

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES	
				J	1	22
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 08-Sep-2004	4. REQUISITION/PURCHASE REQ. NO. W68MD9-4169-5952		5. PROJECT NO.(If applicable)	
6. ISSUED BY USA ENGINEER DISTRICT, SEATTLE ATTN: CENWS-CT 4735 EAST MARGINAL WAY SOUTH SEATTLE WA 98134-2329		CODE W912DW	7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X	9A. AMENDMENT OF SOLICITATION NO. W912DW-04-R-0034	
				X	9B. DATED (SEE ITEM 11) 12-Aug-2004	
					10A. MOD. OF CONTRACT/ORDER NO.	
					10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. ACCOUNTING AND APPROPRIATION DATA (If required)						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.						
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).						
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Administrative Corrections to SF33 Block 11; Add Soil Scientist to Section C; Change Section M at paragraphs 1(correct Solicitation Title); 2.C. (Price Proposal Format); 5.A.3.; 5.B.; 5.C.; Add Section M Attachment 1 (a sample matrix for Para. 5.A.3) and Section M Attachment 2 (Customer Satisfaction Survey); and delete Section M clause 52.214-4022 "Basis of Award."						
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
				TEL:	EMAIL:	
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)			BY _____ (Signature of Contracting Officer)		03-Sep-2004	

1. This Amendment provides for the following:
 - a. Remove reference to Section J at Standard Form 33, Revise Block 11, "Table of Contents."
 - b. Revise portions of Section c, "Descriptions and Specifications"
 - c. Revise portions of Section M, "Evaluation Factors for Award"
 - d. Delete Section M Clause 52.214-4022, "Basis of Award."
 - e. Add Attachment 1, Sample Matrix, to Section M, Evaluation Factors for Award.
 - f. Add Attachment 2, "Customer Satisfaction Survey Form, "to Section M, Evaluation Factors for Awards.
2. The attached revised sections are to be replaced in their entirety. Specifications changes are generally identified, for convenience, either by strikeout for deletions, and double underlining of text for additions or a single dark line in the right hand margin. All portions of the revised or new pages shall apply whether or not changes have been indicated.
3. The proposal submittal time and date of September 30, 2004 at 2:00 p.m. LOCAL TIME remains the same.
4. NOTICE TO OFFERORS: Offerors must acknowledge receipt of this amendment by number and date on offer or by telegram. Please mark outside of envelope in which your offer is enclosed to show amendment received.

Encl:
SF33 (Revised)
Section C (Revised)
Section M (Revised)

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING	PAGE OF 1 PAGES
2. CONTRACT NO.	3. SOLICITATION NO. W912DW-04-R0034	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED August 30, 2004	6. REQUISITION/PURCHASE NO. W68MD9-4169-5952
7. ISSUED BY USA Engineer District, Seattle ATTN: CENWS-CT PO Box 3755, Seattle, WA 98124-3755		CODE W912DW	8. ADDRESS OFFER TO (If other than Item 7) See Item 7 or Handcarry to: Seattle District, USACE 4735 E. Marginal Way South Seattle, WA 98134		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and 5 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located Contracting Division, 2nd Floor, Col C-5 until 2:00 PM local time Sept 30, 2004
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: Section L, Provision No. 52.214-7 or 52.215-10. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Dr. Stephen Martin	B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS) (206)764-3631
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11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
<input checked="" type="checkbox"/>	A	SOLICITATION/CONTRACT FORM		<input checked="" type="checkbox"/>	I	CONTRACT CLAUSES	
<input checked="" type="checkbox"/>	B	SUPPLIES OR SERVICES AND PRICES/COST		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
<input checked="" type="checkbox"/>	C	DESCRIPTION/SPECS./WORK STATEMENT		<input checked="" type="checkbox"/>	J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
<input checked="" type="checkbox"/>	E	INSPECTION AND ACCEPTANCE		<input checked="" type="checkbox"/>	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
<input checked="" type="checkbox"/>	F	DELIVERIES OR PERFORMANCE		<input checked="" type="checkbox"/>	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
<input checked="" type="checkbox"/>	G	CONTRACT ADMINISTRATION DATA		<input checked="" type="checkbox"/>	M	EVALUATION FACTORS FOR AWARD	
<input checked="" type="checkbox"/>	H	SPECIAL CONTRACT REQUIREMENTS					

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
	%	%	%	%
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NO. (Include area code)	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.		17. SIGNATURE	18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION SEE SECTION G
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 10 U.S.C. 253(c) ()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)
24. ADMINISTERED BY (If other than Item 7)	CODE	25. PAYMENT WILL BE MADE BY US Army Corps of Engineers Finance Center CEFC-AO-P 5722 Integrity Drive Millington, TN 38054-5004
26. NAME OF CONTRACTING OFFICER (Type or print)	27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

