels, 94-100, on the site with varied dimensions and ownership.

There is one structure on the site that is occupied by businesses. It has been altered significantly and does not appear to have any historic or architectural significance. It would be demolished for development of the site. Surface parking on the site is currently used by Alabama Power employees.

Block 3A
This part of the proposed site covers one city block and is 82.3 linear meters (270 linear feet) east-west, by 76.2 liner meters (250 linear feet) north-south, or 1.56 acres. There are six parcels, 101-106, on the site with varied dimensions and ownership.

There are two structures on the site, which are both occupied by businesses. One is a house at 157-159 Conception Street built in 1852. It is currently used for professional office space. It is both historically and architecturally significant structure and could not be demolished but might be moved. The other structure is mostly warehouse which houses a maritime supply business and is not significant; it would be demolished.

Conception Street
The street is an important north/south pedestrian and vehicular street. It spans 50 feet from property line to property line and is approximately .29 acres. It contains most utilities including a major storm water system and not only sanitary and water supply pipes but the 36” sanitary sewer main line that runs south.

Historic District
The site represents the southeast side and border of the DeTonti Square Historic District. It encompasses the northwest corner of block 3 and the north border of block 3 and Conception Street fronting on St. Anthony Street. Any development of the site must be sensitive to the character, scale, and relationship to the district and its appearance.

The slope of the site is less than 3 percent. Site elevation is 11 to 12 feet above sea level.

The soil type throughout the downtown core area is a composite known as Urban Soil. In general, Urban Soil is of sufficient strength to support the proposed development. The exact depth of the water table beneath the site is not known. However, the site is located two blocks from the Mobile River, so the water table is likely very close to the ground surface.

The proposed project area is classified by the Federal Emergency Management Agency (FEMA) as falling within a 100-year flood zone (A-8 classification, Flood Insurance Rate Map). The area may also fall within a floodway.

All utilities are available at the site, as well as fire, police, and municipal government services provided by the city of Mobile.

GENERAL BUILDING REQUIREMENTS

Size
- 28 277 gross square meters (305,452 gross square feet) without parking
- Approximately 1,858 square meters (20,000 square feet) for fifty (50) interior secure parking spaces
- Fifty (50) exterior parking spaces

Cost
The estimated construction cost range is $60 to $70 million.

Housing Plan: Major Tenants
The space requirements utilized to develop the general building size, geometry, occupant loading and required supporting utility, safety and security systems is based on occupant data summarized in this section.

The occupant data listing was developed following consultation with U.S. courts representatives and GSA and is based on a comprehensive plan developed in 1997. It provides for 10-year and 30-year projection of U.S. courts and court support services needs in the Mobile, Alabama, area that are programmed to be housed tin the new courthouse facility.

The square meter (sm) and square foot (sf) figures listed for each occupant category are useable area (usm) (usf) and include additional factors for private internal circulation and support services that are specific to the tenant function but do not include factors for public circulation, building functional support, or general mechanical or electrical equipment area which are listed separately.

A more detailed listing of separate rooms is provided as Attachment I to this program.

Courtroom Configuration
10-year occupancy:
- Ten (10) courtrooms total
- Six (6) District courtrooms
- Four (4) Magistrate courtrooms

It is projected that there will be a total of14 courtrooms needed for 30-year growth of the facility.

30-year occupancy:
- Fourteen (14) courtrooms total
- Nine (9) District courtrooms
- Five (5) Magistrate courtrooms

Expansion Provisions
Spatial and functional expansion requirements necessary for the U.S. courts and court related agencies for 30-year expansion has been provided.

Building
Design should address the 10-year and 30-year requirements as presented in the program. Size of areas in program takes precedent over areas defined in Facilities Standards for the Public Buildings Service (P100) or the U.S. Court Design Guide (USCDG). Requirements in USCDG takes precedent over P100 for court spaces.

Site
Design should encompass all of site including development of the two blocks and the street. Only the house situated on lot 101 in block 3A would not be demolished to accommodate development of the site. Design should provide for its use, renovation or removal from the site.

Design should encompass use or non-use of Conception Street. The city would like to keep the cityscape and street pattern intact if possible, however, closing the street to vehicular and/or pedestrian traffic can be incorporated. The street would have to be government owned and utilities within street would have to be relocated if closed to both vehicular and pedestrian traffic even if no structures are constructed on the street. If only closed to vehicular traffic, utilities could remain in a right-of-way. The budget presently does not include relocation of the utilities and the government encourages a creative solution to this constraint rather than simple relocation of the utilities.

The use and development of “green’ spaces on the site is encouraged by both the government and the city.

Expansion
Accommodating expansion of the building for 30-year growth must be presented as part of the design competition. Expansion should be presented as horizontal additions, annexes, or separate structures and not expansion or vertical additions to the initial new facility. GSA policy restricts expansion options to horizontal schemes so that the costs for structural enhancements to achieve later reconfigurations do not burden the current budget.

PROJECT GOALS AND OBJECTIVES

The purpose of this section of the program is to relate the general project construction goals with their related project objectives so the lead designer-A/E team can ascertain the impact of each goal by understanding the performance objectives to be attained. The lead designer-A/E team is required to implement the specific project design so that the overall performance objectives are satisfied. All design shall be in full compliance with applicable codes and regulations. If codes conflict, the more stringent code shall prevail.

The following goals and objectives include all project requirements that define the U.S. courts and GSA program expectations for the design and construction of the new courthouse.

General Goals

1. Provide a safe, efficient, flexible, comfortable, and healthy environment for the performance of all U.S. courts and supporting federal agency missions.
2. Provide a facility that is sensitive to the art and architecture of the region, has architectural merit, and conveys a community presence.

Building Image

Goals: The building must project an image of solidity, stability, and progressiveness befitting the image of the courts and court-related tenant agencies.

Objectives: The new courthouse should be one that enhances the professionalism and productivity of its workers. It should be of an appropriate design to reflect an elegant and dignified image. The building should blend with the environment and relate to the community but present itself distinctively as a courthouse. It should respect and enhance the historic nature of the existing John A. Campbell Courthouse. Its appearance, functioning, and siting should be coordinated with the existing building and designed in such a way as to create the look of a unified courts complex.

The facility must provide a civic presence and contribute to the architecture of the total community.

Accountability Questions: By GSA review, does the building project the appropriate appearance for federal activities? By court review, does the building project the appropriate appearance for judicial activities? Does the building project the appearance of a professional organization? Does the building respect its context and development within the cityscape? Does the new facility respect and enhance the historic nature of the existing John A. Campbell Courthouse? Is the building and relationship to the existing building designed in such a way as to create the look of a unified courts complex?

Space Allocation

Goals: The purpose of this project is to provide for the 10-year expansion requirements, staffing, and functional requirements of the courts and court-related agencies. The 30-year expansion will be provided by expansion of the facility on the same site to

accommodate increased trial requirements. The project will alleviate overcrowding, correct deficiencies, and relocate court-related functions from leased space.

Objectives: Building and space layout design will adhere to the USCDG, P100, U.S. Marshals Handbook, and the New Pricing Policy Guidelines including measurement of space. The space design in the building will allow for interfunctional alignment of court elements, provide security, prisoner transfer, and separate public circulation.

Accountability Questions: Are space allocations for the courts consistent with the USCDG? Does the space allocation for the courts-related agencies meet the established space allocation standards? Is the actual utilization rate for the court-related agencies in accordance with P100 and the New Pricing Policy? Does the building design provide the proper relationship of secure and public circulation, and alignment of court elements? Is there room on the site to accommodate the 30 year expansion needs of the court family?

Security

Goals: This project shall be designed to provide protection to federal employees as well as persons involved in court proceedings or conducting business in the general office areas. All physical, acoustical and electronic security measures shall be in accordance with data references and coordinated with the user agency and their designated personnel. HVAC, power, fire detection/suppression, telephones, and the building automation systems shall be a part of these requirements. Security checkpoint stations shall be included with spatial allocations and integrated into the design to present a dignified presence.

Objectives: This building should follow the guidelines of a Level IV facility as defined in the U.S. Department of Justice document *Vulnerability Assessment of Federal Facilities* dated June 28, 1995. The building will follow the guidelines of P100 and as set out in the ISC Security Design Criteria document dated May 28, 2001. The building and site must meet the minimum security requirements as proposed in the aforementioned documents. Court security shall follow the guidelines set forth in the USCDG and U.S. Marshals Handbook. Security must be provided for normal and crisis situations. Security systems shall meet the special requirements of the occupants. Security measures shall be based on the recommendations of a specific building risk assessment.

Security devices or infrastructure elements designed into the building structure and systems shall include the following:

1. Building siting and setback with physical barriers and exterior surface materials appropriate to protect the building structure and its occupants against ballistic or blast attack.
2. Vehicle access control on the site and pedestrian control at the building entrances.
3. Secure enclosed parking for designated U.S. courts and U.S Marshals Service personnel.
4. Secure vehicle and building pedestrian sallyports, a dedicated elevator, detention cells, isolated secure corridors and monitoring equipment for isolation of persons in the custody of the U.S. Marshals Service.

5. Dedicated, separate and restricted corridors and a dedicated elevator for judges' safe movement within the building.
6. Screening of all people entering the building as well as all mail, parcels, and delivered material.
7. Perimeter building security protection provided by a system of enhanced building and site lighting, and closed circuit television cameras, and recording and monitoring devices.

Accountability Questions: Do the security measures adhere to those set forth in the USCDG? By professional review, does the security meet all foreseeable situations? Does the facility meet the security standards as set forth by the Department of Justice report *Vulnerability Assessment of Federal Facilities*? Does the facility meet the security system requirements of the individual tenant agencies as described by their security standards documents?

Fire, Life Safety
Goals: This project shall be designed and built to provide for the safety and security of its occupants.

Objectives: The building design and construction shall provide for all safety/fire protection requirements of the Life Safety Code, NFPA 101, Fire Protection Engineering in P100, and the Southern Building Code.

Emergency power generator equipment shall be provided with battery back-up systems so that power for emergency building egress, emergency lighting, fire alarms and detention systems, and building and site security equipment is maintained at all times. Stand-by power equipment with uninterruptible power sources (UPS) shall be provided to allow a scheduled shut down or downloading of all building computers in a power outage in order to protect programs and data files.

Accountability Questions: By GSA technical staff review, do the drawings and specifications meet the standards of NFPA 101, and P100? Are space allocations for the courts consistent with lifesafety requirements? Is an acceptable exit time achieved?

Accessibility
Goals: This project shall be designed to ensure that physically handicapped persons will have ready access to, and use of, the project facilities, in accordance with the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act (ADA). These requirements include access to courtrooms, judge's benches, jury boxes, jury areas, and witness stands.

Objectives: The project will ensure that the design will meet the most stringent standard whether it be UFAS or Title II and Title III of the ADA as well as the other applicable design criteria set forth in the design directives. The project will provide horizontal and vertical circulation that meets requirements for complete accessibility by the handi-capped persons. As a minimum, at least one accessible route within the boundary of the site shall be provided for both the public and employees from public transportation

stops, accessible passenger loading zones, and public streets or sidewalks to the accessible building entrance they serve.

Accountability Questions: Through design review, has the design met all the criteria as set forth in the design directives? Through dimension review, can a person in a wheelchair achieve all of the various scenarios indicated in the objective? Is access provided to all of the required locations in the courtrooms, and jury areas?

National Policies
Goals: Provide a facility that incorporates GSA's policies relative to energy goals, sustainable design, commissioning, design excellence, construction practices, and innovative technologies.

Objectives: Building systems shall meet all policy criteria indicated in the P100.

1. The building shall meet and hopefully exceed the energy goal established for this project.
2. The building must be designed to be meet the LEED "certified level" and have a goal to achieve at least a "silver level" rating.
3. The design should incorporate a commissioning plan that goes from the planning stage through design, construction, and occupancy.
4. The selection of the design team and subsequent design processes will follow the guidelines set forth in *Design Excellence: Policies and Procedures.*
5. The construction of the facility shall use "best practices" to allow project to be successful in the eyes of all participants including, GSA, tenant agencies, the courts, the A/E, the construction contractor, the municipality, the general public, as well as any other group impacted by its development.
6. Proven advanced technologies for all building features and systems shall be actively sought during the design process. Such features shall be presented to GSA for review with accompanying life-cycle cost analysis, implementation costs, and listed advantages and disadvantages.
7. Critical systems and features that may benefit from evolving technologies include, but are not necessarily limited to, the following:
    a. Exterior wall and glazing materials.
    b. Security and monitoring equipment.
    c. Audio/visual systems for courtrooms.
    d. Mechanical equipment and systems.
    e. Electrical equipment and systems.
    f. Telecommunication systems, including fiber optics.
    g. Building automation and energy management systems.
    h. Lighting systems including daylighting.
    i. Gray water recirculation from lavatories to water closets and urinals.

Accountability Questions: By independent A/E review, does the building meet the criteria of the guidelines stated in the objective above? Has the LEED goal been exceeded and has the project achieved a LEED "silver rating"? Is the project considered a success by all participants? Have "best practices" and innovative technologies been incorporated in the design and construction of the facility?

Metric Design
Goals: This project shall be designed and built entirely in metric to meet the federal government's commitment for conversion to metric system as the preferred system of weights and measures for U.S. trade and commerce.

Objectives: Project design shall insure that all drawings and specifications be prepared using metric units in accordance with the guidelines set forth in the Metric Guide for Federal Construction and the Metric Design Guide PBS-PQ260.

Accountability Questions: By GSA technical staff review, are all the drawings and specifications prepared using metric units and are they of such completeness and clarity that the bidding for construction of the building can proceed cost effectively without major problems? Are the drawings prepared in accordance with the guidelines set forth in PBS-PQ260?

Historic Compatibility
The building will be located in a historic area of Mobile, in close proximity to other buildings of historical significance. The new building should respect and enhance the historic nature of the buildings surrounding the site.

Goals: This project shall be designed and built to respect and represent the architectural and cultural history of the Mobile area.

Objectives: The new building and site should respect and enhance the historic nature of the buildings surrounding the site, and most importantly the existing John A. Campbell Courthouse.

Accountability Questions: By GSA staff review, is the building design compatible with the historical buildings in close proximity to the site? Does the building design respect and represent both the architectural and cultural history of the Mobile area? Does the building related well to the existing John A. Campbell courthouse, maintaining its important stature in the Mobile community?

Building Flexibility
Goals: This project shall be designed and built to allow for change, reconfiguration, and adaptation to expansion, new technologies, changes in procedures, and growth.

Objectives:

1. Space flexibility is provided for possible future courtroom and associated court function expansion by providing floor-to-floor heights, floor loading and column spacing on "non-court" floors equivalent to designated "court" floors.
2. The design and installation of horizontal and vertical data processing, telecommunications and other automation systems shall maximize straight runs and adjacencies to like spaces and end users to enhance space flexibility and convertibility.

Accountability Questions: By GSA staff review, does the building both in layout and building systems design provide for change and reconfiguration with the minimum of negative impact and cost?

Optimum Workplace Performance and Productivity
Goals: The project shall be designed to provide an environment that will reinforce the functioning and processes of the tenant agencies.

Objectives: Building systems shall meet all criteria indicated in the USCDG and P100. Additionally, the building systems should meet special design criteria as set forth in the tenant agency requirements.

1. Building systems that support U.S. courts operations shall be reliable by concept, modular by construction, and designed to accommodate the varied and flexible occupancy schedules of this specialized facility in a manner that maintains comfort and health in an efficient manner.
2. It is anticipated that systems furniture will be incorporated into the office area layouts. Approximately 20% of the programmed usable office space in the building is defined as “open office.” This “open office” area will contain systems furniture with features such as sound absorbing and color coordinated surfaces, and power, telephone, data, and network interface features necessary for maximum occupant productivity.
3. Building tenant systems will incorporate automation as required to enhance the agency mission and will include audio/visual interface in courtrooms and interface of security, fire alarm, and building infrastructure systems. The flexibility of these systems and telecommunications and power systems shall include modular, vertically stacked equipment rooms.
4. Space utilization rates for the various agencies and departments are within published U.S. courts and GSA guidelines for anticipated circulation, dedicated and secure (or restricted) access for court personnel and marshals, open and closed office area configuration concepts and multiple floor factors, and include space for dedicated HVAC systems, elevators, and stairs.
5. Movement of materials within the building, including delivered goods, furnishings and waste shall be accomplished in a safe and efficient manner that does not hinder the normal flow of building occupants and the public. Properly designed ramping, loading docks and platforms, trash rooms, and maintenance and repair shops shall be provided.
6. A separate and dedicated freight elevator shall be provided for material and maintenance activity movement within the building.
7. It is imperative that acoustic controls and isolation be provided for all U.S. court spaces, tenant agency boundaries, government/public boundaries, and all U.S. Marshals Service boundaries.
8. All noise generating mechanical and electrical equipment shall be located remote from the occupied spaces; all transmitted noise shall be filtered or dampened; and an acoustical consultant shall be retained during design to guarantee that acoustic levels and isolation are within acceptable levels.

Accountability Questions: By independent A/E review, do the building systems and layout meet the criteria of the guidelines stated in the objective above? Has special consideration been given to computer room system requirements? Has special consideration been given automation systems and the provision of raised access flooring and underfloor access duct systems as required throughout the building?

Building System Energy Efficiency
Goals: This project shall be designed to ensure that the building systems meet the special design criteria of tenant agencies and provide maximum energy efficiency.

Objectives: Building systems shall meet all criteria indicated in the USCDG and P100. Additionally, the building systems should meet special design criteria as set forth in the tenant agency requirements.

1. The building shall meet and hopefully exceed the energy goal established for this project.
2. All building systems shall be designed and specified so as to satisfy U.S. courts and GSA standards for ventilation, temperature control and energy efficiency, while employing life-cycle cost justified technologies for systems flexibility and annual building energy budget levels not in excess of published maximum values.
3. Energy efficiency shall be optimized by applying for and obtaining all electric utility company rebates that provide an overall life-cycle and asset management advantage while conforming to all published standards related to the design.
4. The successful compliance with all design, construction, and post-construction elements of the GSA project commissioning process will assure energy efficiency by confirming that systems operation comply with design and energy expectations.
5. Based on the magnitude, flexibility and complexity of the environmental and power systems required for this building, it is recommended that a computerized Direct Digital Control System (DDC) be provided. This system will control occupancy schedules, temperature control and energy usage as well as schedule maintenance protocols, troubleshoot system failures and integrate emergency power back up systems for life safety, computer, and security systems.

Accountability Questions: By independent A/E review, do the building systems meet the criteria of the guidelines stated in the objective above? Has the energy goal been exceeded, enhancing the project's goal in achieving a LEED "silver rating"?

Structural Integrity, Durability, and Maintainability
Goals: The project shall be designed ensure that the building structural systems meet the special design criteria of tenant agencies and provide maximum longevity for the facility. The building shall meet the special requirement of a structure constructed in this specific region of the country with respect to soil, seismic, wind and weather conditions.

Objectives:

1. All structural and non-structural elements and components will be designed and specified to comply with applicable codes and regulations for the specific seismic zone.
2. The building foundation and substructure shall be designed considering the site specific soils conditions, climate, and ground water table data.
3. All building materials and systems shall be designed and specified to have a "usable life," or extended warranty protection, for a period of not less than 20 years.

Accountability Questions: By independent A/E review, do the building structural systems meet the criteria of the guidelines stated in the objective above?

SPECIAL REQUIREMENTS

As a part of the A/E space planning and design, the following special space requirements, included as part of this PDS concept and associated construction cost, shall be evaluated and refined as required for a complete and integrated project design.