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SECTION C - DESCRIPTIONS AND SPECIFICATIONS

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SECTION C - DESCRIPTIONS AND SPECIFICATIONS

1. Description of Work

The work to be performed under this contract consists of miscellaneous environmental studies dealing with the environmental resources and problems in Washington, Northern Idaho, and Western Montana or (for military studies) throughout the northwest. This includes: site-specific resource field examinations, field sampling, monitoring, and data analysis; environmental planning and impact assessment; and multimedia environmental compliance assessment and follow-up. The purpose of work under this contract is to augment District expertise with technical and logistical support. This includes intern and entry level technical aide in all disciplines; execution of established field and laboratory sampling and data collection protocols; logistical support for field studies; literature searches; telephone inquiries; basic drafting; development of visual aids; and photography.

2. Statement of Contractor Services

The contractor shall provide services that will be detailed on each specific task order.

a. Actual examples of work contractors would accomplish may include but are not limited to the following:

Wildlife Biology

Standard assessment procedures such as Habitat Evaluation Procedures (HEP) and the Wetland Evaluation Technique (WET)

Population analysis, population modeling, carrying capacity and habitat analyses

Ecosystem analyses, including limiting factors analysis

Wetland functional analyses, restoration planning, and vegetative and soils analyses.

Technical reports and wildlife impact analyses for NEPA documentation, feasibility studies, and other planning documents, to include assessment of mitigation requirements and planning of compensatory mitigation projects

Study and sampling plans, data collection (including standard collection protocol) and analyses Planning, design, and monitoring/analysis of restoration projects

Fisheries/Aquatic Biology

Ecosystem analyses including limiting factors analyses, fisheries surveys and run reconstructions

In-stream flow analyses, habitat restoration, impact analyses

Population analyses, population modeling, carrying capacity and habitat analyses

Pelagic and benthic macroinvertebrate sampling and assessment and fish diet analyses

Technical reports and fisheries impact analyses for NEPA documentation, feasibility studies, and other planning documents, to include assessment of mitigation requirements and planning of compensatory mitigation projects

Planning, design, and monitoring/analysis of restoration projects Essential fish habitat (EFH) analyses

Study and sampling plans, data collection and analyses

Fish Collection and Monitoring including electrofishing, biotelemetry, hydroacoustic, and PIT tagging.

Endangered Species and Essential Fish Habitat Analyses

Biological assessments and biological evaluations for Section 7 (Endangered Species Act) consultation, including salmon, trout, marine and land mammals, and birds; recovery plans

Technical reports and endangered species analyses for NEPA documentation, feasibility studies, and other planning documents; Essential Fish Habitat reports.

Geomorphology

Assessment procedures to address such issues as landscape analyses, watershed analyses, channel classification, channel form, sedimentation processes, sediment budgets, wood loading budgets, stream and floodplain stability, hydrology and hydraulic interaction and erosion. Description and evaluation of historic and prehistoric conditions and processes. Hydrogeomorphic assessments.

Planning and evaluation of habitat restoration and other riverine projects in consideration of previously listed assessment procedures, including the placement of large woody debris and creation or restoration of side channels and tributaries

Technical reports and geomorphology analyses for NEPA documentation, feasibility studies, and other planning documents, to include assessment of mitigation requirements and planning of compensatory mitigation projects

Experience with standard collection protocols, current literature and Pacific Northwest river basin dynamics.

Watershed Analyses/Geohydrology

Assessment procedures to address stream and floodplain stability, hydrology and hydraulic interaction, and erosion. Description and evaluation of historic conditions and processes.

Technical reports and watershed/geohydrology analyses for NEPA documentation, feasibility studies, and other planning documents, to include assessment of mitigation requirements and planning of compensatory mitigation projects

Geohydrology studies, including in-stream flow modeling and water management assessments

Experience with standard collection protocols, current literature and Pacific Northwest river basin dynamics

Watershed restoration studies

Marine/Estuarine Ecology

Ecosystem analyses, including limiting factors analyses, fisheries surveys and run reconstructions Shellfish, eelgrass and macroalgae habitat assessments, impact analyses and

restoration planning Pelagic and benthic macroinvertebrate sampling and assessment and fish diet analysis Population analysis, population modeling, carrying capacity, and habitat analyses

Technical reports and marine ecology analyses for NEPA documentation, feasibility studies, and other planning documents, to include assessment of mitigation requirements and planning of compensatory mitigation projects

Planning, design, and monitoring of restoration projects Essential fish habitat (EFH) analyses Invasive species assessments, freshwater and marine

Environmental Planning

Technical information suitable for inclusion in federal (NEPA) environmental assessments, environmental impact statements, feasibility studies, and other planning documents, to include assessment of mitigation requirements and planning of compensatory mitigation projects

Integration of input from Corps' technical staff into technical documents (see above)

GIS/Cartography and Aerial Imagery Interpretation

Compiling and analyses of GIS data using current technology Statistical analyses of geographic information

Imagery interpretation and analyses, remote sensing (air and satellite) Map planning and map construction

Water Quality

Surface and ground water monitoring

Preparation of impact analyses for environmental assessments, environmental impact statements, and planning documents to include the assessment of mitigation requirements and planning for compensatory mitigation projects

Air Quality

Air quality criteria, pertinent regulatory requirements and data analyses

Impact analyses for environmental assessments, environmental impact statements, and planning documents to include the assessment of mitigation requirements and planning for compensatory mitigation projects

Noise

Noise monitoring and data analyses based on pertinent regulations.

Preparation of impact analyses for environmental assessments, environmental impact statements, and planning documents to include the assessment of mitigation requirements and planning for compensatory mitigation projects

Historical Analyses

Section 106 NHPA resource inventories and documents (for Survey Reports)

Section 106 impact analyses and Determinations of Eligibility or Effect

Evaluations for National Register of Historic Places and preparation of site testing action plans

Impact analyses for environmental assessments, environmental impact statements, and planning documents to include the assessment of mitigation requirements and planning of compensatory mitigation projects

Interpretation of results from imagery interpretation (See GIS, above) to identify assess sequences of land use changes.

Archeology

Section 106 NHPA resource inventories and documentation

Section 106 impact analyses and Determinations of Eligibility of Effect

Evaluations for National Register of Historic Places and preparation of Site Testing Action Plans

Preparation of impact analyses for environmental assessments, environmental impact statements, and planning documents to include the assessment of mitigation requirements and plan compensatory mitigation projects.

Public involvement

Examples of work include:

Collaborative public participation and engagement, communication strategies, conflict management, and decision-making techniques for intergovernmental and stakeholder processes

Situation assessments, interviews and surveys

Facilitation of technical meetings, intergovernmental and stakeholder group meetings and workshops, advisory committees, and public meetings

Training of community members, stakeholders and agency personnel in collaboration, communication, facilitation and other skills for community building and long-term conflict management.

Development and implementation of public outreach tools, such as mailing lists, newsletters, website material, and fact sheets

Soil Scientist

Examples of professional/technical work areas:

Field surveys of soil types, condition, and quality

Field collection and laboratory analysis of soil samples for such items as soil nutrition and soil compaction

Experience with standard collection guidelines

3. Government Furnished Data

The Government will furnish the following data and will furnish other necessary data for each task order relating to the particular work or site under investigation.

- a. Seattle District Guide for Architects-Engineers-Consultants, Volume I
- b. Seattle District Drafting Standards
- c. EM 385-1-1, US Army Corps of Engineers, Safety and Health Requirements Manual, September 1996

NOTE: Items 3a, 3b & 3c, above, must be returned prior to final payment of this contract.

4. Conferences

The contractor shall attend conferences with representatives of the contracting officer as specified in each task order.

5. Correction of Final Documents

Following review of final documents and approval, make all changes and corrections required and resubmit corrected original and reproducible copies as required by the task order as soon as possible and within time schedule established in the task order. Such changes would be within the original Statement of Work.

6. Responsibility of Correct Documents

The contractor is expected to review his work. Corrections and clarifications should be made by the contractor if found necessary by the Contracting Officer for review. Work required for correction or clarification shall be completed and resubmitted within seven (7) calendar days after the Contracting Officer makes receipt for such service, unless otherwise specified in the task order Statement of Work.