Special Security
Countermeasures shall be provided as required to comply with vulnerability assessment Level IV protection of the building, its occupants and the public, including building siting and setbacks, guarded, gated and monitored vehicular and pedestrian access, selected ballistic and selected non operable windows, CCTV perimeter monitoring and recording systems, and enhanced exterior lighting. Special security shall be provided for judges by the provision of secure, covered parking, dedicated secure vertical elevator transport and horizontal corridors. Special security and isolation shall be provided for segregation of persons in the U.S. Marshals Service custody from all other building occupants by providing a vehicle secure sallyport, restricted corridors, restricted elevator and detention cells. Designated U.S. courts and U.S. Marshals personnel shall be provided with special secure indoor parking.

Special Fire Safety Systems
In addition to standard fire alarm and sprinkler systems throughout the building, special smoke removal air systems shall be provided for all courtrooms.

Special Telecommunications Needs
Above-standard telephone line quality as well as a dedicated telecommunications switchroom of 300 SF (28 SM) size for building systems shall be provided as well as telex and data internet lines revised to monitor integrated and safe and secure communications between this building and all regional and national security, law enforcement and judicial departments. A separate telephone closet and dedicated security conduit systems are required for the U.S. Marshals Service use.

Special Plumbing Requirements
Special plumbing fixtures and fixture types shall be provided for all physically challenged building occupants and the public, security fixtures for prisoners, and private toilet rooms required to maintain U.S. courts and U.S. Marshals Service security separation and special fixtures for the U.S. Marshals Service fitness center.

Separate HVAC Systems
Separate HVAC systems shall be provided as follows:

1. Separate HVAC systems for the U.S. Marshals Service, prisoner secure movement, and detention areas for temperature-control and environmental isolation.
2. Separate HVAC systems with smoke removal for each courtroom and associated judge's suite for separate temperature and humidity control, occupancy scheduling, and flexible zoning.
3. Separate HVAC systems for the U.S. Marshals Service fitness area.

4. Separate HVAC systems for data processing areas.
5. Separate HVAC systems for secure covered vehicle garage area.

Special Ventilation Requirements
Special ventilation systems shall be provided for vehicle garage areas, the fitness center for the U.S. Marshals Service, toilet rooms, storage rooms, mechanical and electrical rooms, and detention cell areas.

Special Ceiling Heights
Special ceiling heights shall be provided in the court-rooms as required for compliance with USCDG, the main building lobby, future courtroom expansion areas, vehicle garages and mechanical and electrical spaces.

Building structural design shall accommodate the maximum USCDG ceiling height for all courtrooms. The floor-to-floor height of the courtroom floors shall be at least the minimum allowable to accommodate ceiling heights, building structural components and above ceiling utility space.

Column-Free Areas
Special column-free areas shall be provided in current and future courtroom areas and in the vehicle garage area. Refer to the Executive Summary for a discussion of the preliminary project modeling philosophy and intent included in this analysis and a comparison of this model with the final model to be developed by the design A/E.

Raised Floor Areas
Raised floor areas shall be provided as required for data processing rooms and is recommended for all general office areas. The design A/E shall investigate providing recessed floor areas between judges' benches and spectator areas for flexible routing space for current and future audio/visual cables for U.S. courts and attorneys' equipment.

Special Floor Loading
Special floor loading shall be provided for equipment spaces, detention cell areas, vaults, storage, file rooms, and libraries.

Adjacent/Access to Elevators and Loading Docks
1. The loading dock shall be adjacent to the freight elevator, the mechanical/ electrical spaces, building storage areas, and building maintenance areas.
2. The judges' dedicated elevator shall be directly accessible from the enclosed parking garage and discharge into the secure judges' corridors on all courtroom floors.
3. The dedicated U.S. Marshals Service restricted elevator for transport of prisoners shall be directly accessible from the secure vehicle sallyport and discharge directly to detention cell areas in the U.S. Marshals Service space and to each courtroom grouping.
4. Elevators shall be selected and sized to comply with occupant use as well as that required by emergency response personnel.

Acoustical Treatment
Special acoustical treatments shall be provided for all courtrooms for proper audio quality and for sound separation to protect security in all judges' suites, U.S. Marshals Service and detention areas, and all boundaries between public and non-public spaces.

Lighting Level
Special lighting levels and level adjustment controls shall be provided in all courtrooms, judges' suites, detention areas, and building exterior areas. Special consultants during project design are strongly recommended to assure proper application and installation for acoustic isolation, lighting applications, and specialized HVAC systems for detention area disease containment.

Design Guidelines
- The Facility Standards for the Public Buildings Service, P100
- U. S. Courts Design Guide, USCDG
- Standard Level Features and Finishes for U.S. Courts Facilities
- Requirements and Specifications for Special Purpose and Support Space – U. S. Marshals Service – Sections One, Two, and Three
- Metric Design Guide, PBS PQ260
- ISC Security Design Criteria

Websites
- **LIST RELEVANT SITES**

Budget Confirmation
- **LIST REQUIREMENTS AND PROCEDURES FOR THIS CONFIRMATION**

Attachment I

HOUSING PLAN
Proposed U.S. Courthouse

CODE	AGENCY/GROUP	10 YEAR REQUIREMENTS SPACE sm	10 YEAR REQUIREMENTS SPACE sf	30 YEAR REQUIREMENTS SPACE sm	30 YEAR REQUIREMENTS SPACE sf
1.	**U.S. COURTS**	**14 234**	**153,233**	**17 937**	**193,082**
	1.1 U.S. COURT OF APPEALS	553	5,952	553	5,952
	1.2 U.S. DISTRICT COURT	4 461	48,024	6 416	69,066
	1.3 U.S. MAGISTRATE COURT	2 417	26,016	3 021	32,520
	1.4 JUROR ASSEMBLY	991	10,674	989	10,674
	1.5 OTHER COURT SUPPORT	578	6,222	892	9,601
	1.6 U.S. DISTRICT CT. CLERK	1 591	17,128	1 854	19,954
	1.7 U.S. PROBATION	1 427	15,367	1 871	20,139
	1.8 PRE-TRIAL SERVICES	644	6,932	721	7,766
	1.9 CIRCUIT LIBRARY	903	9,718	903	9,718
	1.10 PUBLIC DEFENDER	669	7,200	717	7,719
2.	**U.S. MARSHALS SERVICE**	**2 212**	**23,808**	**2 654**	**28,570**
3.	**U.S. ATTORNEY**	**2 578**	**27,746**	**2 752**	**29,622**
4.	**GSA JOINT-USE**	**1 286**	**13,838**	**1 286**	**13,838**
5.	**GSA \ CUSTOMER SERVICE**	**208**	**2,239**	**208**	**2,239**
6.	**SENATE**	**201**	**2,160**	**201**	**2,160**
	USABLE SPACE SUBTOTAL	**20 719**	**223,025**	**25 038**	**269,511**
	FLOOR COMMON AREAS	2 220	23,892	2 682	28,872
	BUILDING SUPPORT AREAS	3 437	36,992	4 153	44,702
	CONSTRUCTION SPACE	2 001	21,543	2 418	26,033
10	**INSIDE PARKING (50)**	**1 858**	**20,000**	**1 858**	**20,000**
	GROSS SQUARE METERS (MAXIMUM)	**30 234**	**325,452**	**36 149**	**389,118**
20	**OUTSIDE PARKING (50)**	**1 858**	**20,000**	**1 858**	**20,000**

Sample Vision Competition Briefing Agenda

Stage III Vision Competition Pre-Design Briefing Agenda

LOCATION
DATE
TIME

Attendees: Up to four individuals representing each A/E Team:
Lead Designer and three additional team members.

Agenda

9:00	Welcome and Introductions
9:15	Design Excellence Process—The Vision
9:30	Presentation • Design Program • User/Tenant Philosophy and Culture • City of **LOCATION** • Facility Management
9:50	Questions and Answers on Competition Packet and Process
10:15	GSA Personnel and Clients Clarify Design Program Requirements
12:00	Contract Execution for Stage III Design Services

Sample Vision Competition Jury Agenda

Stage III Vision Competition Jury Agenda

LOCATION
DATE

Jury Session

9:30	Orientation and Initial Viewing of Stage III Vision Competition Submissions
10:30	Site Tour
11:30	Evaluation of Design Concepts
4:00	Jury Evaluation Report and Ranking

Sample Vision Competition Jury Ranking Form

PROJECT
Stage III Vision Competition—Jury Ranking

We, the jury members, agree to the following ranking of the "Vision" submissions for the lead designer-A/E team services of the **FACILITY** to be located in **LOCATION.** We agree that after our review, analysis, and discussion of the submitted design concepts, our ranking is based upon the one that best addresses the specified criteria for this federal project.

First Ranked:

_____

A/E Team

Second Ranked:

_____

A/E Team

Third Ranked:

_____

A/E Team

Fourth Ranked:

_____

A/E Team

INDEPENDENT JURY MEMBERS

NAME, TITLE:

_____

Signature

NAME, TITLE:

_____

Signature

NAME, TITLE:

_____

Signature

NAME, TITLE:

_____

Signature

DATE

Sample FedBizOpps Announcement of Final Decision

C — Design Services for the PROJECT in LOCATION

- Synopsis - **DATE**
- Modification 01 - **DATE**
- Modification 02 - **DATE**
- PreSubmittal Meeting 01 - **DATE**
- Pre-Submittal Meeting Minutes and Sign-in Sheet 01 - **DATE**
- Modification 03 - **DATE**
- Modification 05 - **DATE**
- Final Award 01 - **DATE**

General Information

Document Type:	Award Notice
Solicitation Number:	**NUMBER**
Posted Date:	**DATE**
Original Archive Date:	**DATE IF NEEDED**
Current Archive Date:	**DATE IF NEEDED**
Classification Code:	C — Architect and engineering services
Naics Code:	541310 — Architectural Services

Contracting Office Address
ADDRESS

Description

Contract Award Date:	**DATE**
Contract Award Number:	**NUMBER**
Contract Award Amount:	**AMOUNT**
Contract Line Item Number:	**ADD IF NEEDED**
Contractor:	**CONTRACTOR, ADDRESS**

Point of Contact
NAME, PHONE, EMAIL OF CONTRACTING OFFICER AND CONTRACT SPECIALIST

Place of Performance
PROJECT LOCATION

7

Design Excellence in the Concept Development Process

POLICIES AND PROCEDURES

RESOURCES AND SAMPLE DOCUMENTS

7

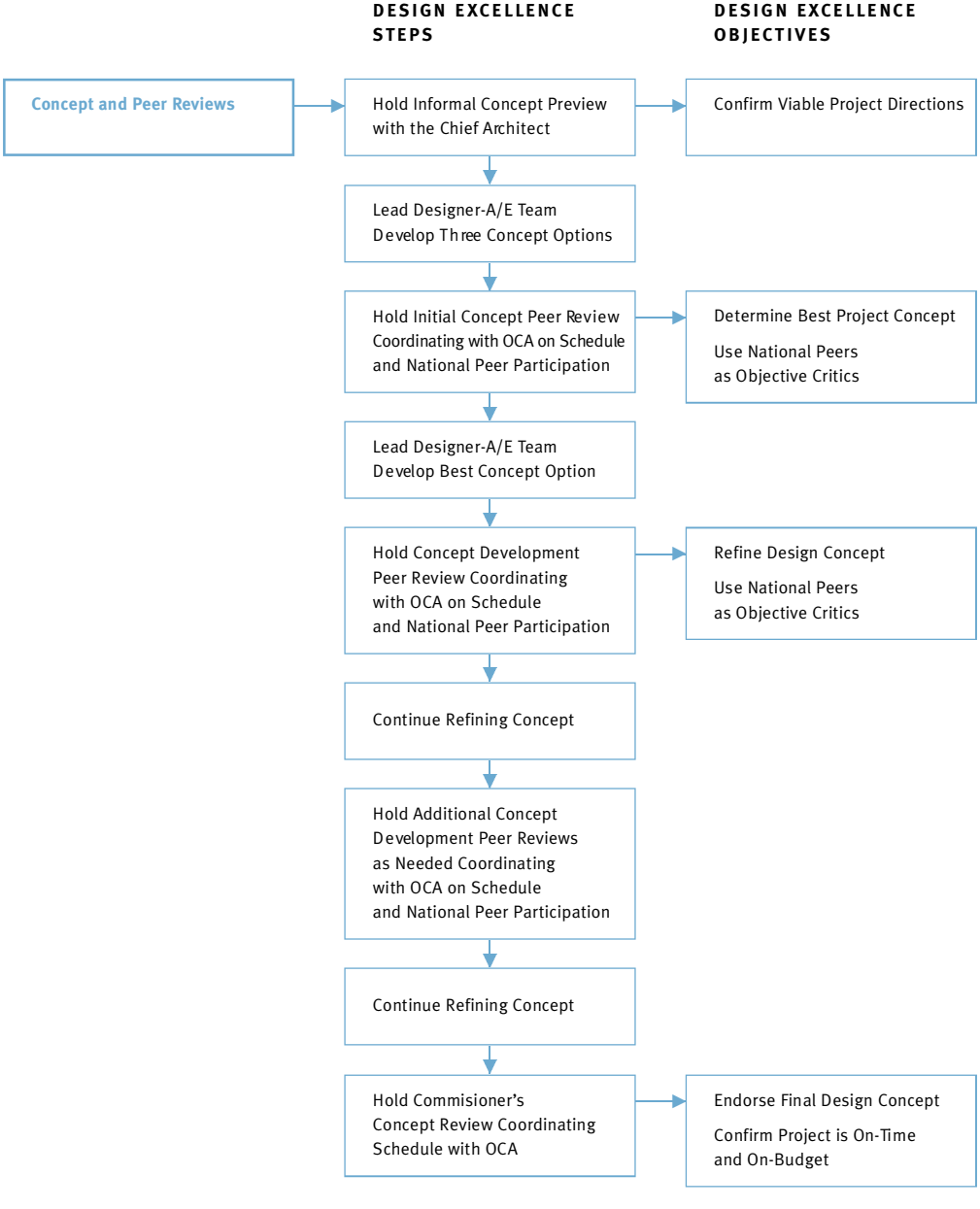
Design Excellence in the Concept Development Process

7.0 Introduction

It is well known that quality outcomes are determined in the early stages of design. Decisions made during concept development and design development are ultimately the choices that not only determine the formal and programmatic dimensions of a project but also such issues as comfort, flexibility, construction challenges, budget, and schedule. Long-term success, then, is dependent on making the wisest choices during the earliest stages of design.

It is in this context that the Design Excellence Process includes several concept development reviews. The broad objective is to have discussions among professionals that focus on design not only as it impacts issues of form and detail but also as it effects on-time/on-budget delivery. These conversations can address general design strategies and urban context to more specific topics such as materials and building systems. The chart offers an overview of the steps and options in this phase of Design Excellence. A more detailed explanation follows.

Concept Development: The Several Types of Concept Reviews



7.1 The Three Types of Concept Development Reviews

Project Managers must convene a minimum of three concept development reviews, including two with national peers:

INFORMAL OFFICE OF THE CHIEF ARCHITECT "CONCEPT PREVIEW"

This is a relaxed conversation among the lead designer, key representatives of the GSA project management team, and the Chief Architect. It should occur as the three required concept options are being finalized. The purpose of this "preview" is to make sure that all three concept options are compelling and viable from a siting, design, programming, budget, and schedule perspective. The goal is to know that concepts, as they will be presented to the peers and customer, are realistic Design Excellence strategies—that they are architecturally outstanding, do not contain budget-busting features, and meet the customer's needs and requirements.

Depending on what is most convenient, the OCA concept preview can be held in the Office of the Chief Architect or in the region.

Those attending this review, as already noted, are the individuals responsible for providing and managing the design services—the lead designers, the Chief Architect, and key members of the GSA project management team. Peers and the customer are not involved.

As is the case for all design concept reviews, the schedule should be handled through the OCA Center for Design Excellence and the Arts with as much advance notice as possible.

INITIAL PEER REVIEW OF CONCEPT OPTIONS

This occurs with the benefit of the input from the OCA concept preview as the design team finalizes three distinctive and viable conceptual design alternatives. The purpose of this review is to have distinguished private-sector peers from the GSA Public Buildings Service Commissioner's National Register of Peer Professionals help GSA critique the

concept options and zero-in on the best concept strategy. The discussion can include an assessment of the fit between the program and various design approaches, siting and urban design issues, major spatial and architectural features, and an evaluation of special concerns related to such topics as structure or sustainability. The goal is not to generate a final endorsement or resolve specific problems but to have a candid professional conversation identifying design directions that will best meet GSA's objectives and the needs of the customer.

For new construction, the venue for this review is usually the lead designer's office. For major R&A, modernization, and preservation projects, this review should be held in the community where the existing facility is located so that peers have the option of visiting the site and the building.

This review is convened by the Chief Architect and involves three national peers—including the peer that participated in the A/E Selection process. Observers, if any, should be kept to an absolute minimum. The meeting is intended as a constructive discussion among professional stakeholders and not a presentation. The presence of observers discourages candid dialogue. In this context, there should be time for the national peers to meet privately to flesh out and organize their comments.

As is the case for all design reviews, the schedule should be handled through the OCA Center for Design Excellence and the Arts with six weeks advance notice in order to confirm the participation of the national peer involved in the A/E selection and allow the Center to appoint and confirm the participation of two other highly qualified national peers.

FINAL CONCEPT PEER REVIEWS

This review should be scheduled as the final design concept is well developed in terms of form, structure, major systems, and materials. At the same time, these decisions should

not be set in concrete. The timing should allow for further changes and refinements based on peer input. The goal, here, is to understand how the chosen concept has evolved and identify areas and pathways for making additional improvements. These might deal with urban design, security and entrance issues, architectural forms and spatial sequence, the fabric and materiality of the design, and insights regarding engineering, sustainability, efficiency and workplace design. Like the three-concept review, the purpose of the review is not to mandate solutions but to highlight opportunities to strengthen the design and fulfill project requirements. If significant changes are needed, the Chief Architect can recommend additional peer reviews to provide continued feedback in the concept development process.

For new construction, the venue for this review is usually the lead designer's office. For major R&A, modernization, and preservation projects, this review can be held in regional headquarters or in the community where the existing facility is located to accommodate a site visit.

All concept development peer reviews are convened by the Chief Architect with the same three national peers that critiqued the concept options. To assure candid discussion, observers, if any, should be kept to an absolute minimum, and the meeting should allow time for the national peers to meet privately to flesh out and organize their comments.

Reiterating a general rule of thumb, the schedule should be handled through the OCA Center for Design Excellence and the Arts with six weeks advance notice in order to confirm the participation of the national peers.

7.2 Peer Review Agenda

Peer reviews generally last three to four hours (not including site visits). The agenda should have these elements:

- Site Visit (for major R&A, modernization, and preservation projects)
- Project and Team Introductions
- Design Presentation
- Peer Questions
- Private Discussion among the Peers
- Peer Recommendations and Further Discussion
- Summary of Conclusions

7.3 The Commissioner's Concept Presentation

This is a presentation to GSA's Commissioner of the Public Buildings Service. It is the final review before moving into the design development phase of a project. By the time this meeting is organized, the general design, spatial qualities, materials, systems, and, if possible, the works of art for the project must be clearly defined. Independent estimates must confirm that costs are within budget, and a timeline must indicate how the building can be delivered on schedule. Ideally, the customer should feel its needs and priorities have been addressed. While there are always questions and comments at this meeting, the nature of this gathering is an affirmation that a project meets the high standards of the Design Excellence Program.