7. General Requirements

a. Contractor Project Manager. Promptly following award of a task order, the contractor shall designate a Project Manager (PM) who shall be responsible for the scheduled completion of the task order. Changes in PM may be made with prior approval of the COR. The PM shall have the experiences and capability for the following:

- (1) Execution and completion of the terms of the task order.
- (2) Supervision of work and its overall quality.
- (3) Liaison between contractor and COR for all work required under the task order.

b. Contracting Officer's Representative. The Contracting Officer (CO) for the Government has designated an authorized Contracting Officer's Representative (COR) to supply the contractor with Government furnished data and services, and to forward other necessary documents or equipment. The COR for this contract shall be Dr. Stephen Martin, telephone 206-764-3631, or by electronic mail at stephen.g.martin@usace.army.mil. Contractor interpretation and associated guidance and direction from the Government shall

not be official unless specifically provided by the COR or the CO. The COR will seek timely progress of the work and its satisfactory completion.

c. Government Project Manager. The COR will also function as the District Project Manager (PM) for this task order. As such, he will supply relevant Government furnished data and will coordinate District review comments on deliverables.

d. Extra Services. The contractor is advised not to perform any services under this task order, requested by any person in the District office either verbally or in writing, which the contractor considers to be an adjustment in the work scope requiring a change in contract prices, until the contractor has made a proposal to the COR covering such extra services, negotiated a mutually satisfactory fee and received formal notice to proceed.

8. Changes in Specifications. The Government may have a requirement to amend the solicitation prior to the date set for receipt of proposals. Such amendments, if any, will be posted to the Seattle District Corps of Engineers website with the solicitation. If the amendments are of a nature which required material changes in quantities or prices, the date set for receipt of proposals may be extended as determined by the Contracting Officer, in order to allow time for offerors to revise their proposals. In such cases, the amendment will include the announcement of the new date for receipt of proposals.

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SECTION M

Evaluation Factors for Award

INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

1. INTRODUCTION:

Your firm is invited to submit a proposal for the project entitled, "Miscellaneous Environmental Resource Studies dealing with environmental resources and problems in Washington; Northern-Idaho; Western-Montana or for military studies throughout the Northwest." Prospective offerors are required to prepare and submit proposals that will be evaluated in accordance with this section of the solicitation. A firm fixed-price indefinite-delivery/indefinite-quantity (IDIQ) contract will be awarded to the firm submitting the proposal that: a) conforms to this request for proposals (RFP), b) is considered to offer the best value to the Government in terms of the evaluation factors, including price, and c) is determined to be in the best interest of the Government.

2. SUBMITTAL REQUIREMENTS.

A. General Requirements. Proposals shall be submitted in two parts: (a) technical proposal, and (b) price proposal. Each shall be submitted in a separate envelope or package with the type of proposal (i.e., technical or price) clearly printed on the outside of the envelope or package. Proposals must set forth full, accurate, and complete information as required by this RFP. Absence of information will be deemed as if no support for that criterion was provided. Offerors submitting proposals should limit submission to data essential for evaluation of proposals so that a minimum of time and money is expended in preparing information required by the Request for Proposals (RFP). Data submitted must reflect the offeror's interpretation of criteria contained in the RFP. Proposals are to be on 8 1/2 x 11-inch paper, to the maximum extent practicable, and submitted in standard letter (8-1/2 x 11-inch) hardback loose-leaf binders. Contents of binders shall be tabbed and labeled to afford easy identification from the proposal Table of Contents.

Pages shall be numbered consecutively. No material shall be incorporated by reference or reiteration of the RFP. Any such material will not be considered for evaluation. It shall be presented in a manner which allows it to "STAND ALONE" without need for evaluators to reference other documents. Arrangements, layout plans, and notes may all be combined together on single sheets in order to simplify presentation, so long as clarity is maintained. Unnecessarily elaborate brochures or other presentation materials beyond those sufficient to present complete and effective responses are not desired and may be construed as an indication of the proposer's lack of cost-consciousness. Elaborate artwork, expensive paper and bindings, and expensive/extensive visual and other presentation aids are neither necessary nor wanted. Offeror's are encouraged to structure their proposal submission using guidelines presented in Paragraph B of this Section (below). However, to minimize effort expended by the Offeror's, other formats will be accepted so long as requested information is provided. Penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.

B. Technical Proposal Format. Submit five (5) copies, consisting of the **original and 4 copies**. As a minimum, each copy of the technical proposal should follow the general format specified below. Pages should be numbered from beginning to end, without repeating for new sections.

1. Cover Letter: The Technical Proposal Cover Letter, including deviations and betterments, should be the first page of your technical proposal and must show the following:

- a. Solicitation number;

- b. Name, address, telephone and facsimile numbers of the Offeror, and electronic address, if available.
- c. Names, titles, telephone and facsimile numbers and electronic addresses, if available, of persons authorized to negotiate on the Offeror's behalf with the Government in connection with this solicitation.
- d. Names, title, and signature of the person authorized to sign the proposal.
- e. A statement that the offer has an **acceptance period of 90 calendar days** from the date the offer is submitted.
- g. Deviations from the RFP: Offerors shall specifically identify, in their cover letter, a section entitled "Deviations," all deviations from the minimum RFP requirements, and if required to submit a Final Proposal Revision, all changes made to their original proposal. All alternates shall be specifically addressed and expanded upon in the proposal or Final Proposal Revision. Deviations must not result in an Offeror's proposal that does not meet minimum RFP criteria.
- h. Identification of Items Exceeding RFP Requirements: Offeror's should specifically identify in an attachment to their cover letter a list entitled "Identification of Items Exceeding RFP Requirements" all items that exceed the minimum RFP requirements and, if required to submit a Final Proposal Revision, all changes made to their original proposal that exceed RFP minimum requirements. All of these items should be specifically addressed and expanded upon in the proposal or Final Proposal Revision.
- i. Amendments: **Acknowledge all amendments** by number and date of issue **in your cover letter**. NOTE: If discussions are held, acknowledge all amendments issued on the cover letter submitted with your revised proposals or final proposal revisions.

2. Table of Contents: List all sections contained in the technical proposal. A separate section shall be provided for each evaluation criterion. Any additions or revisions to the proposal shall include an updated Table of Contents for each set.

3. Technical Data Consisting of outline specification and supporting data shall be furnished as part of the formal proposal and shall meet all requirements of the RFP, technical specifications and referenced regulations. It shall be specific and complete, and demonstrate thorough understanding of the requirements. It shall include, where applicable, complete explanations of procedures and the program you propose to follow. Additionally, it shall demonstrate the merit of the technical approach offered and shall be an orderly, specific, and complete document in every detail, and should demonstrate a thorough understanding of the requirement. It should include, where applicable, diagrams, charts, and complete explanations of the schedules or procedures you propose to follow.

C. Price Proposal Format. The contents of your price proposal should include the Pricing Schedule with prices for all line items (original). To include, completion and submission of Section K, Representations, Certifications and other Statements of Offerors, acknowledgement of all amendments, Standard Form (SF) 33, Solicitation, Offer & Award, and the Corporate Certified located at the beginning of the solicitation. Ensure the the SF33 is signed by an official authorized to bind for your firm.

PRICE PROPOSAL FORMAT: A single volume (originals only):

- Standard Form 33 (front and back), Solicitation, Offer and Award
- Pricing Schedule (all schedule pages) (prices must be provided for all line items in the schedule)
- Small and Small Disadvantaged Business Subcontracting Plan (Large Businesses only, see letter at front of RFP AND Part 5.E. of this Section M)
- Total Compensation Plan for Professional Employees As Required by Clause 52.222-46 in Section L, Instructions, Conditions and Notices to Bidders
 - Section K, Representations, Certifications and Other Statements of Offerors

NOTE: Price proposal is DUE AT THE SAME TIME as technical proposals.

3. **EVALUATION FACTORS** - Proposals will be evaluated on the basis of two criteria, TECHNICAL and PRICE.

A. Technical Evaluation Criteria:

- Professional Qualifications of Personnel
- Past Performance
- Corporate Experience and Capabilities
- Sample Work Plan
- Extent of Small and Small Disadvantaged Business Participation

B. Price: Price will be evaluated for reasonableness, but not rated. Price will be a secondary factor after Technical Proposals have been evaluated and in establishing the competitive range prior to discussions and in making the final determination for award.

4. Technical Merit Ratings.

Proposals will be evaluated using the following adjectival descriptions below. Evaluators will apply the appropriate adjective to each criterion (and sub-criterion) rated. The evaluator's narrative explanation must clearly establish that the Offeror's proposal meets the definitions established below:

A. OUTSTANDING - Information submitted demonstrates offeror's potential to significantly exceed performance or capability standards. The offeror has clearly demonstrated an understanding of all aspects of the requirements to the extent that timely and highest quality performance is anticipated and has exceptional strengths that will significantly benefit the Government. The offeror's qualifications meet the fullest expectations of the Government. The offeror has convincingly demonstrated that the RFP requirements have been analyzed, evaluated, and synthesized into approaches, plans, and techniques that, when implemented, should result in outstanding, effective, efficient, and economical performance under the contract. An assigned rating within "outstanding" indicates that, in terms of the specific factor (or sub factor), the submittal contains essentially no significant weaknesses, deficiencies, or disadvantages. Very significantly exceed most or all solicitation requirements. **Very high probability of success.**