Those present include the Commissioner, Chief Architect, the design team, GSA project manager, representatives from the region, the OCA project coordinator, key GSA managers, and a cross section of customer representatives. The artists should attend to share that contribution. The peers are not there since, at this juncture, their insights have already been incorporated. At the conclusion of the meeting, the expectation is that the

Commissioner will officially endorse the concept design so the project can move forward. If any of the Commissioner's comments require further development, these will be sent to the region in writing.

7.4 Peer Roles in Concept Reviews

Peers from the Commissioner's National Register of Peer Professionals are objective, outside voices in the concept development discussion. They are challenged to address GSA's projects with a fresh vision and critiques that maintain the emphasis on Design Excellence. Three peers—rather than just a single peer—are invited at this stage in order to broaden the spectrum of expertise and bring new perspectives to the project. Depending on the project, peers can represent architecture, urban design, preservation, interior design, engineering, and other design expertise. The Center for Design Excellence and the Arts makes every effort to choose peers whose insights best contribute to the success of each project.

As they participate in the initial and final concept reviews, peers act in these capacities:

- **As a Colleague among Professionals**
  They should offer their advice and critiques with respect. Their interaction with the design team and customer should emphasize being helpful and not just critical. They are not there to second-guess overall design strategies but to identify collegially the best pathway for each project.

- **As a Sounding Board**
  They should confirm promising directions. They should point out missed opportunities. They should engage the design team in a conversation about options and ways to improve each project. They should suggest scenarios for further development.

- **As Experts on a Broad Range of Issues**

  As they review projects, the peers should feel free to comment on such issues as urban design and siting, design and spatial strategies, materials and systems, as well as on special topics such as preservation, sustainability, and interior and workplace design.

Sample Documents

Many sample documents are available as on-line Word files—go to:

http://insite.pbs.gsa.gov/PM/PMB/Design_Excellence_and_the_Arts

These Word documents can be used as templates by entering the requested information, shown as **COLORED BOLD TEXT IN CAPS,** and/or selecting and deleting other appropriate text, which generally have instructions in **COLORED BOLD CAPS,** with narrative options noted in non-bold colored text. Once the appropriate edits are complete, final documents can be high-lighted and reformatted entirely in black text.

Sample Peer Review Agenda

Sample Peer Review Agenda

PROJECT NAME Peer Review

DATE

Agenda

10:00	Introductions
10:10	Project Tour **(INCLUDE FOR MAJOR R:A, MODERNIZATION, AND PRESERVATION PROJECTS. IF A TOUR IS NOT NECESSARY, ADJUST AGENDA AND SCHEDULE TO COMPLETE THE PEER REVIEW IN EITHER THE MORNING OR THE AFTERNOON)**
12:00	Lunch Break (on your own)
1:00	Design Presentation
1:30	Peer Questions
2:00	Private Discussion among Peers
2:30	Peer Recommendations and Continued Discussion
3:30	Adjourn

8

Art in Architecture Guidelines

POLICIES AND PROCEDURES

Art in Architecture Guidelines

8.0 Introduction

GSA's Art in Architecture Program commissions artists to create publicly scaled and permanently installed artworks that are appropriate to the diverse uses and architectural vocabularies of new federal buildings and courthouses. This inclusion of contemporary art within the nation's important civic spaces facilitates a meaningful cultural dialogue between the American people and their government, and heralds the contribution of free and creative expression to this country's history.

Through the Art in Architecture Program, GSA is afforded unique opportunities for promoting the holistic integration of art and architecture. This worthy goal is achieved via collaboration among the project artist, architect, landscape architect, engineer, lighting specialist, and practitioners of other disciplines. By focusing the Art in Architecture Program in this manner, GSA provides the American public with federal buildings and courthouses that are not only pleasing and functional, but that also enrich the cultural, social, and commercial resources of the communities where they are located.

The success of each Art in Architecture project depends greatly on the involvement and cooperation of the GSA team, which includes the Regional project manager and contracting officer, the Regional Fine Arts Officer (RFAO), and the Art in Architecture project manager in the Design Excellence and the Arts Division, Office of the Chief Architect. By working closely together, this team can direct the artist commissioning process to a fruitful and rewarding conclusion. Art in Architecture Program and Regional staff have developed the following guidelines in order to aid each GSA team in realizing this goal.

8.1 Funding for Art in Architecture

The funding for each Art in Architecture project is at least 0.5 percent of the building project's total estimated construction cost (ECC). The Regional office in consultation with the Art in Architecture Program staff may increase the art budget if it believes that the

overall project would benefit. One instance when the Region may wish to increase the standard 0.5 percent for art would be for a building project with a very small ECC, but where art is still warranted. Other instances may be where the building will serve a pivotal role in the community's urban landscape, or where local interest in the project's art commission is particularly strong.

The funding of Art in Architecture projects may not be canceled or reduced at anytime without the prior written approval of the Commissioner, Public Buildings Service.

8.2 Use of Art in Architecture Funds

Art in Architecture funds are for artist's expenses, fees, and components of the artwork that cannot or should not be fabricated, constructed, or installed by the general contractor or its subcontractors. Expenses will include the costs of models, drawings, written documentation, insurance, travel, photography, maintenance instructions, and other incidentals.

By the end of the design concept phase of the Art in Architecture project, a decision must be made on whether the artist or the general contractor and subcontractors will be responsible for fabrication and installation of the artwork, and how it will be funded (out of the 0.5 percent Art in Architecture budget, the general construction budget or some combination thereof). In many cases, the Art in Architecture budget will cover the material, fabrication, and installation costs of the artwork. However, the project team is sometimes able to make more economical use of project funds by including portions of this work in the general construction. This is most common when the artwork will be some transformed component of either the building (such as a floor or ceiling) or its site (such as a plaza or landscape element).

Art in Architecture funds must never be used to pay consulting, project management, or any other type of fees to Architect/Engineering (A/E) firms. Congressionally appropriated funds for the building's design phase include Art in Architecture funds (normally 25% of the total Art in Architecture budget). This money is required for the artist's design work, and must not be turned over to the A/E firms.

8.3 Prospectus-Level Repair and Alteration Projects

A prospectus-level repair and alteration project should include an Art in Architecture commission when the GSA project team anticipates that appropriately public spaces for artwork will exist, and that artwork would contribute to the overall enhancement of the building project. For repair and alteration projects involving historic buildings, the RFAO may propose using the Art in Architecture funds to commission qualified artists, artisans or conservators to restore existing art or existing or lost ornamentation and decorative elements. RFAOs will work together with GSA Regional Historic Preservation Officers to determine the most appropriate use for these funds. When appropriate, the Art in Architecture Program staff may consult with a qualified conservator on such projects.

8.4 Involvement of Architect/Engineer

The focus on integrating art into the design of new federal buildings and courthouses is predicated upon the substantial involvement and responsibility of the A/E and a continuous commitment by the GSA team. During the selection of the A/E, the Chief Architect or his designee will explain the goals and objectives of the Art in Architecture Program to the prospective A/E firms. Selecting officials should ascertain the level of experience the firms have had working with artists as members of design teams and the opportunities they envision for integrating art into the project. For major projects using the Design

Excellence Program peer process to select a lead designer and A/E firm, the Regional offices may consider involving a GSA Art Peer as a member of the design peer review.

8.5 Commencing Art in Architecture Projects

Ensuring adequate lead-time for an Art in Architecture project is critical. Accordingly, the Regional project manager must contact both the Regional Fine Arts Officer (RFAO) and the Art in Architecture project manager immediately after a project's A/E firm has been selected (i.e., well prior to contracting the A/E). The project's Art in Architecture component will begin at that time, so that an artist can be selected in time to be afforded the opportunity to collaborate with the A/E firm during design concepts.

The Regional project manager, the RFAO, and the Art in Architecture project manager will meet to discuss initiation of the art commissioning process, the programming of the proposed new building or substantial rehabilitation, the project schedule, and other project matters that may impact the art commission.

By commencing Art in Architecture projects before the A/E firms and Regional project managers are fully consumed with other project demands, GSA can better promote timely, inventive, and successful collaborations between architects and artists.

8.6 Establishing Art in Architecture Panels

Commissioning artists must be accomplished with the advice and consent of a project-specific Art in Architecture Panel consisting of the following members:

- GSA Regional Administrator's designee (often the RFAO)
- Representative of the primary federal client
- Lead A/E designer
- Art Peer from the GSA National Register of Peer Professionals
- Art professional from city, geographic region, or state arts council
- GSA Art in Architecture project manager
- Representative of the community (such as city, state, or Congressional official)

Invitations will be extended to Art in Architecture panelists and their participation will be confirmed well before each building project's A/E is contracted, so that the first panel meeting can be scheduled and convened immediately after award of the A/E contract.

The Art in Architecture project manager and the RFAO will work together in identifying the most suitable panelists for each project. The Art in Architecture project manager will take the lead in identifying competent and dynamic arts professionals, while the RFAO will consult with the Regional project manager in locating the most appropriate representatives of the Regional Administrator, federal client, and community.

These panelists are of critical importance to the success of Art in Architecture commissions. Each member of the panel contributes a distinct and invaluable area of expertise to the project, including knowledge of contemporary art, the needs of the federal client, the design interests of the A/E team, the identity of the community, and the policies of GSA.

The primary functions of Art in Architecture Panels are to review artist applicants, to recommend a small group of finalists for GSA to evaluate, and to review and offer critiques of the selected artist's final design concept.

8.7 Introductory Meeting of the Art in Architecture Panel

The goal of this meeting is to familiarize the panel with the project and to generate ideas about involvement of an artist in the design development.

The Art in Architecture project manager explains the program's objectives by presenting a slide overview of earlier GSA art commissions, discussing the goal of integrating art into the building design and/or its site, and outlining the steps the panel will use to identify the best artist(s) for the project.

The design architects will discuss their architectural design philosophies as exemplified by past building projects since the A/E firm will not have GSA project-specific concepts to show the panel at this very early stage. The design architect may show slides of past projects, including those that included collaboration with artists, and discuss ways the A/E firm can envision working with artists.

The representative of the primary client will be asked to describe the functions and uses of the proposed building, and to share any philosophical viewpoint (e.g., about the mission of the federal agency, or the role of the judiciary) that may impact the artist search and review process. Similarly, the panel's community representatives and arts professionals will be invited to share their thoughts about the identity of the city or region, as well as the existence and vibrancy of a local arts community.

The Regional project manager will describe the project's design milestones and projected construction schedule.

By the end of the introductory meeting, the panel will have decided the preferred method for generating a list of artist candidates. These candidates may be drawn from the GSA National Artists Registry (a database of several thousand contemporary American artists of all career levels, media, and styles), be nominated directly by the panelists, be respondents to a Request for Expression of Interest (RFI), or a combination of these methods.

8.8 Meeting to Review and Recommend Artists

The goal of this second Art in Architecture Panel meeting is to derive a shortlist of artist finalists for GSA to evaluate. This shortlist may be in ranked or non-ranked order, depending upon the preference of the panel. The panel will identify artists whose works are aesthetically and conceptually compatible with—or would provide interesting juxtapositions to—the architectural modes employed by the A/E firm. The panel will review artists' portfolios (slides and résumés) and discuss the suitability of their work for the project. Discussion of the desirability of an artist's work for the project should focus on the six evaluation factors used by GSA:

- **Media**—The type of artwork, such as sculpture, painting, or an architectural medium
- **Materials**—Such as bronze, steel, glass, or earthwork
- **Content**—The meaning of visual information conveyed by the artist's work
- **Style**—Representational, non-representational (i.e., abstract), and/or conceptual
- **Scope**—Level of recognition of the artist's work by public institutions
- **Experience Level**—Scale, range, complexity, and budget/market value of past work

In addition to the quality of their portfolios and their professional standings in the field of contemporary American art, artists will be selected based upon their ability and willingness to collaborate with the A/E firm. As the artist review process will have commenced prior to the A/E firm's development of a building concept, determination of each artist's compatibility will be predicated on a substantive discussion of the A/E firm's architectural design philosophies and body of recent work.

While the desire of panelists to recommend artists from the city or state where the building will be located may contribute meaningfully to the discussion, GSA's art program is a nation-wide endeavor, and the overall quality of each candidate's work (as determined by the six evaluation factors above) will take precedence over geography.

By the end of the artist review meeting, the panel ideally will have derived a shortlist of three to seven finalists. Either the Art in Architecture project manager or the RFAO will notify the finalists of their candidacies. Panelists must maintain the confidentiality of the candidates until GSA officially offers a commission to one or more of the artists.

The panel will also recommend whether or not the finalists should be interviewed prior to GSA's final selection. A sub-committee of the Art in Architecture panel generally conducts these interviews. This committee must include the A/E's lead designer and the Art in Architecture project manager. Depending on the project and their availability, other panel members may also participate. The purpose of finalist interviews is to learn more about each artist's current work, and his or her disposition toward collaborating with the A/E. Panels are strongly discouraged from commissioning the finalists to create competition proposals, as this method consumes valuable project funds and seriously delays the schedule for both the building design and the art commission. Moreover, since the selection occurs early in the design process and the art to be commissioned will be integrated with the architecture, the finalists would be unable to produce a useful design at this stage.

8.9 Evaluating and Approving Artists

The Art in Architecture project manager and the RFAO will conduct a technical evaluation of the artist finalists. This document scores each finalist against the six evaluating factors, and incorporates both the comments of the panelists and the content of any finalist interviews. The RFAO will prepare a memorandum from the Regional Administrator or designee to the Chief Architect recommending approval of the highest scoring artist(s). Meeting minutes, the GSA technical evaluation, and supporting visual materials will accompany this memorandum.

8.10 Contracting Artist(s)

With rare exception, GSA will issue all artists' contracts for Art in Architecture commissions. Regional and Art in Architecture Program staff will develop together the documents necessary to accomplish this task. The Art in Architecture project manager will provide sample contracts as needed. Either the RFAO or the Art in Architecture project manager will be designated as the contracting officer's representative (COR).

An artist's contract will only be held by an A/E firm if the selected artist, the Art in Architecture project manager, Regional staff, and the A/E firm all agree that special circumstances indicate that an A/E-issued contract would contribute significantly to the successful completion of the Art in Architecture project.

Regardless of the contracting method used, the Art in Architecture project manager must review all artists' contracts before they are issued to screen for any clauses that would unduly inhibit the valid interests of GSA, the project artist, or the A/E firm.

During this contracting phase, the RFAO, Art in Architecture project manager, and other appropriate Regional staff will discuss the project with the artist, explaining the artist's role and responsibilities during the project.

8.11 Artist's Site Visit

The GSA team may decide that an initial site visit by the artist to the building project's location is warranted, in order for the artist to meet with representatives of GSA's client agencies, learn about their missions, and develop an understanding of the location's history and identity. Members of the GSA team (the RFAO, the Regional project manager, and the Art in Architecture project manager) must accompany the artist during this visit. The GSA team member will ensure that client and community representatives do not incorrectly assume that the artist will accept direction from them regarding the form,

content, or location of the artwork that the artist has been commissioned to develop. If the GSA team wishes the artist to make this preliminary site visit, the payment schedule of the artist's contract will contain a line item for this purpose.

8.12 Approval of the Artist's Design Concepts

The GSA team will forward the artist's preliminary design concept for review by the Director, Design Excellence and the Arts, in order to assure that the concept adheres to Art in Architecture Program goals and standards. This initial review must occur prior to any review by the Art in Architecture Panel, including the representative(s) of the federal client.

Once the Director, Design Excellence and the Arts, approves the artist's preliminary design concept, the artist develops a final design concept to present to the Art in Architecture Panel. In addition to considering the overall quality of the artist's design concept, the A/E and GSA panelists should encourage fellow panelists to address how the desired uses of the building project's public spaces may be accommodated or supported by the artist's work. The RFAO will incorporate the panel's comments into a memorandum from the Regional Administrator or designee to the Chief Architect seeking approval of the artist's final design concept.

When appropriate, the Design Excellence and the Arts staff may consult with a qualified art conservator about the artist's design concepts to ensure that the proposed materials are stable, durable, non-toxic, environmentally sound, and suitable for their location.

8.13 Artist Participation at the A/E's Final Design Concept Presentation

The artist must attend the A/E firm's final design concept presentation to the Commissioner, Public Buildings Service, in Washington, D.C. Ideally, the project artist will have a preliminary art design concept to present in conjunction with the A/E firm's building concept. If the commission schedule has not permitted the artist time to develop a concept for this presentation, the artist and A/E lead designer will nonetheless be expected to discuss their initial ideas and strategies for collaboration. If the project involves more than one artist, the project artist with the largest budget must be present, and the artist(s) with the smaller budget(s) will attend if possible.

8.14 Fabrication and Installation

Fabrication and installation of all artworks, or artist-designed elements of a building or its site, will be achieved with the close cooperation of the project artist, the A/E firm, and the GSA team—regardless of who assumes primary responsibility for fabrication and installation of the artwork. Each artist's contract will require that the artist and GSA coordinate all activities related to installation of an artwork with the A/E firm and its contractors, in order to avoid any duplication of labor or any removal and reconstruction of building elements impacted by an artwork.

8.15 Acceptance of Art

As will be required by each artist's contract, completion of an Art in Architecture commission will include two, identical sets of photographic documentation of and maintenance instructions for the fully installed artwork. The artist will send one set to the Art in Architecture project manager, and the other set to the RFAO. The photographs of the artwork, which must be properly archived by the central and regional offices, will be used to develop educational materials, and the maintenance instructions will be filed for reference for use during annual art inspections and future conservation needs.

8.16 Cancellation of Commissions

An Art in Architecture commission may be cancelled only with written approval of the Commissioner, Public Buildings Service.

8.17 Public Affairs and Education

The RFAO and the Art in Architecture project manager will work with GSA's public affairs offices to ensure that artworks are introduced to the public via media coverage, public inaugurations or workshops, educational brochures, interpretive plaques, or other adequate means.

Design Excellence Policies and Procedures

Chapter 9

Design–Build

February 1, 2016

Table of Contents

Chapter 9: Design–Build

Appendices

Chapter 9: Design–Build

9.0 INTRODUCTION, OVERVIEW, AND APPLICABILITY

When GSA issued the first edition of its cutting-edge Design Excellence Policies and Procedures in 1994, the Federal Government rarely used the Design-Build (DB) delivery method. Instead, most construction projects used the design-bid-build model and the Government procured the services of an A/E firm pursuant to the Brooks Act and its implementing regulations. Since that original publication, the use of DB in the Federal Government has expanded considerably, especially at GSA. One reason is that Congress passed legislation to provide special rules and procedures for acquiring DB services. Similarly, the Federal Acquisition Regulation (FAR) was updated to account for the new procedures. However, the Design Excellence Policies and Procedures, as originally drafted and in its current form, have never been formally updated to account for the ever-increasing use of DB as a delivery method and, more importantly, for how GSA, as an agency charged with ensuring excellence of architecture and design (see, e.g., 40 U.S.C. 3303(d)), will meld the ideas and concepts underlying Design Excellence (DE) into DB. Accordingly, the purpose of this new Chapter is to provide cohesive, uniform policies and procedures for use on an enterprise-wide basis to achieve DE while realizing the benefits of the DB delivery method.