B. ABOVE AVERAGE - Information submitted demonstrates offeror's potential to exceed performance or capability standards. Have one or more strengths that will benefit the Government. The areas in which the offeror exceeds the requirements are anticipated to result in a high level of efficiency or productivity or quality. The offeror's qualifications are adequately responsive with minor deficiencies but no major deficiencies noted. An assigned rating within "Above Average" is used when there are no indications of exceptional features or innovations that could prove to be beneficial, or contrarily, weaknesses that could diminish the quality of the effort or increase the risks of failure. Disadvantages are minimal. The submittal contains excellent features that will likely produce results very beneficial to the Government. Fully meets all RFP requirements and significantly exceeds many of the RFP requirements. Response exceeds a "Satisfactory" rating. **High probability of success.**

C. SATISFACTORY (Neutral) - Information submitted demonstrates offeror's potential to meet performance or capability standards. Acceptable solution. Meets minimum standard requirements. Few or no advantages or strengths. The offeror's qualifications contain weaknesses in several areas that are not offset by strengths in other areas. A rating of "Satisfactory" indicates that, in terms of the specific factor (or sub factor), the offeror may satisfactorily complete the proposed tasks, but there is at least moderate risk that he will not be successful. Equates to Neutral. Good probability of success as there is sufficient confidence that a fully compliant level of performance will be achieved. Meets all RFP requirements. Complete and comprehensive proposal; exemplifies an understanding of the scope and depth of the task requirements and the offeror's understanding of the Government's requirements. Response exceeds a "Marginal" rating. **No significant advantages or disadvantages.**

D. MARGINAL - Information submitted demonstrates offeror's potential to marginally meet performance or capability standards necessary for minimal but acceptable contract performance. The submittal is not adequately responsive or does not address the specific factor(s) (or sub factor(s)). The offeror's interpretation of the Government's requirements is so superficial, incomplete, vague, incompatible, incomprehensible, or incorrect as to be Unsatisfactory. The assignment of a rating within the bounds of "Marginal" indicates that the evaluator feels that mandatory corrective action would be required to prevent significant deficiencies from affecting the overall project. The offeror's qualifications demonstrate an acceptable understanding of the requirements of the RFP and the approach will likely result in an adequate quality of performance, which represents a moderate level of risk to the Government. Low probability of success although the submittal has a reasonable chance of becoming at least acceptable. Response exceeds an "Unsatisfactory" rating. **Significant disadvantages.**

E. UNSATISFACTORY - Fails to meet performance or capability standards. Unacceptable. Requirements can only be met with major changes to the submittal. The submittal does not meet the minimum requirements of the RFP. There is no reasonable expectation that acceptable performance would be achieved. Offeror's qualifications have many deficiencies and/or gross omissions; failure to provide a reasonable, logical approach to fulfilling much of the Government's requirements; failure to meet many of the minimum requirements. The offeror's qualifications submittals are so unacceptable that it would have to be completely revised in order to attempt to make it other than unacceptable. **Very significant disadvantages.**

5. TECHNICAL PROPOSAL MINIMUM REQUIREMENTS AND EVALUATION METHOD:

A. Professional Qualifications of Personnel

1. Project Manager (PM). This individual must submit a resume and must demonstrate technical, education, managerial, contractual and financial experience and skills for the last five (5) years as a Project Manager, to achieve the contract requirements and implement the Statement of Work. The Project Manager must demonstrate their experience in successfully managing projects of similar scope and complexity. The availability of the PM is considered critical in support of this contract.

2. Key Personnel. The Offeror or Team must submit a resume for each "Recognized Regional Expert" and "Experienced Specialist I," demonstrating their conformity to the requirements specified in the "NOTES" at Section B of this solicitation. These individuals will be evaluated for demonstrated educational, technical, experience, and skills in their proposed labor category(ies), and their roles evaluated as applicable for key personnel. On the individual's resume annotate which labor category the resume is for. The availability of these individuals is considered critical in support of this contract.

3. Other Personnel. The "Experienced Specialist II" and "Experienced Specialist III" will be responsible for critical contract support functions. For these Specialists, submit information in a matrix format substantially like the one attached to this Section M.

MINIMUM SUBMITTAL REQUIREMENTS for B.1. thru 2. above:

Name/Title of Person

1. Summary of the individual's duties/responsibilities for this project;
2. Firm Affiliations/Years With Current Firm
3. Labor Category(ies) proposed in this solicitation.

Qualifications for duties/functions proposed:

1. Education (Degree, Year, and Specialization);
2. Active Registrations/Professional /Technical Licenses/Certifications
3. Specific Qualifications for this project (see criteria for any special instructions such as minimum number of projects to list).
4. Years of Experience in profession

Relevant Experience:

(Projects started but not yet completed must be at least 50% complete to be evaluated.)