While much literature exists to explain the DB process and its advantages and disadvantages over other delivery methods, a few introductory points are necessary. DB is a method to deliver a project in which the owner contracts with a single entity (commonly referred to as the design-builder) to provide design and construction services. In contrast to design-bid-build where GSA awards separate contracts to the A/E firm and construction contractor, DB relies on a single point of responsibility and, accordingly can help to minimize risks, foster innovative design and construction solutions, better manage cost, and reduce project-related delays. DB does, however, limit GSA's ability to exercise full-control over the design process. Although the outcomes are contractually defined by a mixture of performance and prescriptive specifications, the path to achieve the outcome is primarily left to the DB.

In drafting this new Chapter, GSA assembled a team of in-house experts in the fields of architecture, construction, and contracting. In addition, GSA performed outreach to various industry partners and other executive branch agencies that rely on DB as a delivery model. Some of the highlights of this Chapter include the following, which represent what GSA believes are consistent with leading best-practices across government and private industry:

- Stipends: Shall be paid based on a sliding scale to unsuccessful Offerors that advance to Phase 2. Stipends increase competition and the likelihood of attracting high-quality DB teams.
- Publishing the Short-List (after the completion of Phase 1): Increases opportunity for small and mid-sized architectural, construction, and

engineering firms to partner or subcontract with the larger firms that are often selected to proceed to Phase 2.

- Short-Listing to Three Firms: Becomes the default standard; increases competition and increases the likelihood of attracting high-quality DB teams, which increases the likelihood of achieving DE.
- Phase 1: Places a greater emphasis on selecting the right teams to move to Phase 2; shifts the selection of key personnel to Phase 2 in order to receive a more accurate list of individuals who will be assigned to the project and to avoid "tying up" those individuals during a lengthy procurement process.
- Phase 2: Places a greater emphasis on the concept submission and key personnel; allows for multiple rounds of discussions, Peer and Subject Matter Expert reviews, and oral presentations.

Section 9.0.1 Applicability

This Chapter describes Design Excellence Policies and Procedures for the DB delivery of selected capital projects. The Chief Architect will select all projects that will be required to comply with the Design Excellence Policies and Procedures. All capital projects are eligible for consideration including new construction, major modernization, R&A, limited scope system replacement, and projects performed via Reimbursable Work Authorization (even if fully funded by the customer agency). Upon the Chief Architect's selection, the project shall comply with this Chapter.

For the avoidance of doubt, this Chapter applies to task or delivery orders to be placed under an indefinite-delivery contract.

However, this Chapter does not specifically apply to design-build-bridging (Bridging). That being stated, many of the underlying theories and concepts are useful for the planning and delivery of a Bridging project. Moreover, if the Chief Architect selects a Bridging project into the Design Excellence program, the Regional Commissioner must, at a minimum, obtain the written approval from the Assistant Commissioner for Project Delivery and the Chief Architect of all of the following:

- Overall acquisition strategy for the project;
- Process for selecting the bridging A/E firm;
- Method for selecting the general contractor (a/k/a the design builder);
- All evaluation factors (price and technical) to be used in selecting any A/E firm and general contractor; and,
- Composition of any evaluation panels or boards.

9.1 BASIC FRAMEWORK

In order to understand how to merge Design Excellence and DB, it is first important to set forth the way in which A/E services are procured. In 1972 Congress passed the Brooks Act, which established the statutory requirement to utilize a qualification-based selection (QBS) process for A/E contracting. The Brooks Act is currently codified

at 40 U.S.C. §§ 1101-1104 and implemented through regulations found at FAR Subpart 36.6 and General Services Acquisition Manual Subpart 536.6.

When acquiring DB services, Executive branch agencies typically follow the two-phase DB selection procedures authorized by 41 U.S.C. § 3309 and the implementing regulations at FAR 36.3. In this two-phase process, Phase 1 establishes a procedure that is akin to the QBS found in the Brooks Act. No price evaluation occurs during Phase 1 and, in fact, no pricing is even submitted. After evaluating the Phase 1 proposals, the contracting officer (CO) selects no more than five of the most highly rated Offerors to proceed to Phase 2. It is important to note that, unlike Phase 2, Phase 1 is not governed by FAR Part 15 and all of its associated rules and procedures. Rather, Phase 1 sets up a rather unique method that affords a great deal of flexibility for agencies to craft an evaluation process that will enable them to select the most highly qualified Offerors to proceed to Phase 2. Phase 2 is essentially conducted as a FAR Part 15 negotiated procurement.

By regulation, the CO is charged with selecting the most highly qualified Offerors during Phase 1. During Phase 2, because it is conducted pursuant to FAR Part 15, the CO is designated as the Source Selection Authority (SSA) (see FAR 15.303(a)). This is a bit different than an A/E procurement conducted under the Brooks Act and FAR 36.6 because, in accordance with internal delegations of authority, the Regional Commissioner (RC) for the Public Buildings Service (PBS) serves as the selection official in a Brooks Act procurement. Nevertheless, regardless of the approach used, the Office of the Chief Architect (OCA) will participate in a substantive manner during the selection of a design builder. As noted in this Chapter, the OCA will play a crucial role in ensuring that Design Excellence is incorporated into DB projects.

It is with this underlying statutory and regulatory framework in which GSA developed the policies and procedures contained in this Chapter.

9.1.1 Planning Prior to Release of the Pre–Solicitation Announcement

Incorporating Design Excellence into any project begins in the early stages and continues on through the life cycle of the project. OCA supports every capital project with national peer(s) and/or with GSA expert(s) from across the country to serve as advisors to selection panels and to support the project team with independent peer reviews. It is crucial for acquisition, design, construction, budget, and legal to engage early in the acquisition process to discuss roles, responsibilities, and schedule. For additional information about pre-planning processes, refer to https://sites.google.com/a/gsa.gov/odc-policy-and-procedures/home/roco.

In regards to schedule, the PM shall develop a project schedule at least 90 days in advance of posting the pre-solicitation announcement in FedBizOpps so that Peers and/or SMEs can be selected to participate in major project milestones such as:

- Voting and nonvoting advisors to the Phase 1 Evaluation Panel;

- Voting and nonvoting advisors to the Phase 2 Source Selection Evaluation Board (SSEB); and
- Post Award Peer Reviews.

A Roles & Responsibility Matrix is included in appendix A (Interactions Matrix). Activities are organized sequentially and list the personnel who should participate at each significant milestone.

9.1.2 PBS–P100 Requirements for Design Build

All submissions must comply with the prescriptive requirement and baseline performance requirements of the PBS-P100, *Facilities Standards for the Public Buildings Service*. As part of the planning process, project teams must establish the minimum performance requirements and discuss whether opportunities exist for performance enhancements to the baseline that further the mission, sustainability, and cost of ownership for the specific facility and for the GSA portfolio in general.

Any anticipated departures from the minimum requirements of the PBS-P100 must be provided in writing by the project team and approved by the Chief Architect and the Assistant Commissioner for the Office of Project Delivery prior to submission of Phase 2 proposals. The contracting officer must include any such departure in the initial Phase 2 RFP or as an amendment.

9.1.3 Incentives

The project team should consider whether to include incentives in the Phase 2 RFP. Any such incentives must comply with FAR Subpart 16.4 and any other applicable regulations or internal policies such as the GSAM. The following are incentives that have been used on prior projects:

- Energy Performance: The objective is to ensure that the completed project delivers on its energy performance requirement through a systematic measurement and verification process throughout the first year of operation.
- Schedule: For projects in which schedule is of paramount importance (*e.g.*, consolidating agency from leased to owned and holdovers are a concern), an award fee might incentive a contractor to strive for an earlier than projected substantial completion date.

ODC is working with the Office of Acquisition Management to develop sample Award Fee Plans and to update the DB contract templates.

9.2 ANNOUNCING THE OPPORTUNITY

9.2.1 Exchanges with Industry

Prior to issuing the pre-solicitation announcement, for large or technically complex projects, teams should consider conducting industry exchanges (see example appendix C1) or other similar types of market research (see FAR Part 10 and FAR Subpart 15.201). Exchanges with industry should begin early and continue throughout the

planning process. Exchanges enable the team to understand the prevailing market conditions and create an effective acquisition strategy. Exchanges also provide an opportunity to establish DE expectations with potential Offerors and to promote teaming well in advance of the pre-solicitation announcement.

Exchanges with industry should be open to all interested members of the general contractor, subcontractor, and the A/E community.

The CO shall run this meeting and will be assisted by the PM and a representative from the Design Excellence Program.

9.2.2 The Pre–Solicitation Announcement

The pre-solicitation announcement places the industry on notice of the pending opportunity for a DE/DB Project. The announcement also provides a general overview of: (1) the project; (2) the two-phase, DB process; and (3) anticipated dates for the pre-proposal meeting and the release of the Phase 1 Request for Qualifications (RFQ).

9.2.3 Articulate Design Excellence Goals

The pre-solicitation notice in FedBizOpps must identify each prospectus-level DB project as a Design Excellence opportunity. The following is the language that shall be used to introduce each Design Excellence Pre-Solicitation announcement:

> *Continuing a legacy of outstanding public architecture that was initiated with the founding of the nation, the General Services Administration (GSA) Public Buildings Service (PBS) seeks to commission our nation's most talented architects, landscape architects, interior designers, engineers, and construction professionals to design and construct federal facilities of outstanding quality and value. These projects are to demonstrate the value of true integrated design that balances aesthetics, functionality, cost, constructability, durability, and reliability; create environmentally responsible and superior workplaces for Federal employees; and give contemporary form and meaning to our democratic values.*
>
> *In this context, GSA announces an opportunity for Design and Construction Excellence in public architecture for performance of Architectural–Engineering Design and Construction services in accordance with GSA quality standards and requirements. As required by law, regulation or Executive Order, all facilities will meet Federal energy goals, security requirements, and achieve at least a LEED Gold certification.*

9.2.4 Describe the Project

The pre-solicitation announcement must accurately describe the nature of the project. The accuracy of the description is critical as it is used by Offerors to identify potential business opportunities.

See appendix B for sample language.

9.2.5 Describe the Two–Phase, DB Process

The pre-solicitation announcement must provide a brief overview of the procurement process. In addition to the requirements for a synopsis as prescribed by FAR 5.207, since Offerors will evaluate certain elements of any potential opportunity, the FedBizOpps announcement must place Offerors on notice of the following:

- Stipends
- Publication of the short-list
- Maximum number of firms to be short-listed

9.2.6 Industry Day (Pre–Proposal Conference)

After issuing the pre-solicitation announcement, it is often useful to convene a pre-submittal meeting for private-sector professionals interested in a particular project. The place and time of this meeting shall be included in the pre-solicitation announcement. The CO will run this meeting and will be assisted by the PM and a representative from the Design Excellence Program. The purpose is to clarify Design Excellence, the procurement process, and the nature of the project.

See appendix C for a typical agenda and pre-submittal packet.

9.3 PHASE 1

9.3.1 Overview

The Phase 1 evaluation factors (FAR 36.303-1) must include technical approach and technical qualifications. It is important to note that Phase 1 is <u>not</u> conducted in accordance with FAR Part 15. All that Phase 1 requires is for the contracting officer to "select the most highly qualified Offerors" to participate in Phase 2. However, that being stated, the contracting officer must still fully document and justify the selection using the evaluation factors and standards set forth in the Phase 1 RFQ.

9.3.2 Goal

The purpose of Phase 1 is to short-list the most highly qualified Offerors based on the factors set forth in the Phase 1 RFQ. Note that this is fundamentally different than focusing on the architect, lead designer, or general contractor. Rather, because GSA enters into a single contract with a DB, Phase 1 takes a broad view and relies on Offerors to provide information and materials about their team. This is much different than the Brooks Act, which only focuses on the A/E firm or design-bid-build, which tends to focus on the general contractor. By streamlining Phase 1 to focus primarily on the teams, GSA intends to also decrease the costs to its industry partners to participate in the Phase 1 process.

9.3.3 Maximum Number of Highly Qualified Offerors

While the FAR permits the CO to select up to five (5) Offerors to proceed to Phase 2, current best practices suggest that permitting more than three (3) firms to advance to Phase 2 tends to reduce competition. Industry has consistently stated that, from their

perspective, a short-list longer than three (3) significantly diminishes their probability of winning the contract. Accordingly, because it costs money to pursue potential opportunities, firms often bypass the opportunities that short-list to more than three (3) firms.

As a matter of policy, GSA is mandating that the Phase 1 RFQ restrict the maximum number of highly qualified Offerors to no more than three (3). The maximum number may be increased beyond three (3) only with the written approval of the Chief Architect and the Regional Commissioner for the Public Buildings Service. Any such approval must be obtained prior to receiving proposals in response to the Phase 1 RFQ.

9.3.4 Announcing the Short–List

Section 6.5 of the Design Excellence Policies and Procedures requires the publishing of the short-list of firms invited to participate in the Stage 2 team interviews. PBS has determined that announcing the short-list (in FedBizOpps) provides increased opportunities for small and medium sized firms to team with the larger contractors that will ultimately submit the Phase 1 and 2 proposals. Therefore, as a matter of policy, GSA is mandating that the Phase 1 RFQ publically place Offerors on notice that GSA shall publish the names of the short-listed Offerors in FedBizOpps.

9.3.5 Phase 1 Evaluation Panel

As noted above, the CO is tasked by regulation with serving as the person who is ultimately responsible for selecting the most highly qualified Offerors to advance from Phase 1 to Phase 2. Much like other procurements, the CO is assisted by numerous voting and nonvoting members. As noted below, this sub-section specifies certain requirements for the composition of the Phase 1 Evaluation Panel.

The Regional Coordinator (ReCO), in coordination with the Regional Chief Architect (RCA), acts as a liaison between OCA and the region for determining the proper composition of the Phase 1 Evaluation Panel.

9.3.6 Make–up of the Evaluation Panel

In selecting members of the panel, the contracting officer should ensure that each member is knowledgeable in relevant disciplines and should be selected based on the expertise needed for decision making related to a particular project. GSA employees must be a licensed professional in their respective discipline (e.g., registered architect, engineer, landscape architect). By combining expertise, the panel has a balance that allows each panel member to learn from the others.

9.3.7 Mandatory Voting Members

For each DE/DB project, there should be as many as five (5) voting members.

The OCA will recommend the following two (2) voting members to the CO:

- One design professional identified by OCA, Design Excellence Division.
- One expert from within GSA.

The RCA will recommend the following two (2) voting members to the Chief Architect and the CO:

- Regional Architect
- Regional Engineer

If a customer representative will serve as a voting member, the customer will recommend one (1) voting member to the Chief Architect and CO. If the customer does not want to serve as a voting member, then the CO may simply leave the number of voting members at four (4). The CO may also decide to add a voting member based on the particulars of a given project. For instance, the CO might want to add a voting member with expertise in a given engineering or architectural discipline. (The customer refers to the primary customer of the facility or a singular representative that has been selected by the agencies to participate on the evaluation panel and selection panels.)

The CO may reject any of the recommendations. In such an event, the CO must request recommendations for replacements. The Head of the Contracting Authority (HCA) will resolve any disagreements between OCA and the contracting officer. (In the regions, the HCA is the Regional Commissioner for the Public Buildings Service.)

9.3.8 Mandatory Nonvoting Peer Advisor

Much like the Design Excellence process in a Brooks Act procurement, OCA will support each DB/DE project with the best possible national peers. During Phase 1, the Evaluation Panel shall have at least one (1) private sector design and/or construction professional proposed from the GSA National Register of Peer Professionals. This Peer shall: (1) participate in a nonvoting capacity; (2) serve as the "Lead Peer" during the Phase 2 stage of the procurement; and (3) serve as the "Lead Peer" throughout the life cycle of the project. The OCA will recommend a Peer(s) for approval by the CO. The CO may reject the recommendations. In such an event, OCA will recommend alternate members. The HCA will resolve any disagreements between OCA and the contracting officer.

9.3.9 Suggested Nonvoting Advisors

At the discretion of the CO, and based on the complexities of the project, it may be advisable that additional nonvoting advisors participate during the Phase 1 evaluation, including:

- Customer agencies and representatives;
- GSA, Subject Matter Experts (SME) (as recommended by PM);
- CMa (as recommended by PM; CMa should already be under contract with PBS).

9.3.10 Mandatory Evaluation Factors

As noted several times, this Chapter aims to merge DB with DE. An important element of the successful DE program has been the uniform application of evaluation criteria and the weighting of those factors. Accordingly, in order to establish the same uniformity for DB projects, evaluation of Phase 1 must be based on the following

criteria and percentage weighting. An exception may be granted only with the written approval of the Chief Architect and the Regional Commissioner for the Public Buildings Service.

- Factor 1: Technical Qualifications (60%)
- Factor 2: Approach to Design Build (20%)
- Factor 3: Lead Designer (20%)

See appendix D for a complete description of the mandatory Phase 1 Evaluation Factors, standards for evaluation, and factor/sub-factor weighting.

9.4 PHASE 2

9.4.1 Overview

Phase 2 is conducted as a FAR Part 15 procurement. As such, short-listed Offerors need to submit a technical and a price proposal. This is a marked and clear distinction with how A/E services are procured under the Brooks Act because price **must** be a factor in the second phase of the DB selection procedures. Thus, the two-phase DB process is not merely qualification-based. However, as noted in the *Guiding Principles for Federal Architecture*, "The Government should be willing to pay some additional cost to avoid excessive uniformity in design of Federal buildings." While there is a great deal of flexibility in the evaluation factors that GSA can use in Phase 2, the FAR suggests that this is the time for Offerors to submit "design concepts" and "proposed technical solutions." Accordingly, as set forth in more detail below, the Design Concept will account for the highest weighted technical factor.

Key personnel comprise the second most important technical evaluation criteria during Phase 2. The reason being that internal experience demonstrates that projects have a higher likelihood of success when the Offerors rely on their "A" team to manage, deliver, and execute the work described in the RFP and the accompanying documents.

Phase 2 also mandates and makes greater use of oral presentations and discussions than may be typical on traditional, design-bid-build projects. Industry input and best practices suggest that the owner (in this case GSA) and the design builder should engage in early and active discussions of the concept submissions prior to contract award.

9.4.2 Special Pricing Considerations

Based on the *Guiding Principles for Federal Architecture*, the Phase 2 RFP must state that all evaluation factors other than cost or price, when combined, are significantly more important than cost or price. See FAR 15.101-1(b)(2). The CO may provide for a different importance among technical and price only with the approval of the HCA and the Chief Architect.

In addition, the Phase 2 RFP must provide for a price realism analysis in the solicitation for the purpose of assessing, among others, whether an Offeror's low price reflects a lack of understanding of the contract requirements or risk inherent in an Offeror's proposal. The solicitation must provide Offerors with notice that the agency intends to perform a price realism analysis.

9.4.3 Source Selection Evaluation Board (SSEB)
As a procurement conducted pursuant to FAR Part 15, the contracting officer serves as the Source Selection Authority (SSA) and is responsible for selecting an evaluation team (see FAR 15.303). The fundamental role of the Phase 2 SSEB is the same as in any other FAR Part 15 procurement.

In addition to the Peer who participated in Phase 1, the CO shall select at least two (2) additional Peers to serve as non-voting advisors during Phase 2. The selection of these two (2) additional Peers must be made prior to the due date for the submission of Phase 1 proposals. (Refer to section 9.3.8 for procedures.)

9.4.4 SSEB Make–up
As a general matter, the CO should strive to ensure that the same voting and nonvoting members who participated in the Phase 1 Evaluation Panel continue with the same role in Phase 2. If, for some reason, changes are needed, the CO shall follow the same procedures and approvals as outlined above in Section 9.3.7. If additional voting or nonvoting members are required, the contracting officer shall request a recommendation from the OCA. All Phase 2 Voting members must be Federal Government employees.

9.4.5 Mandatory Evaluation Criteria
For the same reasons articulated in 9.3.10, the evaluation of Phase 2 must be based on the following criteria and percentage weighting. An exception may be granted only with the written approval of the Chief Architect and the Regional Commissioner for the Public Buildings Service.

- Factor 1: Design Concept (50%)
- Factor 2: Key Personnel (25%)
- Factor 3: Management Plan (15%)
- Factor 4: Project Labor Agreement (10%)

See appendix G for a complete description of the Phase 2 Source Selection Factors, standards for evaluation, and factor/sub-factor weighting.

9.4.6 Stipend
DB competitions are expensive because of the time and level of effort required to develop a concept design, technical submission, and the cost estimating effort necessary to support a price proposal.

As a matter of policy, GSA is mandating that stipends shall be provided to the unsuccessful Phase 2 Offerors. An exception may be granted only with the written approval of the Chief Architect and the Regional Commissioner for the Public Buildings Service.

In consideration for the preparation of a Phase 2 technical proposal, GSA will pay a stipend to Offerors not selected for award of the resulting contract. Offerors that submit incomplete or unacceptable Phase 2 proposals will not be eligible for a stipend. For the avoidance of doubt, no stipend is paid during Phase 1.

The contract will provide that as a condition of submitting a Phase 2 technical proposal, and notwithstanding the conditions of any notice appearing thereon, the Government shall have unlimited rights (as defined in the "Drawings and Other Data to Become Property of Government" clause contained in the Agreement) in and to the technical data contained in the proposal.

A stipend tool has been integrated within the GSA Professional Services Tool. This tool must be used by the Project Manager to determine the amount of stipend to be paid to each of the unsuccessful Offerors.

9.4.7 Discussions – Oral Presentations
As permitted in FAR 15.102, GSA will provide each Offeror selected to participate in Phase 2 with the opportunity to engage in at least two (2) one-on-one discussions with the Government evaluators; one prior to the submission of Phase 2 proposals and one after submission. The discussions will provide the parties with the opportunity for dialogue early in the Phase 2 process.

Based on experience and industry feedback, it is beneficial to allow Phase 2 Offerors with the opportunity to provide a preliminary check-in prior to submitting formal written technical and price proposals. GSA believes that providing such an opportunity will permit the Government evaluators to better understand the Offeror's particular vision and preliminary concepts at the early development stage. Such a meeting allows both sides with the ability to quickly determine whether there are errors, defects, or similar misunderstandings related to the RFP. In such instances, the Government or Offeror can seek to resolve the issue well in advance of the time for the submission of formal written technical and price proposals.

See appendix E for the Initial Oral Presentation and appendix F for the Second Oral Presentation Procedures to use in the Phase 2 RFP.

9.4.8 Initial Oral Presentation: Scope and Content
In regards to the scope and content of the one-on-one discussions that will occur between the Government's participants and the Offeror's representatives, the purpose is to not only allow the Government to review a "preliminary concept," but to also allow the Offeror and the Government to engage in dialogue about the "preliminary concept." As a general rule of thumb, at this stage, a "preliminary concept" might be a

roughly 15%-20% version of what the Offeror intends to submit. While it will differ slightly by project, "preliminary concept" essentially means drawings, schematics, and other similar architectural or engineering drawings and renderings that the Offeror prepares in response to the Phase 2 RFP. GSA anticipates that the discussions will enable the Phase 2 Offerors to provide more complete and accurate proposal submissions.

9.4.9 Initial Oral Presentation: Participants and Agenda

The Offeror is free to choose the people who will attend the one-on-one discussion(s) and to prepare an agenda. That stated, Offerors are limited to a maximum of eight (8) people total. From GSA, the following individuals should be present: the voting members of the SSEB; PM; CO; and the Lead Peer. The following additional advisors are recommended: SMEs and CMa. The Offeror may ask questions of the GSA participants.

As noted in FAR 15.306(e), Government personnel are not permitted to engage in certain conduct, including favoring one Offeror over another or revealing an Offeror's technical solution, unique technology, innovative and unique uses of commercial items, or any information that would compromise an Offeror's intellectual property to another Offeror.

9.4.10 Initial Oral Presentation: Timing and Scheduling

Within seven (7) calendar days of the date the Offeror is notified of its selection as one of the short-listed Offerors for purposes of qualifying for Phase 2, GSA will contact each Offeror to schedule the Initial Oral Presentation.

9.4.11 Initial Oral Presentation: Technical Equipment and Support

The Offerors are responsible for providing their own audiovisual, computing, and other technical equipment. To the extent available, and as worked out in advance, GSA may permit each Offeror to use available equipment at the location site, such as a screen or TV.

9.4.12 Initial Oral Presentations: Recording

GSA will record the meeting and provide a copy of the recording to the Offeror.

9.4.13 Initial Oral Presentation: Written Materials

The Offeror may not leave any materials with the Government.

9.4.14 Initial Oral Presentation: No Scoring or Evaluation

There will be no scoring or evaluation done of the Initial Oral Presentation.

9.4.15 Submission of Technical and Price Proposals

After the Initial Oral Presentation, each Offeror will submit a technical and price proposal within the time specified in the Phase 2 RFP.

9.4.16 Peer Review #1 and SME Review of the Technical Proposal

The CO will distribute and conduct two concurrent technical proposal reviews: one with the Peers and one with the SMEs. (CO's are responsible for the safekeeping of source selection information.)

- The Peer Review #1
    - If the Peers have not yet visited the construction site, the CO must arrange for such a visit.
    - After the site visit, the Peers convene in-person at the regional office building.
    - The CO must provide a secure room for the Peers to meet.
    - The Peers will discuss the strengths, weaknesses, and deficiencies of each of the proposals in accordance with evaluation criteria set forth in the Phase 2 RFP. If necessary, the CO may appoint a nonvoting member to the SSEB for the purpose of assisting the Peers with developing the written summary. The Lead Peer will provide the written summary and an in-person briefing with the voting and nonvoting members of the SSEB prior to the Second Oral Presentation.
- The SME Review shall focus on the strengths, weaknesses, and deficiencies of the ability of the proposed system selections to satisfy the performance criteria set forth in the Phase 2 RFP. The PM will present the written comments from the SMEs to the voting and nonvoting members of the SSEB prior to the Second Oral Presentation.

9.4.17 SSEB Review of Phase 2 Technical Proposals

Concurrent with the distribution to the Peers and SMEs, the CO will also provide the technical proposals to the voting members of the SSEB and any additional advisors who were not part of the Section 9.4.16 review. Each voting and nonvoting member will separately review the technical proposal for strengths, weaknesses, and deficiencies, but hold off scoring the proposal until after the Second Oral Presentation. When the evaluators are finished reviewing the technical proposal submission, the Lead Peer and the PM will present the findings from the reviews conducted pursuant to Section 9.4.16.

At this point, the voting members of the SSEB meet to discuss the strengths, weaknesses, and deficiencies that will inform and shape the nature of the discussions during the Second Oral Presentation. The SSA will then conduct the Second Oral Presentation with each Offeror.

9.4.18 Phase 2 – Second Oral Presentation

As permitted in FAR 15.201 and 15.306, GSA will provide each Offeror selected to participate in Phase 2 with the opportunity to make the Second Oral Presentation. The purpose of the Second Oral Presentation will be to engage in discussions about the Offeror's proposed Design Concept, as submitted in response to the Phase 2 RFP. Much like the Initial Oral Presentation, the Second Oral Presentation will provide the opportunity for dialogue between the parties. To that end, for purposes of the oral presentation, the procurement proceeds in the same manner as provided in FAR

Subpart 15.306(d). Unlike the Initial Oral Presentation, the Government will use the oral presentation as an element of the overall evaluation of the Offeror.

See appendix F for a sample language to use in the Phase 2 RFP to describe the Second Oral Presentation.

9.4.19 Concluding the Evaluations

After conclusion of the Second Oral Presentation, the procurement continues to proceed in the same manner as provided in FAR Subpart 15.3. That is to say, the CO instructs the SSEB to evaluate and score the proposals, provides the Offeror with deficiencies and significant weaknesses (see FAR 15.306), requests final proposal revisions, otherwise concludes the discussions, and makes the final selection decision (see FAR 15.308).

9.5 ADDITIONAL PROCEDURES GOVERNING PHASE 1 AND PHASE 2

In addition to other requirements set forth by law or regulation, the following procedures govern the conduct of the two-phase design-build selection process. The CO may obtain a waiver with the concurrence of the Regional Chief Architect, Regional Director of the Office of Design and Construction, and the HCA.

- All members of the Phase 1 Evaluation Panel and advisors and Phase 2 SSEB and advisors must sign and adhere to GSA "Conflict of Interest" and "Nondisclosure" policies.
- The names of individuals on or advising the Panel and Board must not be made public in advance of the final selection and contract award.
- Once the deliberation and voting begin, only the voting members of the Evaluation Panel, the SSEB, and the contracting officer may be present. However, that being stated, the panel members may reach out to the nonvoting advisors at any time during the evaluation process.
- The Panel and SSEB meet in the GSA regional office building.
- The Peer Review #1 will be conducted in the GSA regional office building.
- The SME review may be conducted in the most expeditious manner chosen in the CO's discretion including by electronic media (i.e. meeting space or similar technology).
- The Initial Oral Presentation and the Second Oral Presentation occur in the GSA regional office building.
- The GSA project executive and project manager may not be voting members.

9.6 PEER ADVISORS

9.6.1 Evaluation and Source Selection Process

As highly regarded private-sector professionals with unique knowledge of their respective disciplines, the advice and insights of individuals on the GSA Public Buildings Service Commissioner's National Register of Peer Professionals are

invaluable. Peers are deeply involved and essential to successfully selecting the most appropriate DB team.

Based on their experience and education, the Peer can assist the voting members to better understand proposals that contain unique, complex, or cutting edge design and construction strategies. Some individuals involved in the Phase 1 evaluation and Phase 2 selection process may not be architects or designers and, as a result, may not be familiar with design language or the evolutionary nature of the design process. The Peer(s), by sharing their expertise and helping non-designers interpret design proposals and identify potential design options, can help facilitate a full, open, and constructive evaluation to reach the best decision possible. The Peer(s) can also offer insights as to whether and how a proposal will advance the underlying concepts of Design Excellence, which is part of the technical evaluation.

9.6.2 Post Award Peer Reviews

Peer Advisors (typically three per project and will vary depending on the project requirements) participate in the post award process as critics in a minimum of two additional Peer design reviews.

This review is convened by the Chief Architect and involves three (3) national peers—including the "Lead" peer that advised the Evaluation Panel and SSEB. Observers, if any, should be kept to an absolute minimum. The Peer Review(s) is intended as a constructive discussion among professional stakeholders and not a presentation. The presence of observers discourages candid dialogue. In this context, there should be time for the national peers to meet privately to flesh out and organize their comments.

Whereas the first Peer review takes place after the submission of Phase 2 RFP submissions and before the Second Oral Presentation, the second Peer Review should be scheduled after the contract award. The timing should allow for further changes and refinements based on peer input. The goal, here, is to understand how the chosen concept has evolved (from the contract award) and identify areas and pathways for making additional improvements. These might deal with urban design, security and entrance issues, architectural forms and spatial sequence, the fabric and materiality of the design, and insights regarding engineering, sustainability, efficiency and workplace design. The purpose of the review is not to mandate solutions but to highlight opportunities to strengthen the design and fulfill project requirements. If significant changes are needed, the Chief Architect can recommend additional peer reviews to provide continued feedback in the concept development process.

For new construction, the venue for this review is usually the lead designer's office. For major R&A, modernization, and preservation projects, this review can be held in regional headquarters or in the community where the existing facility is located to accommodate a site visit.

For coordination information go to:
https://sites.google.com/a/gsa.gov/odc-policy-and-procedures/home/design-peer-review

9.7 MISCELLANEOUS POST AWARD ACTIVITIES

9.7.1 Minimum Performance Criteria Checklist

GSA uses its Minimum Performance Criteria (MPC) Checklist to promote and track compliance with the federally-mandated *Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings*. The Guiding Principles are a set of sustainable design best practices that are required per Executive Order 13693. GSA's 39-item MPC checklist of requirements and submissions is posted on GSA InSite (PBS>ODC>gBUILD), available upon request from gbuild@gsa.gov, and housed in PBS' gBUILD project sustainability system. Access to gBUILD can be obtained through the project manager and/or emailing gbuild@gsa.gov. The MPC checklist must be completed and submitted to the GSA Project Manager at least three (3) weeks prior to the Commissioner's Presentation.

9.7.2 Integrated Design Reviews

The Integrated Design Review(s) (IDR) verify that the RFP is being fulfilled in the submitted concept and to document any changes that may ultimately be required to satisfy the RFP. Participants may include the PM, CMa, RCA and OCA representatives, ReCO, Regional & Central Office SMEs. The first IDR shall be conducted within four (4) weeks of the NTP.

For coordination information go to:
https://sites.google.com/a/gsa.gov/odc-policy-and-procedures/

9.7.3 Project Readiness Checklist

The Project Readiness Checklist is intended to evaluate project readiness prior to the Commissioner Concept review. In order to ensure that the Commissioner's review and approval is well-informed, the evaluation must make certain that issues raised during the discussions, IDR, peer and SME reviews are resolved before it is considered by the Commissioner. The checklist must be completed and received by OCA at least 10 working days prior to the requested Commissioner's presentation date. Unresolved issues must be noted in this checklist by the relevant reviewers. Where a project has unresolved design issues or uncertainty at this stage the project can take one of two courses:

1) If project readiness is of significant concern to OCA, the project's concept presentation will be cancelled until the issues are resolved. This decision will be made by the Chief Architect in consultation with the Assistant Commissioner for Project Delivery and the relevant Regional Commissioner.

2) If project readiness issues can be appropriately resolved in later design phases, the Chief Architect may elect to allow the concept presentation to

proceed. In that case, the issues must be captured in this checklist and the Commissioner must be made aware of the issues and the plan to address them prior to review of the project.

It is highly recommended that OCA and the project team begin using the checklist to track issues as early in the design process as possible, rather than as a final 'check' before the Commissioner's concept presentation.

9.7.4 SME Rolling Reviews

The PM will establish a series of document packages (that may be based on the sequence of construction) and a schedule of review submissions. The ReCO will distribute the packages to the SMEs for review and comment. SMEs will review the technical submissions for concurrence with the P-100 Requirements.

9.7.5 Commissioner's Presentation & Chief Architect Approval Letter and/or Qualifications

For coordination information go to:
https://sites.google.com/a/gsa.gov/odc-policy-and-procedures/home/commissioner-s-concept

9.7.6 Construction Excellence Peer Review (3)

For coordination information go to:
https://sites.google.com/a/gsa.gov/odc-policy-and procedures/home/construction-review

END of CHAPTER 9

APPENDIX A
Interactions Matrix

Design Build | Desgn Excellence Interactions Matrix

PROJECT PHASE	PM	CO SSA	Asset Mngr	CMa	Customer Rep(s)	ReCO	OCA Rep	Chief Arch	RCA	AC OPD	Eval Panel & SSEB	PEER(s) Advisor	Advisor Other	SME(s)	Notes – item reference #
A – Pre-AWARD PHASE															
A1 - PROJECT PLANNING (9.1.1 Coordination)															
A1.1 - Feasibility Study & Selection Delivery Method	x		x		x	x	x	x	x	x					
A1.2 - Site Selection & Acquisition	x	x	x		x		x	x	x	x					
A1.3 - CapPMP	x	x	x		x	x	x			x					
A1.4 - Project Charter	x	x				x	x	x	x	x					
A1.5 - Acquisition Plan	x	x				x	x	x	x	x					
A1.6 - Communication Plan	x					x	x			x					
A1.7 - Source Selection Plan (SSP)	x	x				x	x			x					
A1.8 - Project Readiness Checklist (Chapter 9, Section 9.7.3)	x					x	x			x					
A1.9 - OA - Initial Financial Agreement w/ customer(s)			x		x										
A1.10 - Industry Exchange - DE expectations, Market info & teaming (Chapter 9, Section 9.2.1)	x	x						x	x						
A1.11 - Acquisition Schedule Distributed	x	x			x	x	x	x	x	x					
A1.12 - Evaluation Panel/SSEB & Chairperson selection (Chapter 9, Section 9.3.5, 9.4.3)		x						x			x				Chief Architect recommends and concurs with panel and board - selection made by CO (SSA)
A1.13 - Non-voting Peers & Advisors to Evaluation Panel & SSEB selected (Chapter 9, Section 9.3.8)		x						x				x	x	x	Chief Architect recommends peers - selection made by CO (SSA)

PROJECT PHASE	PM	CO SSA	Asset Mngr	CMa	Customer Rep(s)	ReCO	OCA Rep	Chief Arch	RCA	AC OPD	Eval Panel & SSEB	PEER(s) Advisor	Advisor Other	SME(s)	Notes – item reference #
A2 - DB SUPPORT SERVICES (CMa)															
A2.1 - Prepare Acquisition Package	x	x													
A2.2 - RFP	x	x													
A2.3 - Proposal Preparation	x	x													
A2.4 - Review and Negotiate	x	x													
A2.5 Submit allowance request for Cma services	x	x				x				x					
A2.6 - Award Cma services	x	x				x				x					
A3 - PREPARATION OF SOLICITATION DOCUMENTS															
A3.1 - Prepare POR & Scope of Work	x	x	x	x	x	x	x		x	x				x	
A3.2 - Prepare Pre-Solicitation Announcement (Chapter 9, Section 9.2.2)	x	x				x	x		x					x	
A3.3 - Prepare Phase 1: Request for Qualifications (RFQ) (Chapter 9, Section 9.3)	x	x		x		x	x		x						
A3.4 - Prepare Phase 2: Request for Proposals RFP (Chapter 9, Section 9.4)		x		x		x	x		x					x	
A3.5 - Post Pre-Solicitation Notice in FedBizOps (15 day waiting period)		x													
A4 - PHASE 1 REQUEST FOR QUALIFICATIONS (Section 9.3)															
A4.1 - Post RFQ in FedBizOps		x													
A4.2 - Pre-Proposal Conference (Industry Day) (Chapter 9, Section 9.2.6)	x	x			x			x	x					x	SMEs as requested by PM
A4.3 - Small Business Outreach Event	x	x													
A4.4 - Qualifications received no earlier than 30 days after RFQ posted		x													
A4.5 - CO/COTR Review sumissions - verifify completeness & perform reference checks		x		x											
A4.6 - Evaluation Panel evaluate response to RFQ and provides recommendation to the SSA		x			x						x	x	x	x	
A4.7 - SSA selects short-list of Offerors and post in FedBizOpps (Chapter 9,Section 9.4.7)		x													
A5 - PHASE 2 REQUEST FOR PROPOSALS (Section 9.4)															
A5.1 P-100 Waivers sign-off by OCA & AC OPD and included in RFP	x	x		x				x	x	x					
A5.1 - Distribute RFP to the short listed Offerors		x		x											
A5.2 - Pre-Proposal conference - GSA & customer presentations to Offerors	x	x		x	x			x	x	x					
A5.3 - Small Business Networking Event	x	x		x											
A5.3 Meet with Offerors to identify gaps in RFP (10 days out from RFP distribution)	x	x		x											