1. Title of past projects and their location(s);
2. Dollar value and duration of each project;
3. Duration of person's involvement in the project;
4. Firm Affiliated with during the project;
5. Duties/Functions while working the project and how this relates to their intended role(s) for this solicitation;
6. Brief Description of Project and how this relates to solicitation project.

Additionally, for each resume/key personnel identified, identify the percentage of time the individual will be available to provide support to this contract.

EVALUATION METHOD: Each resume will be evaluated for its completeness and reasonableness and the degree to which the offeror demonstrates an understanding of the aspects required for successfully accomplishing the services described in the solicitation. The more recent the experience, and the greater the extent and relevance of the team members' qualifications and prior project experience, the higher the rating assigned for criterion during evaluations.

B. Firm's Past Performance:

At a minimum, a list of references (minimum of five) shall be provided who can assess and describe the competency of the proposed offeror and effectiveness of the organization that was provided the reference. The projects may be completed or currently in progress but shall be sufficiently mature to allow for comprehensive assessment of offeror's qualifications and performance. For completed projects listed, they must have been recently completed with substantial performance within the past three (3) years. **A Customer Satisfaction Survey Form shall be submitted for each project (see attached Form behind this Section M, Evaluation Factors for Award).**

SUBMITTAL REQUIREMENTS: Customer Satisfaction Survey – The reproducible Customer Satisfaction Survey form located at the end of this section will be used to provide information from your customers for the prime contractor regarding satisfaction, quality of work, and timely performance of the projects listed in the relevant experience examples. To be considered, your past customers (not the offeror) must complete the surveys and mail, hand-deliver, or fax directly to the Contracting Office, for receipt no later than the time and date the proposals are due. Customer Satisfaction Surveys should only be provided for projects constructed by the prime, listed under relevant experience. All Customer Satisfaction Surveys must be submitted to the Seattle District, Corps of Engineers by the customer/agency providing the information. Surveys submitted by the contractor will not be considered. Please ensure envelopes containing survey forms do not contain the offeror's return address. Offerors shall submit a list of all customers to whom Customer Satisfaction Surveys were provided, including current point of contact and phone number.

EVALUATION METHOD: The Government reserves the right to consider all aspects of an offeror's performance history. The Government may also contact previous customers as references, and will use Customer Satisfaction Surveys received from customers. Past performance for projects listed under relevant experience will be evaluated first and higher evaluation ratings will be given for relevant projects with outstanding evaluations. The Government may initiate exchanges with an offeror to clarify adverse past performance information when the Offeror has not previously had an opportunity to comment on the evaluation. The Government reserves the right to contact the evaluators of the Customer Satisfaction Surveys submitted. The Government also reserves the right, but is not obligated, to query any Government agencies, databases, and publications for information such as performance evaluations, debarment, terminations, and litigation for evaluation purposes. Firms without any evaluations will be assigned a neutral rating of satisfactory.

C. Corporate Experience and Capabilities

SUBMITTAL REQUIREMENTS: The offeror or team should clearly demonstrate their technical capability and experience by identifying and describing four project(s) which demonstrate their technical, management and administrative capabilities as it pertains to the delivery of Professional Services directly related to the following areas (described further in the Statement of Work. For each instance provide a project title; project location (State, County, Municipality, Street Address), synopsis of the project to include purpose or scope, approach, conclusions and recommendations; regulatory drivers for the project; period of performance for the project; total dollar value of the project; number of technical and support personnel used; percentage of program administration support cost in relation to the total contract cost; type of contract; and customer information to include, at a minimum, name, address and telephone number.

- a. Wildlife Biology
- b. Fisheries/Aquatic Biology
- c. Endangered Species and Essential Fish Habitat Analyses
- d. Geomorphology
- e. Watershed Analyses/Geohydrology
- f. Marine/Estuarine Ecology
- g. Environmental Planning
- h. GIS/Cartography and Aerial Imagery Interpretation
- i. Water Quality
- j. Air Quality
- k. Noise Analysis
- l. Historical Analyses
- m. Archeology
- n. Public involvement
- o. Soil Sciences

D. Sample Workplan:

SUBMITTAL REQUIREMENTS: The offeror or team shall provide a sample work plan for a typical project that could be encountered in one of the areas listed in 5.A., above, and described in the Statement of Work located in Section C of this solicitation.. The work plan shall include a title page, table of contents, a background/objective section, detailed task description, expected outcomes, project schedule and team composition.

EVALUATION METHOD: As a minimum, the offeror must demonstrate the organization, technical writing effectiveness, content, completeness, logical sequencing and document layout in accordance with the Statement of Work. Better ratings will be assigned for technical completeness, specificity, and likelihood of success.