PROJECT PHASE		PM	CO SSA	Asset Mngr	CMa	Customer Rep(s)	ReCO	OCA Rep	Chief Arch	RCA	AC OPD	Eval Panel & SSEB	PEER(s) Advisor	Advisor Other	SME(s)	Notes – item reference #
	A5.4 - Initial Oral Discussion with Offerors (Chapter 9, Section 9.4.7 & Appendix E)	x	x			x						x	x	x	x	
	A5.5 - Post Q&A and issue amendments		x		x											
	A5.8 - Receive Technical and Price Submission - CO reviews for compliance with requirements		x													
	A5.10 - Peer Review #1 of Technical Submission (Chapter 9, Section 9.4.16)	x	x		x				x	x			x			
	A5.11 - SME Review #1 of Technical Submission (Chapter 9, Section 9.4.16)	x	x		x										x	
	A5.12 - Convene SSEB & review Technical Submissions (Chapter 9, Section 9.4.17)	x	x									x	x	x		
	A5.13 - SME and Peer Comments presented to SSEB & Advisors (Chapter 9, Section 9.4.17)	x	x									x	x	x	x	
	A5.15 - Second Oral Presentation (Chapter 9, Section 9.4.18 & Appendix F)	x	x			x						x	x	x		
	A5.16 - SSEB Deliberations and recommendation (Chapter 9, Section 9.4.19 & Appendix G)		x										x	x	x	
	A5.17 - SSEB Report submitted to CO (SSA)		x													
	A5.18 - SSA conduct Discussions with Offerors that are within competitive range and/or award		x													
	A5.20 - Best and Final Offeror (BAFO) Submission		x													
	A5.22 - SSA Reviews makes final determination		x													
	A5.23 - CO (SSA) Request PLA from selected Offeror (30 days to submit)		x													
	A5.24 - CO receives PLA		x													
B - AWARD PHASE																
	B.1 - Congressional Authorization and Appropriation before poroceeding with Award		x													
	B.2 - GSA Acquire Property Title before NTP		x													
	B.3 - Allowance Request 7 days before Award	x	x				x									
	B.4 - Contract Award - NTP & post in FedBizOps		x													
	B.5 - Stipend to be paid to unsuccessful Offerors - Selected Offeror to invoice design work (Chapter 9, Section 9.4.6 & Appendix H)		x													
C - POST AWARD DESIGN PHASE																
	C.1 - Kickoff Meeting - Conformance Set Distributed & integration of peer comments from	x			x	x	x		x	x					x	
	C.2 - Integrated Design Review (IDR) Review #1 - SMEs (Chapter 9, Section 9.6.2)	x			x	x	x								x	
	C.3 - Peer Review #2 (Chapter 9, Section 9.6.2)	x				x							x		x	Addresses SME Comments noted from Solicitation Phase and included in Award Documents

PROJECT PHASE		PM	CO SSA	Asset Mngr	CMa	Customer Rep(s)	ReCO	OCA Rep	Chief Arch	RCA	AC OPD	Eval Panel & SSEB	PEER(s) Advisor	Advisor Other	SME(s)	Notes – item reference #
	C.4 - Incorporation of approved Peer and IDR comments	x	x		x	x	x								x	
	C.5 - Integrated Design Review (IDR) Review #2 - SMEs (Chapter 9, Section 9.6.2)	x			x	x	x								x	
	C.6 - Readiness Checklist (Chapter 9, Section 9.7.3)	x					x	x	x	x					x	
	C.7 - Commissioner's Presentation - Chief Architect Letter of Approval and/or Qualifications	x				x	x		x	x						
	C.8 - Peer Review #3 Design Development (Chapter 9, Section 9.6.2)	x				x	x		x	x					x	
	C.9 - Betterments - identify, negotiate price, implement changes	x	x		x	x	x	x	x	x					x	
	C.10 - SME Rolling Reviews (Chapter 9, Section 9.7.5)	x			x	x	x	x	x	x					x	SME interaction as necessary to review design packages
	C.11 - 90 & 100% CD Review & Comment Log - back check (Chapter 9, Section 9.7.5)	x			x	x	x	x	x	x					x	SME interaction as necessary to review design packages
D - CONSTRUCTION PHASE																
	D.1 - Construction Excellence Peer Reviews	x	x		x		X						X			

APPENDIX B
PRE–SOLICITATION NOTICE

Solicitation No.: [FILL–IN BY REGION]

Continuing a legacy of outstanding public architecture that was initiated with the founding of the nation, the General Services Administration (GSA) Public Buildings Service (PBS) seeks to commission our nation's most talented architects, landscape architects, interior designers, engineers, and construction professionals to design and construct federal buildings of outstanding quality and value. These projects are to demonstrate the value of true integrated design that balances aesthetics, cost, functionality, constructability, durability, and reliability; create environmentally responsible and superior workplaces for civilian Federal employees; and give contemporary form and meaning to our democratic values.

In this context, GSA announces an opportunity for Design and Construction Excellence in public architecture for performance of Architectural–Engineering Design and Construction services in accordance with GSA quality standards and requirements. As required by law, regulation or Executive Order, all facilities will meet Federal energy goals, security requirements, and achieve at least a LEED Gold certification.

GSA intends to issue a Request for Qualifications (RFQ) for a Design-Build (DB) contract for the new [FILL–IN BLDG TYPE]. This acquisition encompasses the design and construction of the offices and related space as required for [FILL–IN]. The facility includes [FILL–IN BY REGION]. The newly constructed [FILL–IN BY REGION] shall be located on GSA owned property, on a site between [FILL–IN BY REGION LOCATION AND ADDRESS].

The total space requirement consists of approximately [FILL–IN BY REGION] gross square feet, available for use by the agency for personnel, furnishings and equipment. The building will be designed and constructed in English units. The estimated total design/build cost is between [FILL–IN BY REGION] and [FILL–IN BY REGION] with occupancy planned for the year [FILL–IN BY REGION] (pending fund availability). The scope of Design Build Services may include, but not limited to, the following: design/construction documents and construction work, which consists of providing all labor, equipment, and materials for a complete build-out.

GSA intends to award a firm-fixed price design-build contract pursuant to the Federal Acquisition Regulation (FAR) two-phase design-build selection procedures (FAR Subpart 36.3). For this contract award process, GSA will issue two Solicitations in sequence: Phase 1 and Phase 2, respectively.

The purpose of Phase 1 (the Request for Qualifications) is to select the most highly qualified Offerors from Phase 1 to participate in Phase 2 (the Request for Proposals). Once Phase 1 is complete, the Contracting Officer will invite the "short-listed" Offerors to submit Phase 2 proposals. Potential Offerors are hereby placed on notice that GSA will publicly announce the names of the Phase 1 "short-list" on FedBizOpps.

Maximum Number of "Short-Listed" Offerors: The Contracting Officer will select a maximum of three (3) of the most highly rated Offerors to proceed to Phase 2.

Phase 2 of the solicitation is prepared in accordance with FAR Part 15 and include the Phase 2 evaluation factors, developed in accordance with 15.304. Phase 2 solicitations require submission of technical and price proposals, which are evaluated separately, in accordance with Part 15.

Stipend: In consideration for the preparation of a Phase 2 technical proposal, GSA will pay a stipend to Offerors not selected for award of the resulting contract. Offerors that submit incomplete or unacceptable Phase 2 proposals will not be eligible for a stipend. For the avoidance of doubt, no stipend is paid during Phase 1.

At the conclusion of Phase 2, GSA intends to award a contract to a single Offeror for all design and all construction services.

This procurement will be open to both large and small business firms. The firm (if not a small business concern) shall be required to present an acceptable small business subcontracting plan in accordance with FAR 19.7, as part of its proposal.

The RFQ will be issued electronically on or about [FILL–IN BY REGION] on the Internet at: http://www.fedbizopps.gov/.

Prior to releasing the Phase I RFQ, GSA will host a conference for interested Offerors:

Date: TBD

Time: **TBD**
Location: **TBD**

Prospective attendees are encouraged to register their company with the GSA contact listed below via email by [FILL–IN BY REGION] for all individuals to attend. Call in reservations will not be accepted. This briefing is intended to review the scope of the project, submittal requirements and review the project site.

[FILL–IN BY REGION]
Contracting Officer
Email: [FILL–IN BY REGION]

APPENDIX C
Early Exchanges

This appendix provides lessons learned and best practices for conducting the early exchanges with industry.

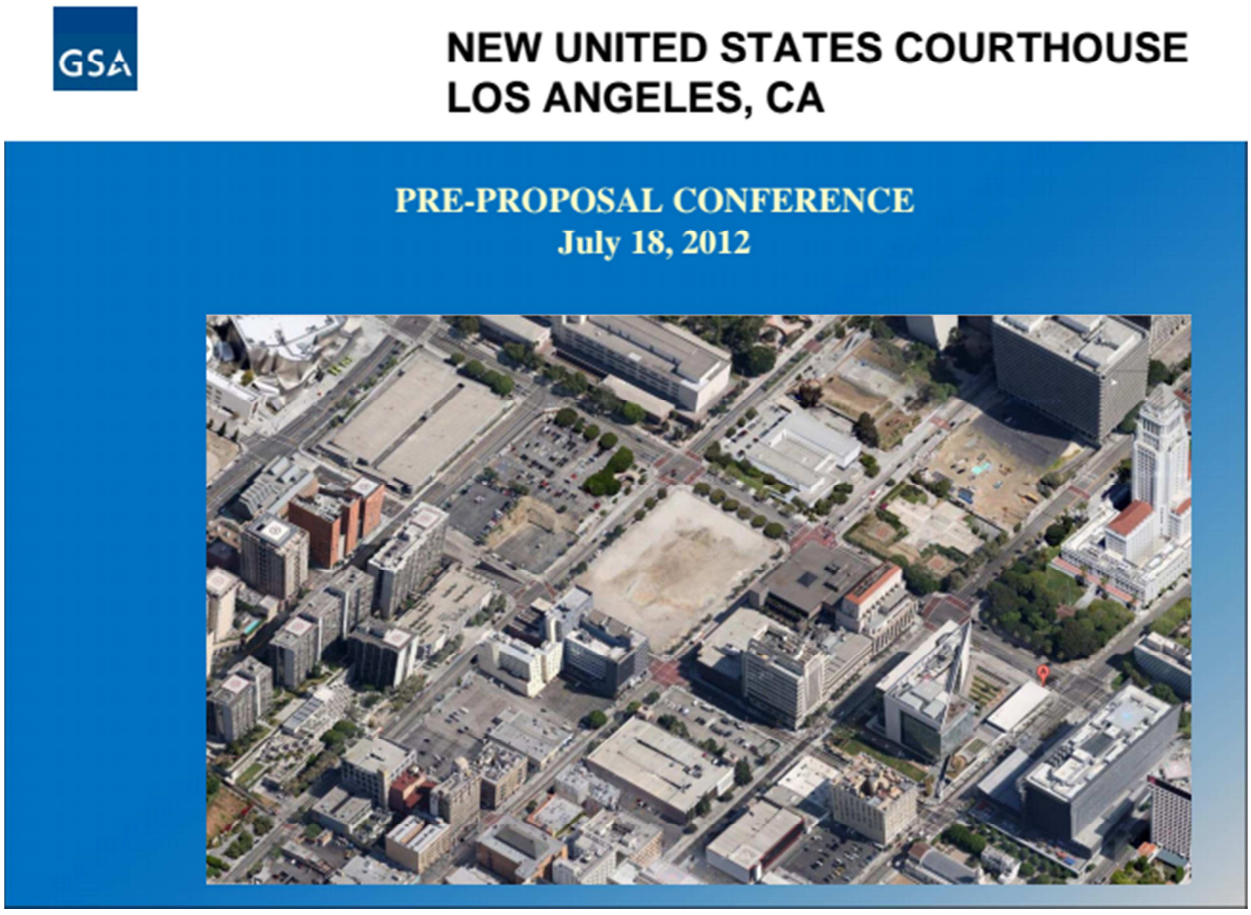
Project teams should plan on allocating 4-8 hours of face-to-face meetings with potential contractors. These meetings can occur at a mutually agreeable time and location.

Experience has shown that the meetings can:

- expand interest;
- increase competition;
- set expectations;
- assist with refining the acquisition strategy.

After these meetings, the project team should prepare a summary that is then posted on FedBizOpps.

Project teams may also want to explore open workshops to invite interested firms to participate in early discussions with the Government regarding performance metrics, energy conservation measures, and perceived risks.



NEW UNITED STATES COURTHOUSE LOS ANGELES, CA

PRE-PROPOSAL CONFERENCE July 18, 2012

NEW UNITED STATES COURTHOUSE LOS ANGELES, CA

• MEETING AGENDA

– Introduction - William Guerin – Remarks - Judge Margaret Morrow – RFP Document Update - Duane Allen – RFP Procurement Process - Lawrence Hales

– Presentations -

City of Los Angeles Simon Pastucha GSA David Insinga USMS Chaz Kelican US Courts Cliff Harlan/Allen Leslein

- Q & A

Appendix D
Phase 1 Evaluation Criteria

Summary
Factor 1: Technical Qualifications (60%)
Factor 2: Approach To Design-Build (20%)
Factor 3: Lead Designer (20%)

EVALUATION FACTOR 1: TECHNICAL QUALIFICATIONS (60%)

SUBFACTOR 1.A: EXPERIENCE OF THE GENERAL CONTRACTOR AND A/E

Description:
This evaluation factor considers the extent of the past experience of the General Contractor and A/E members of the Offeror's design-build (DB) team. For purposes of this evaluation factor, the term A/E is defined as an individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of architecture and engineering that will have responsibility for developing detailed design and construction documents.

Submittal Requirement:
Each Offeror shall provide sufficient documentation in order to demonstrate the extent of the Offeror's past experience for at least three (3) but no more than five (5) projects of similar size, scope, and complexity (as further defined in this evaluation factor). Of this group of similar projects, the General Contractor must have served as the prime contractor of at least one project and the A/E must have had responsibility for developing the detailed design and construction documents for at least one project.

ALL projects must meet the following minimum requirements:

- Construction was substantially completed within eight years of the submission deadline for Phase 1 proposals; and
- The project was delivered by DB or Integrated Project Delivery (IPD) methods. For purposes of this evaluation factor, IPD is defined as the execution of a multiparty agreement in which the owner or developer contracted with a single Offeror to provide all, or substantially all, of the design and construction services for that project.

A project that possesses between [REGION TO CHOOSE THREE OR FOUR CHARACTERISTICS AT THE LOW END AND SIX OR SEVEN AS ITS UPPER END] of the following characteristics will be considered similar in size, scope, and complexity for purposes of this evaluation factor:

> [THE REGIONS WILL NEED TO FILL IN CHARACTERISTICS THAT ARE UNIQUE TO THEIR PROJECTS. EXAMPLES MIGHT INCLUDE:]
>
> Example 1: The work involved the adaptive reuse of an existing building: For purposes of this evaluation factor, the term "adaptive reuse" is defined as the process of adapting old structures for purposes other than those originally intended.
>
> Example 2: The work involved an historic property and was required to follow the Secretary of the Interior's Standards for the Treatment of Historic Properties. For purposes of this evaluation factor, "historic property" means any historic or historic district, site, building, structure, or object included in or been determined eligible for inclusion in the National Register of Historic Places maintained by the Secretary of the Interior (36 CFR 800.16(l)). "National Register of Historic Places" means the National Register of districts, sites, buildings, structures and objects significant in American history, architecture, archeology, engineering and culture that the Secretary of the Interior is authorized to expand and maintain under the National Historic Preservation Act (36 CFR 60.1);
>
> Example 3: The work involved a modernization of an existing property to extend the life of the asset beyond 2050. This project must be able to adapt to a changing climate over its intended service life. Work may include some or all of the following: civil/site; structural; architectural systems; electrical; plumbing and mechanical, etc,
>
> Example 4: The project must meet one of the following criteria:
>
> (i) The building size was not less than XXXX gross square feet, or
> (ii) The cost at award of the DB contract was more than $XXX million.

Standard for Evaluation:

The standard is met when the Offeror submits at least three (3) projects of similar in size, scope, and complexity.

Additional favorable consideration may be given for the following:

- The General Contractor and the A/E firm worked on the same project
- A project possesses more than [REGION TO INSERT THREE OR FOUR, AS PER THE CHOSEN MINIMUM] of the characteristics listed above

SUBFACTOR 1.B: PAST PERFORMANCE OF THE GENERAL CONTRACTOR AND A/E

Description:

This factor considers the Offeror's past performance in providing design and construction services on the projects submitted by the Offeror under Evaluation Factor 1A. Past performance will be evaluated to determine the probability that the Offeror will successfully perform the project identified in the RFQ based on demonstrated past performance. [REST TO BE COMPLETED BY REGION]

Submittal Requirement:

[TO BE COMPLETED BY REGION]

Standard for Evaluation:

[TO BE COMPLETED BY REGION]

Additional favorable consideration may be given for the following:

- Certificates, awards, peer recognition, etc. demonstrating design and/or construction excellence

EVALUATION FACTOR 2: APPROACH TO DESIGN–BUILD (20%)

Description:

This factor considers the Offeror's approach to establishing a design-build team that will proactively and collaboratively work together to satisfy the Government's objectives, including the realization of Design Excellence. For purposes of this evaluation factor, "Design Excellence" refers to GSA's Design Excellence (DE) Program which seeks a holistic approach (incorporating expertise in many areas, including but not limited to architecture, engineering, urban design, interior design, sustainability, and construction) that delivers value by producing high quality, high performance facilities on budget and on time. DE further seeks to commission our nation's most talented constructors, designers, and artists to design and construct federal buildings of outstanding quality and value. These projects are to demonstrate the value of-integrated design that balances aesthetics, cost, functionality, constructability, reliability; creating environmentally superior workplaces for federal employees; and giving contemporary form and meaning to our democratic values.

Submittal Requirement:

Each Offeror must submit a written narrative (not to exceed 10 pages) concerning its approach to the DB process. An Offeror may allocate the 10 pages in any manner it chooses.

Standard for Evaluation:
The narrative must discuss each of the subjects set forth below. The following bullets are not subfactors; rather, they are elements the Government will consider when evaluating the Offeror's proposal.

- Philosophy and Design Intent: The Offeror's philosophy and design intent as related to the project that is described in the solicitation. Such a discussion may include such topics as the parameters of an overall design philosophy; the Offeror's approach to the challenge of public architecture and related issues; parameters that may apply in creating [INSERT DESCRIPTION OR PROJECT TYPE OR ISSUES]; and commitment to integrated and sustainable design. The Offeror's philosophy and design intent should be characterized by clarity, standard grammar, and the absence of clichés or jargon. The Government expects clear, thoughtful phrases that demonstrate the ability of the team to communicate ideas. The Government will evaluate whether the Offeror's philosophy and design intent is suitable for this project.

- Management Process: The Offeror shall describe their overall management approach to DB including such topics as the lines and methods of communication; decision-making; interaction with consultants; the means to integrate client and community input; the physical location of major design and production work; work to be produced in remote offices; the role of specialty contractors; and, managing quality and cost. The Government will evaluate the probability that the Offeror's management process will result in a cohesive and collaborative team effort.

- Design Excellence: The Offeror's approach to supporting and collaborating as a cohesive team in order to realize Design Excellence. The Government will evaluate the probability that the Offeror will realize Design Excellence on this project.

- Stipend: Explain how the stipend will be distributed among the team members. The Government will evaluate the extent to which the Offeror will share the stipend in an equitable manner among the team members.

The standard is met when:
- The Offeror's philosophy and design intent is suitable for this project;
- There is a satisfactory probability that the Offeror's management process will result in a cohesive and collaborative team effort;
- There is a satisfactory probability that the Offeror will realize Design Excellence on this project; and,
- There is a satisfactory probability that the Offeror will share the stipend in an equitable manner among team members.

Additional favorable consideration may be given for any of the following:

- Clearly demonstrated and defined compatible corporate values and corporate philosophies;
- The proven, successful implementation of the Management Process on any of the projects listed under Evaluation Factor 1.A;
- Entities that have developed a patented process or unique product on which the design-builder intends to rely in performing the project identified in the RFQ;
- Written, binding agreements between the team members on the equitable distribution of the stipend.

EVALUATION FACTOR 3: LEAD DESIGNER (20%)

Description:

This factor considers the Lead Designer's portfolio in the context of Design Excellence. For purposes of this evaluation factor, the term "Lead Designer" means an individual or team of designers who will have the primary responsibility to develop the concept and the project design. For purposes of this evaluation factor, "Design Excellence" has the same meaning as stated in Evaluation Factor 2.

Submittal Requirements:

Each Offeror must submit the information requested below. The following are not subfactors, but, rather, are elements the Government will consider when evaluating the Offeror's proposal.

- Submit a portfolio representative of the Lead Designer's ability to provide Design Excellence. Address his or her participation in each project.
    - If the Lead Designer is an individual, submit a portfolio of up to three (3) projects completed in the last ten (10) years (maximum of 5 five pages per project).
    - If the Lead Designer is a team, submit a portfolio of up to two (2) completed projects by the lead designer(s) on the team (maximum of 5 five pages per project).
    - Each project must include a narrative that addresses the design approach with salient features and discuss how the client's program, functional, image, mission, economic, schedule, and operational objects were satisfied by the overall design/planning solution. Include tangible evidence such as certificates, awards, or peer recognition demonstrating Design Excellence.

- In addition to the page limits above, each Offeror may include:
  - one of the following for each project: a representative floor plan, a site plan, a rendered 3-D model, a building section, or other appropriate drawing, and
  - Two pages of photographs for each project.

- Identify and describe areas of responsibility and commitment to each project.

Standard for Evaluation:

The standard is met when:

- The submission demonstrates an understanding of the design issues to be addressed in the project identified in the RFQ as evidenced by the projects that the Offeror chose to submit for this evaluation factor;
- The submission portrays creative and appropriate responses to client criteria and needs, demonstrates design leadership, and clearly exemplifies Design Excellence.

Additional favorable consideration may be given for any of the following:

- Lead Designer has a track record of delivering superior quality;
- Lead Designer demonstrates history of dedication to clients with complex building projects;
- Designs demonstrate a consistently high level of exploration, rigor, and personal commitment to Design Excellence;
- The portfolio includes a project that is of the same size, scope, and complexity as defined in Evaluation Factor 1.A.

Appendix E
Phase 2 Initial Oral Presentation Procedures

Initial Oral Presentation
As provided for in accordance with FAR 15.102, each Offeror shall provide an initial oral presentation to the Government (the "Discussions"). The "Discussions" will provide the parties with the opportunity for dialogue during the Phase 2 proposal preparation.

In regards to the scope and content of the exchanges that will occur between the Government's participants and the Offeror's representatives as part of the "Discussions", the purpose of the "Discussions" is to not only allow the Government to review the "preliminary concept" prepared by the Offeror, but to also allow the Offeror and the Government to engage in dialogue about the "preliminary concept." For purposes of the "Discussions," by "preliminary concept," the Government is referring to drawings, schematics, and other similar architectural or engineering renderings that the Offeror prepares in response to the Phase 2 RFP. Such dialogue could include, but not be limited to, questions posed by the Offeror and answers provided by the Government and *vice versa*. The Government anticipates that the "Discussions" will enable the Phase 2 Offerors to provide more complete and accurate proposal submissions without incurring additional costs during the procurement process.

There is no maximum or minimum materials that must be presented or prepared as part of the "preliminary concept." Offerors are free to develop as much, or as little, material as they desire. Each Offeror will have a maximum of ninety (90) minutes in which to provide a presentation and to engage in dialogue with the Government. Offerors may allot this time in any manner they so choose. For instance, if the Offeror spends the entire ninety (90) minutes giving a presentation, then there would not be any time left to engage the Government in any dialogue, which is the real purpose of the "Discussions."

The Offeror is free to choose its presenters.

A mutually agreeable location, date, and time for the "Discussions" will be established between the Government and Offeror. Within seven (7) calendar days of the date the Offeror is notified of its selection as one of the short-listed Offerors for purposes of qualifying for Phase 2, GSA will contact each Offeror to schedule the Initial Oral Presentation.

Each Offeror shall be responsible for providing its own audiovisual, computing, and other technical equipment that it needs to use during the "Discussions." To the extent available, and as worked out in advance with the Contracting Officer, the Government may permit each Offeror to use available equipment at the location site, such as a screen or TV.

The Government will record the "Discussions" and provide a copy of the record to the Offeror within ten (10) business days after the presentation. In addition, the Offeror

may decide to record the presentation with its own device. In such an instance, the Offeror must provide a copy of the recording to the Government within ten (10) business days after the presentation.

The Offeror may not leave any materials with the Government at the conclusion of the "Discussions." None of the materials from the "Discussions" will be incorporated into the Contract. No oral statements of any kind made by the Government during the "Discussions" may be used to modify, change, or otherwise alter the Phase 2 RFP. All modifications, changes, or alterations to the Phase 2 Phase 2 RFP must be issued in writing by the Contracting Officer to all parties remaining in the competition.

The materials presented as part of the "preliminary concept" during "Discussions" will not substitute for, or augment, written information. There will be no scoring or evaluation done of the "preliminary concept" itself during the "Discussions."

Appendix F
Phase 2 – Second Oral Presentation Procedures

Second Oral Presentation
As permitted in FAR 15.306, each Offeror selected to participate in Phase 2 will have the opportunity to make a Second Oral Presentation (the "Second Discussion"). The purpose of this Second Discussion will be to engage in discussions about the Offeror's proposed Design Concept, as submitted in response to the Phase 2 RFP. Much like the Initial Oral Presentation, the Second Discussion will provide the opportunity for dialogue between the parties. To that end, for purposes of the Second Discussion, the procurement proceeds in a manner as provided in FAR Subpart 15.306(d).

Unlike the Initial Oral Presentation, the Government will use the Second Discussion as an element of the overall evaluation of the Offeror.

In regards to the scope and content of the exchanges that will occur between the Government's participants and the Offeror's representatives as part of the Second Discussion, the purpose of the Second Discussion is to not only allow the Government to review the Design Concept prepared and submitted by the Offeror, but to also allow the Offeror and the Government to engage in dialogue about the submission. Such dialogue could include, but not be limited to, questions posed by the Offeror and answers provided by the Government and *vice versa*.

Each Offeror will have a maximum of ninety (90) minutes in which to provide a presentation and to engage in dialogue with the Government. Offerors may allot this time in any manner they so choose. For instance, if the Offeror spends the entire ninety (90) minutes giving a presentation, then there would not be any time left to engage the Government in any dialogue, which is the real purpose of the Second Discussion.

ALL of the Offeror's key personnel identified in response to Evaluation Factor 3 of the Phase II RFP MUST attend the Second Discussion in person. The Offeror may also bring additional persons to the Second Discussion (eight (8) total participants maximum). The Government reserves the right to take into consideration the following during the Second Discussion: (a) the preparedness of the key personnel; (b) the ease of interaction between the key personnel; and (c) the extent to which the key personnel are or are not aligned in terms of the overall vision for the project.

The Contracting Officer will schedule a location, date, and time for the Second Discussion. The Government will endeavor to schedule the Second Discussion within seven (7) calendar days of the date the Offeror was notified of the Phase I, short-list.

Each Offeror shall be responsible for providing its own audiovisual, computing, and other technical equipment that it needs to use during the Second Discussions. To the extent available, and as worked out in advance with the Contracting Officer, the Government may permit each Offeror to use available equipment at the location site, such as a screen or TV.

The Government may record the Second Discussion and, if it does, will provide a copy of the recording to the Offeror within ten (10) business days after the presentation. In addition, the Offeror may decide to record the presentation with its own device. In such an instance, the Offeror must provide a copy of the recording to the Government within ten (10) business days after the presentation.

The Offeror may not leave any materials with the Government at the conclusion of the "Second Discussion." None of the materials from the "Second Discussion" will be incorporated into the Contract. No oral statements of any kind made by the Government during the Second Discussions may be used to modify, change, or otherwise alter the Phase 2 RFP. All modifications, changes, or alterations to the Phase 2 RFP must be issued in writing by the Contracting Officer to all parties remaining in the competition.

Appendix G
Phase 2 Evaluation Factors

Summary
Design Concept (50%)
Key Personnel (25%)
Management Plan (15%)
PLA (10%)

This Appendix establishes the mandatory Evaluation Factors for Phase 2. While these four (4) Evaluation Factors must be the same for any design-build project, these factors must relate back to the specific scope of the project. Each unique design-build project will need to develop a set of project-specific considerations that will form the basis of the evaluation. For example, a new building project will use a different set of considerations from a repair and alterations project or an energy saving infrastructure replacement project.

The Project Manager, Contracting Officer, and Regional Chief Architect must jointly work together to develop the Source Selection Plan and the Phase 2 Request for Proposal submission requirements.

EVALUATION FACTOR 1: Design Concept (50%)

Description:
The objective of this factor is to evaluate the extent to which the Design Concept evidences a satisfactory probability that the Offeror will be able to satisfy the:

- minimum performance requirements set forth in the RFP for Phase 2; and
- innovation, purpose, and vision indicative of a Design Excellence project as evidenced by Design Quality.

For purposes of this evaluation factor, "Design Excellence" (DE) refers to GSA's Design Excellence Program which seeks a holistic approach (incorporating expertise in many areas, including but not limited to architecture, engineering, urban design, interior design, sustainability, and construction) that delivers value by producing high quality, high performance facilities on budget and on time. DE further seeks to commission our nation's most talented constructors, designers, and artists to design and construct federal buildings of outstanding quality and value. These projects are to demonstrate the value of-integrated design that balances aesthetics, constructability, functionality,

and reliability; create environmentally superior workplaces for federal employees; and give contemporary form and meaning to our democratic values.

Submittal Requirements:
Offeror shall submit the following:

1. **Submission of a Final Concept**
   Offerors shall provide the information and generally follow the format and structure as set forth in Appendix H to the Phase 2 RFP.

2. **Functional Objectives Matrix**
   A functional objectives matrix is provided in the RFP at [INSERT LOCATION]. The Government is seeking design solutions that will optimize functional interests, consistent with the need to integrate solutions that will support all functional objectives.

   The PBS-P100 contains both performance-based and prescriptive requirements. A large portion of the standard specifies levels of performance, which allows Offerors to identify and implement the best strategies to meet those goals.

   Four levels of performance are defined throughout the P100 in matrices, in which "baseline" performance (plus all prescriptive requirements) is the lowest permissible level. The three higher-performance levels are more rigorous and voluntary. Each project may implement any combination of performance levels, in order to prioritize performance opportunities that stem from climate, site, program, mandates, budget, and other conditions.

   The Offeror must identify the attainment of achieving the functional objectives (and required performance tier) as represented by the matrix. This must take the form of a narrative report that, by system, indicates how the proposed design supports expected building performance.

   The page limit for this section is twenty (including the matrix).

3. **Betterments**
   The Offeror shall include a section entitled “Betterments” in their proposal. For purposes of this evaluation factor, a “Betterment” is defined as any element, component or system, which exceeds the minimum performance requirements set forth in the RFP and/or includes the addition of features or amenities that exceed the minimum Program of Requirements.

   If Betterments are offered, they must:
   - meet or exceed the requirements specified in the RFP;
   - enhance the overall quality and performance of the project;
   - be clearly identified as Betterments in the proposal;

- be identified by document and page reference to the minimum requirements to be exceeded;
- state the higher performance tier that the Betterment will provide;
- identify any potential conflicts between the Betterment and the minimum requirements; and
- state the anticipated benefit of any such Betterment (*e.g.*, improved functionality).

Any Betterment not specifically identified by the Offeror in this section will not be evaluated. If the Offeror is not providing any Betterment, the Offeror must indicate "None" in this section of its submission.

Evaluators will consider the quality, impact and relative significance of each betterment, not the quantity offered.

The page limit for this section is twenty.

4. **Design Quality**

The following list identifies characteristics of design that the Government will use to evaluate the probability that the Offeror's Design Concept will achieve the innovation, purpose, and vision indicative of a DE project. Offerors may provide an additional narrative (not to exceed five pages) to provide additional information to explain how the Design Concept provides for Design Quality.

[Each regional team should insert appropriate Design Quality considerations that are customized to the specific scope and POR for the project. Note that the list below provides examples and each item is not required on all projects. Further, the list reflects those considerations that might be used in a new building project and, therefore, would need to be tailored for use on an R&A project.

- **Functionality**
  The extent to which the Offeror's Design Concept focuses on simplicity, spatial flexibility and efficiency, organizational adjacencies, and clear paths of travel.

- **Performance**
  The extent to which the Offeror's Design Concept provides due consideration to areas such as energy, water and material efficiency, sustainability factors, ease of maintenance, clearly stated performance goals, materials that offer durability reflect consideration of the impacts of energy loss, and solar impact.

- **Quality**
  The extent to which the Offeror's Design Concept considers the quality of materials and finishes, ceiling heights, and provides for functional design that meets primary function but also provides for secondary or tertiary

amenities.

- **Architectural Design**
  The extent to which the Offeror's Design Concept considers organizing/orientation features (light courts, entry lobbies, grand stairs, and passive and active solar strategies)].

Standard for Evaluation:
This standard is met when the Design Concept evidences a satisfactory probability that the Offeror will be able to meet the:

- minimum performance requirements set forth in the RFP for Phase 2; and
- innovation, purpose, and vision indicative of a Design Excellence project.

Additional favorable consideration may be given for the following:
- The Offeror breaks down each major function into its component principles/objectives. For example, matrices for productivity, security, and other functional objectives.
- Proposals that offer a greater probability of achieving Design Excellence as evidenced by higher Design Quality.
- The quality, impact and relative significance of the Betterments exceeds the minimum performance requirements.

EVALUATION FACTOR 2: Qualifications and Past Performance of Key Personnel (25%)

Description:
This factor considers the qualifications and past performance of the Offeror's key personnel with design-build or integrated project delivery (IDP) methods. The Government will evaluate the probability that the Offeror's key personnel will be able to successfully manage the execution of the project. Aspects of consideration include: education, experience, training, and response of the references. For purposes of this evaluation factor, IPD is characterized as the use of a multi-party agreement in which the owner or developer executed a single contract with the Offeror to provide all, or substantially all, of the design and construction services for the project

Submittal:
Each Offeror must submit data evidencing the key personnel's qualifications as set forth in this evaluation factor. This may be provided in any manner that the Offeror chooses and may include, for example, a resume or curriculum vitae. There is a fifteen (15) page limit for this evaluation factor, including reference information. An Offeror may allocate the pages in any manner it chooses.

Key Personnel shall include: Principal-In-Charge, Project Manager (construction), Project Manager (design), Construction Superintendent, and Quality Control/Assurance Coordinator.

Each person submitted under this evaluation factor must have worked on at least one (1) project of similar size, scope, and complexity in the same or similar capacity as one of the key personnel positions described in this evaluation factor. (For purposes of this evaluation factor, the phrase "similar size, scope, and complexity" has the same meaning as that used in Evaluation Factor 1 of the Request for Qualifications.) For instance, on the prior project, the key person served in the capacity as the Project Manager, but for purposes of this evaluation factor, that same person is being proposed as the Principal-in-Charge. In such an instance, the proposed person may, depending upon the qualifications, be able to satisfy this requirement.

For each key person, the Offeror shall provide reference information for at least one (1) project of similar size, scope, and complexity in the same or similar capacity as one of the key personnel positions described in this evaluation factor.

Standard for Evaluation:
The standard is met when the qualifications and past performance of the key personnel evidence a satisfactory probability that they will be able to perform the functions required by the positions proposed. The more relevant experience, relevant education, and relevant training the more qualified the individual will be perceived to be for the position proposed.

Additional favorable consideration may be given for:

- Key personnel who have worked together on projects of similar size, scope, and complexity;
- Key personnel who have experience on more than one (1) project of similar size, scope, and complexity in the same or similar capacity for which they will serve on the current project;
- Evidence of completion of specialized certifications, classes, or training programs from nationally recognized organizations;
- Evidence of teaching or other similar professional engagements taught by the key personnel for nationally recognized organizations.

EVALUATION FACTOR 3: Management Plan (15%)

Description:
This factor considers the project-specific plan that the Offeror intends to implement in order to deliver a successful project.

Submittal:
Provide a written narrative of not to exceed twenty (20) pages (inclusive of flowcharts, spreadsheets, diagrams, and any other supporting information) describing the Offeror's plan for increasing the likelihood that the Project will be delivered on-time, within budget, and promote excellence in design and construction.

Information Required:

- The plan shall identify key subcontractors for the following engineering disciplines: Mechanical, Structural, Electrical, and Commissioning Agent. For each key subcontractor, the Offeror shall provide a narrative describing the subcontractor's experience with design-build or Integrated Project Delivery (IPD) and ***how*** that experience is relevant to the work that the subcontractor will perform for the Offeror. For purposes of this evaluation factor, IPD has the same meaning as used in Evaluation Factor 2.

- The plan shall include a detailed description for how the Offeror will ensure the safety of its employees, contractors, subcontractors, and other individuals accessing or otherwise working at the project site during the construction phase of the Project.

- The plan shall include a project schedule that highlights key assumptions on which the schedule is based, and discusses the Offeror's strategy for sequencing the work. The narrative should also discuss any significant contingency issues that could potentially delay overall progress on the project and what actions the Offeror would propose to mitigate the impact on project completion. Provide a proposed project schedule in Gantt chart format for execution of the design-build project from award of the contract to completion. The proposed schedule should provide sufficient detail to illustrate the proposed flow of design and construction activities for the project with the overall duration clearly shown.

- The plan shall include a narrative describing the Offeror's approach to planning, organizing and controlling the execution of the design and construction on the project. The plan should identify how the Offeror plans to implement management techniques to ensure the success and quality of the design and construction of this project.

Standard for Evaluation:
The standard is met when there is a satisfactory probability that the successful implementation of the Offeror's project-specific plan will increase the likelihood of being able to deliver a successful project.

Additional favorable consideration may be given to plans that:
- Show the key subcontractors have prior experience working with the Offeror;
- Show other jobs in which the same, or similar, safety measures were taken and that those measures contributed to the safety of that project;
- Show other jobs in which the same, or similar management, techniques were used and how those management techniques contributed to the success and quality of the design and construction.

EVALUATION FACTOR 4: Project Labor Agreement (10%)

Appendix H

Phase 2 Design Concept Submission Requirements

Submission Requirements

New Construction and Modernization Projects

2	Site planning and Landscape Design
2	Architectural
4	Historic Preservation
4	Mechanical
4	Structural
6	Fire Protection
6	Electrical

Alteration Projects

7	Site planning and Landscape Design
7	Architectural
8	Historic Preservation
8	Structural
9	Mechanical
9	Fire Protection
10	Electrical

Instructions to the GSA Project Team

Appendix H establishes the mandatory Design Concept Submission Requirements for Phase 2. The Project Manager, Contracting Officer, and Regional Chief Architect must jointly work together to edit these requirements to relate back to the specific scope of the project. Each unique design-build project will need to develop a set of project-specific requirements that will form the basis of the evaluation. For example, a new building project will use a different set of requirements from a repair and alterations project or an energy saving infrastructure replacement project or a project that must manage climate change risks due to its location, occupant mission or historic and cultural value.

New Construction & Modernization Projects

Site Planning and Landscape Design

Site Plan
(At least one block around site), describing:

1 Site boundaries, approximate topography, existing buildings, setbacks, and easements

2 Building orientation with respect to path of sun

3 Building massing and relationship to massing of surrounding buildings

4 Future building expansion potential

5 Location of on-site and off-site utilities

6 Grading and drainage

7 General landscape design, showing location of major features

8 Pedestrian and vehicular circulation (include direction of traffic on adjoining streets)

9 Parking and service areas

10 Fire protection, water supplies, fire hydrants, and fire apparatus access roads

Narrative
1 Description of site and landscape design final concept

2 Demolition

3 Circulation

4 Parking

5 Paving

6 Landscape design

7 Irrigation

8 Utility distribution and collection systems

9 Method for storm water detention or retention

10 Landscape maintenance concept

11 Fire protection, water supplies, fire hydrants, and fire apparatus access roads

12 Accessibility path for the physically disabled

Architectural

1. Drawings
a. Typical demolition plan(s)

b. Typical floor plan(s), showing at a minimum:

i. Work areas, lobbies, corridors, entrances, stairways, elevators, special spaces, and service spaces (with the principal spaces labeled). Dimensions for critical clearances, such as vehicle access, should be indicated.

ii. Office areas must show proposed layouts down to the office level of detail verifying the integration between the approved program and the design concept is achievable.

c. Typical Interior layouts showing:

i. Open office plan

ii. Enclosed office plan

iii. Indicate how major mechanical and electrical equipment can be removed and replaced.

d. Elevations of major building facades, showing:

i. Fenestration

ii. Exterior materials

iii. Cast shadows

e. Elevations of major interior spaces, showing:

i. Lobby/atrium

ii. Typical public elevator lobby

iii. Typical courtroom elevations

f. Building sections, showing:

i. Adequate space for structural, mechanical and electrical, telecommunications, and fire protection systems

ii. Mechanical penthouses

iii. Floor-to-floor and other critical dimensions

iv. Labeling of most important spaces

v. Labeling of floor and roof elevations

2. Color rendering

[Project Team shall identify the number and size of photographs required]

3. Model

Provide a model of the design concept with sufficient detail to convey the architectural intent of the design. [The Regional Chief Architect shall determine the scale of the model.]

4. Calculations

a. Acoustical calculations, including noise transmission through:

i. Envelope

ii. Interior walls, floors (including raised floors), and ceilings

iii. Mechanical and electrical equipment

b. Heat transfer through and dew point locations in building envelope

c. Toilet fixture count analysis

d. Illumination, daylighting, and glare analysis

e. Passenger and freight elevator analysis

f. Loading dock analysis

g. Energy analysis

5. Narrative

a. Architectural program requirements

i. Show in tabular form how the design concept meets the program requirements for each function.

ii. Description of design concept, explaining:

(1) Expansion potential

(2) Building floor efficiency

b. Location and sizes of mechanical equipment rooms for accessibility, maintenance and replacement of equipment (including cooling towers and emergency generators)

c. Conveying systems design (passenger and freight elevators, escalators)

d. Loading docks

e. Thermal, air leakage, and operational performance and maintainability of the building envelope

f. Design strategy to attain the assigned energy requirement.

g. Treatment of historic zones, if applicable

h. Operations and maintenance goals (exterior and interior window washing, re-lamping, etc.)

i. Sustainable design concepts (LEED strategy)

j. Vertical transportation analysis (passenger and freight elevators and escalators)

k. Code analysis

Historic Preservation

1. Narrative

a. Existing conditions, describing:

i. Overall building size, configuration, character

ii. Project location

iii. Existing original materials and design, relevant alterations

b. Preservation design issues and prospective solutions, including:

i. Location of new work/installation: visibility, impact on historic finishes

ii. Compare options for preserving/restoring historic materials and design

iii. Identify further study required to avoid adverse effects as applicable

2. Photographs

[Project Team shall identify the number and size of photographs required]

3. Drawings

a. Site and typical floor plan(s)

b. Drawings (elevations, plans) showing preservation design concept.

Structural

1. Drawings

a. Typical framing and foundation plan(s) of the structural system showing column locations, bay sizes, and location of expansion and seismic joints

2. Narrative

a. Identification of unusual local code requirements

b. Building classification

c. Identification of region of seismicity, wind speed, etc.

d. Identification of special requirements

Mechanical

1. Drawings

a. Typical demolition plans

b. HVAC Systems

i. Typical floor plan(s):

(1) Identification of typical equipment spaces for mechanical equipment

(2) Location of mechanical equipment, including size, weight, access to loading docks and freight elevators, and clearance requirements for operation, maintenance, and replacement

ii. Flow diagram(s):

(1) Air flow riser diagrams representing supply, return, outside air, and exhaust systems

(2) Water flow riser diagrams of the main mechanical systems in the mechanical room(s) and throughout the building

c. Plumbing Systems

i. Typical floor plan(s):

(1) Proposed building zoning and major piping runs

(2) Locations of typical plumbing fixtures and equipment

ii. Systems schematics and flow diagrams

2. Narrative

a. HVAC

i. Indoor and outdoor design conditions for all spaces under occupied, 24-hour, and unoccupied conditions

ii. Ventilation rates, dehumidification, and pressurization criteria for all spaces under occupied, 24-hour, and unoccupied conditions

iii. Equipment capacities, weights, sizes, and power requirements

iv. Description of heating, cooling, ventilating, and dehumidification systems for each major functional space

v. Description of heating, cooling, ventilating, and dehumidification control strategies for typical air handling system under occupied, 24-hour, and unoccupied conditions

vi. Fuel and utility requirements

b. Plumbing

i. Description of proposed plumbing systems, including domestic cold and hot water, sanitary and storm drainage, and irrigation

c. Calculations and energy and water analyses

i. Building heating and cooling load calculations

ii. Psychometric calculations for HVAC systems at full load and partial loads. (Partial loads at 50%, 25%, and unoccupied periods)

iii. Energy consumption calculations and analysis

iv. Water consumption calculations and analysis including make-up water for HVAC systems, domestic water consumption, and water consumption for irrigation

v. Fuel consumption estimates

Fire Protection

1. Drawings

a. Typical Plan(s) showing

i. Equipment spaces for fire protection systems (e.g., fire pump, fire command center, etc.)

ii. Fire protection water supplies, fire hydrant locations, fire apparatus access roads, and fire lanes

2. Narrative

a. Description of the building's fire protection system including the egress system

b. Code compliance analysis

i. The design team fire protection engineer must prepare an analysis of the applicable codes and agency criteria that will govern the design of the specific project. For example, items such as, but not limited to classification of construction and occupancy group(s), rating of structural components, fire resistance requirements, interior finish, occupant load calculations, exit calculations, identification of areas to receive automatic sprinkler systems and/or automatic detection systems, smoke control systems, etc. would be prepared by the design team fire protection engineer as necessary to provide a complete fire protection and life safety analysis for the final concept.

Electrical

1. Drawings

a. Typical Plan(s) showing equipment spaces for electrical equipment to include: panels; switchboards; transformers; uninterruptible power supply (UPS); and generators

2. Narrative

a. Description of electrical system

b. Describe the lighting and lighting control system

c. Special features of electrical system

Alteration Projects

Site Planning and Landscape Design

1. Drawings

1 Site boundaries, approximate topography, existing buildings, setbacks, and easements

2 Building orientation with respect to path of sun

3 Building massing and relationship to massing of surrounding buildings

4 Future building expansion potential

5 Location of on-site and off-site utilities

6 Grading and drainage

7 General landscape design, showing location of major features

8 Pedestrian and vehicular circulation

9 Parking and service areas

10 Fire protection, water supplies, fire hydrants, and fire apparatus access roads

2. Narrative

a. Existing site features

i. Topography and drainage patterns

ii. Any existing erosion conditions

iii. Wetlands and location of flood plains

iv. Circulation patterns around site

v. Site access

b. Noise/visual considerations

c. Local zoning restrictions

d. Historic preservation considerations

i. Potential archeological artifacts

e. Fire protection considerations

f. Site analysis of utilities

g. Description of site and landscape design concept

i. Proposed changes to circulation design

ii. Proposed changes to parking

iii. Proposed method for stormwater detention or retention

iv. Proposed changes to paving

Architectural

1. Drawings

a. Demolition plans

b. Floor plans, elevations, and sections

c. Existing and new spaces, circulation, entrances, stairways, elevators, freight elevators, loading docks, special spaces and service spaces, and service rooms and space for mechanical, fire protection, electrical, and communication equipment. Dimensions for critical clearances, such as vehicle access, fire apparatus access, deliveries, and maintenance should be indicated.

2. Narrative

a. Architectural program requirements

i. Describe how the design meets the project authorization

b. Design concept, explaining:

i. General layout

ii. Treatment of historic zones, if applicable

Historic Preservation

1. Narrative

a. Existing conditions, describing:

i. Overall building size, configuration, character

ii. Project location

iii. Existing original materials and design, relevant alterations

b. Preservation design issues and prospective solutions, including:

i. Location of new work/installation: visibility, impact on historic finishes

ii. Compare options for preserving/restoring historic materials and design

2. Photographs
[Project Team shall identify the number and size of photographs required]

3. Drawings
a. Site Plan

b. Typical floor plans

ii. Sketches or schematic CAD drawings (elevations, plans) showing preservation design concepts.

Structural
1. Drawings

a. Typical structural plans

2. Narrative
a. Description of current structural systems, state of repair, variances from present codes and available spare load capacity.

b. Identification of governing codes

c. Description of recommended changes to the structural system, addressing:

i. Structural materials, required selective demolition or alteration of existing structural elements, roof and floor framing system, means of resisting lateral loads, and connections between existing and new structural systems

Mechanical

1. Drawings

a. Typical demolition plan of piping, ductwork, equipment, and controls that are to be removed

2. Narrative
a. Description of current mechanical systems and condition.

b. Description of changes to existing systems

c. Describe existing and proposed HVAC and plumbing systems, including available capacities, compliance with the criteria and requirements.

d. Identify how new systems will be integrated with existing systems

e. Provide analysis of energy conservation opportunities for the project

3. Calculations and Energy Analysis
a. Provide calculations and energy analysis

Fire Protection

1. Drawings
a. Typical demolition plans

i. Identify existing fire protection systems.

b. Typical floor plans, showing a minimum:

i. New fire protection systems

2. Narrative
a. Fire protection program requirements

b. Description of the building's proposed fire protection systems including modifications to the existing egress systems

c. Code statement identifying changes in building occupancy classification, occupancy group(s), fire resistance requirements, egress requirements, and so on.

Electrical
1. Narrative
a. Description of changes to existing systems.

i. Describe lighting, power, and signal systems, including available capacity versus criteria, and operational characteristics.

ii. Describe code deficiencies. Identify how new systems will be tied into existing systems.

b. Describe both existing and new distribution systems within the building

i. Special power and reliability requirements should be addressed, including emergency power and UPS systems

END OF APPENDIX H

Appendix J

Approximate Timeline and Detailed Process for Phase 2

Note: Project teams can, and should, work on tasks in parallel. For instance, the Phase I and Phase II solicitation documents and accompanying evaluation plans can be drafted prior to Day 1.

Phase 2: Approximate Timeline (200 calendar days (6 ½ months) from synopsis) (this timeline based on step #6 – 8 week duration)

Day 1	CO posts the pre-solicitation notice (synopsis) to FBO
Day 1-15	Minimum time for synopsis to be on FBO is 15 days
Day 16	CO posts the Phase 1 RFQ on FBO
Day 17-45	Q&As based on RFQ posted to FBO
Day 46	Due date for receipt of Phase 1 proposals (Offerors need minimum 30 days to respond to RFQ)
Day 47-61	Evaluation panel evaluates Phase 1 proposals
Day 61-68	Chairperson drafts Phase 1 technical report
Day 68-77	Legal review and finalization of Phase 1 report
Day 78	CO issues letters to firms (in/out Phase 2)
Day 78	CO sends Phase 2 RFP to shortlist (not posted on FBO)
Day 79-81	CO reaches out to schedule future date for First Oral Presentations
Day 79-126	Q&As for Phase 2 RFP (distributed to all shortlisted Offerors)
Day 99-106	Conduct First Oral Presentations
Day 134	Due date for receipt of Phase 2 technical and price proposals
Day 135	CO reaches out to schedule future date for Second Oral Presentations
Day 135-149	Preliminary evaluation of technical submission (no formal report needed from eval panel); provide list of strengths/weaknesses/deficiencies/risk to CO
Day 149-157	Conduct Second Oral Presentations; panel meets to develop thoughts, additional S/W/D/R based on oral presentation (should occur same day or close as possible to oral presentation)
Day 158-164	Technical evaluation team finalizes technical evaluations; chairperson drafts report for CO
Day 164-167	CO reviews draft report; meets with panel and/or legal counsel to discuss
Day 167	After technical panel finalizes technical report, CO provides pricing information to panel
Days 167-172	Panel provides S/W/D/R to CO based on pricing
Day 175	CO sends letter to Offerors with S/W/D/R (tech and price) & sets common cutoff date for Final Proposal Revisions (FPR)

Day 182	FPR due from Offerors
Day 182-189	Panel reconvenes for final evaluations
Day 189-196	Draft Final Eval report
Day 196-203	Legal review
Day 203-204	CO executes final decision documents
Day 205	CO issues notice of award & letters to unsuccessful Offerors

Phase 2 Detailed Process

Step 1 (Day 1)
The Contracting Office (CO) issues the Phase 2 Request for Proposals (RFP) to the shortlisted Offerors. The CO may issue the Phase 2 RFP in any manner the CO deems appropriate (e.g., email, overnight mail, or regular mail).

Step 2 (Days 2-3)
The CO should call or email each Offeror in order to schedule a date for the First Oral Presentation. If the CO places a call, the CO should send a confirmation email that includes pertinent information such as the date, time, location, and special procedures for entering the building. If such detailed information is not available at the time of the initial phone call, the CO should follow-up with the Offeror prior to the date of the oral presentation.

Step 3 (Q&As prior to First Oral Presentation) (Days 1-First Oral Presentation)
Much in the same way as any other procurement, the Phase 2 RFP should include due dates for the Offerors to submit questions. Instead of posting the answers on FedBizOpps, the CO must distribute the Q&As to all of the Offerors remaining in the competition.

Step 4 (Roughly 3-4 weeks from Issuance of RFP)
The Offerors provide the First Oral Presentation to the government. The Offerors do not submit any materials in advance of the meeting. Rather, the Offerors arrive at the designated time and location with all of their presentation materials. Because the government does not evaluate these initial presentations, the evaluators do not need to take any notes. That stated, in order to ensure a record of the entire procurement process, the CO should make arrangements for recording the presentations or allow the Offerors to make a recording. If the government records the presentation, the government should provide a copy to the Offeror (and vice versa if the Offeror makes a recording).

Step 5 (additional Q&As) (After First Oral Presentation, but Prior to Proposal Submission)
Much in the same way as any other procurement, the Phase 2 RFP should include due dates for the Offeror to submit questions. Instead of posting the answers on FedBizOpps, the CO must distribute the Q&As to all of the Offerors remaining in the competition.

Step 6 (Roughly 8-12 weeks from Issuance of RFP)
The Offerors submit technical and price proposals as instructed in the RFP.

Step 7 (Days 1-2 after Receipt of Proposals)
The CO should call or email each Offeror to schedule a date for the Second Oral Presentation. If the CO places a call, the CO should send a confirmation email that includes pertinent information such as the date, time, location, and special procedures for entering the building. If such detailed information is not available at the time of the initial phone call, the CO should follow-up with the Offeror prior to the date of the oral presentation.

Step 8 (Days 1-2 after Receipt of Proposals)
The CO shares the technical proposals with: (a) voting members of the evaluation board; (b) Peers; and (c) SMEs. At this point, the CO must not disclose the price proposals. The CO is in charge of securing any source selection information. Accordingly, the voting and nonvoting members must abide by any instructions or limitations provided by the CO. In particular, the CO may or may not allow for the dissemination of materials via email. In addition, due to the high likelihood that the Design Concept submissions will only be viewable in person, the voting and nonvoting members may need to visit the government building.

Step 9 (Allow for 2 Weeks)
The voting evaluation board members separately review the technical proposals. Using the worksheets provided by the CO, the voting members review and document the technical proposals for strengths; weaknesses; deficiencies; and risks (SWDR) (as explained further in the source selection plan). Also, the panel should prepare a list of any additional areas that they would like to discuss with the Offeror to further explain during the Second Oral Presentation. Concurrently with the evaluations by the voting board members, the Peers and SMEs separately review the technical proposals. Using the worksheets provided by the CO, the Peers and SMEs document the strengths; weaknesses; deficiencies; and risks (as explained further in the source selection plan). Also, the Peers and SMEs should prepare a list of any additional areas that they would like to discuss with the Offeror to further explain during the Second Oral Presentation.

Step 10 (Included in Time for Step 8)
Once the voting panel is finished documenting SWDR, the Peers and SMEs share their respective thoughts with the voting members. It is preferable for the Peers and SMEs to be available in-person or via telephone.

Step 11 (Included in Time for Step 8)
The voting evaluation board members collectively submit a written list to the CO for each Offeror documenting SWDR. The panel will also provide a list of any additional areas that they would like the Offeror to further explain or discuss during the Second Oral Presentation.

Step 12 (Should Occur 3 Weeks after Proposal Submission)
The CO conducts the Second Oral Presentation. Using the worksheets provided by the CO, the voting and nonvoting members document additional SWDR of the Offeror resulting from the Second Oral Presentation.

Step 13 (Same Day or Within few Days)

Immediately or shortly after the conclusion of the Second Oral Presentations, the voting and nonvoting evaluation panel members meet to discuss and document their collective impressions. The voting panel members must document their collective view of the SWDR of each Offeror after completion of the Second Oral Presentations.

Step 14 (Allow for 1 Week)
Based on the technical proposal, the Second Oral Presentation, and the collective views of the voting and nonvoting members, the SSEB Chairperson prepares and submits to the CO a detailed written technical evaluation for each Offeror.

Step 15 (Allow for ½-Week)
The CO reviews the draft report and, if necessary, meets with the panel to discuss the report. Once satisfied with the report, the CO provides the voting and nonvoting members with the price proposals and instructions for evaluating price (e.g., price reasonableness, price realism, and unbalanced pricing).

Step 16 (Allow for 1 Week)
Based on instructions provided by the CO, the panel reviews the pricing proposals and provides a written report to the CO.

Step 17 (After Conclusion of Step 16)
Based on the technical and price documentation submitted by the panel, the CO sends a letter or email to each Offeror with a list of WDR and adverse past performance information to which the Offeror has not yet had the opportunity to respond. The CO may also discuss other aspects of the Offeror's proposal that could, in the opinion of the CO, be altered or explained to enhance materially the proposal's potential for award. In the letter, the CO must establish a common cutoff date for the submission of Final Proposal Revisions (FPR).

Step 18 (Allow for 2 Weeks for Final Panel Review and Final Report Preparation)
After receipt of the FPRs, the CO re-convenes the voting and nonvoting panel members to conduct the final technical and price evaluations. The Chairperson must submit a final written report to the CO.

Step 19
The CO reviews the written report, obtains internal concurrences or approvals (as needed), and executes the final decision documents.

Step 20
Issues notice of award, issues letters to the unsuccessful Offerors, and conducts debriefings (if requested).