E. Extent of Small Business Participation in the Contract:

SUBMITTAL REQUIREMENTS: No submittal is required for this criterion. The Government will utilize performance evaluations contained in the Past Performance Information Management System (PPIMS) to evaluate this criterion.

EVALUATION METHOD: Firms will be evaluated for the success and extent of their small business participation in their subcontracting plan with small and disadvantaged business concerns. Firms will be evaluated based on the ratings received for item entitled "Implementation of Subcontracting Plan" on their past performance evaluations retrieved from PPIMS. Firms without any evaluation in PPIMS, or for which this item was not evaluated (i.e., N/A), will be assigned a neutral rating of satisfactory. Proposed firms that receive a rating below satisfactory for this item in one or more PPIMS evaluations will receive a rating of marginal for this criterion. The projects may be completed and/or currently in progress. All projects listed must have been substantially performed within the past three (3) years. A Customer Satisfaction Survey form shall be submitted for each project.

NOTE:

¹ - See FAR 52.219-8 Utilization of Small, Small Disadvantaged and Women-Owned Small Business Concerns in Section 00700 for a definition of these terms. Further guidance and information on laws or regulations referenced can be found at the following Internet address:

<http://www.sba.gov/library/lawroom.html>

² - Evaluation of Small Business Participation. A satisfactory rating may be obtained for demonstrating an effort to meet the goals set forth in the solicitation. Demonstrated efforts to exceed one or more goals will receive higher ratings depending on the extent to which goals were exceeded.

6. EVALUATION AND AWARD PROCEDURES:

A. Relative Importance Definitions: For the purpose of this evaluation, the following terms will be used to establish the relative importance of the criteria:

- **Significantly More Important:** The criterion is at least two times greater in value than another criterion.
- **More Important:** The criterion is greater in value than another criterion, but less than two times greater in value.
- **Comparatively Equal:** The criterion is nearly the same in value as another criterion but not of an equal value.
- **Equal:** The criterion is of the same value as another criterion.

B. Ranking of Criteria Based on Importance:

- Criterion A, "Professional Qualifications of Personnel" is Relatively Equal to Criterion B, "Past Performance"
- Criterion B, "Past Performance" is Significantly More Important than Criterion C, "Corporate Experience and Capabilities"
- Criterion C, "Corporate Experience and Capabilities" is More Important than Criterion D, "Sample Work Plan."
- Criterion D, "Sample Work Plan" is Significantly More Important than Criterion E, "Extent of Small and Small Disadvantaged Business participation."

C. Evaluation.

- 1) Technical proposals will be evaluated for conformance with the minimum RFP criteria, and for the extent to which they exceed those criteria. While the intent is to keep the offeror's pre-award proposal effort to a minimum, proposals must provide adequate detail for evaluators to determine how the offeror's proposal meets or exceeds the RFP criteria. It must also form sufficient basis for developing a fair and reasonable price proposal.
- 2) All technical proposals will be evaluated by a Technical Evaluation Team (TET). Pricing data will not be considered during this evaluation. Criteria for the technical evaluation are set forth elsewhere in the solicitation and will be the sole basis for determining the technical merit of proposals. Culmination of the technical evaluation will be assignment of a technical rating for each offer.
- 3) The TET will utilize the relative importance definitions and technical merit ratings described earlier in this section of the solicitation to perform their technical evaluation.
- 4) To be considered for award, proposals shall conform to the terms and conditions contained in the RFP. No proposal shall be accepted that does not address all criteria requested in this section of the solicitation or which includes stipulations or qualifying conditions unacceptable to the Government.
- 5) Price is of secondary importance and will be considered of lower importance than technical factors. Pricing will be independently evaluated to determine reasonableness and to aid in determination of the Offeror's understanding of the work and ability to perform the contract.

7. ELECTION AND AWARD WITHOUT DISCUSSIONS -

A. *It is the intent of the Government to make award based upon initial offers, without further discussions or additional information.* Therefore, proposals should be submitted initially on the most favorable terms from a price and technical standpoint. Do not assume you will be afforded the opportunity to clarify, discuss or revise your proposal. If award is not made on initial offers, discussions will be conducted as described below.

B. **Competitive Range** - After initial evaluation of proposals, if the Contracting Officer determines that discussions are to be conducted, the Contracting Officer will establish a competitive range comprised of all of the highest rated technical proposals, *unless the range is further reduced for purposes of efficiency* (i.e., the Contracting Officer may determine that the number of most highly rated proposals that might otherwise be included in the competitive range exceeds the number at which an efficient competition can be conducted). Discussions may be held with firms in the competitive range.

C. **During Discussions** - Written or oral (i.e., telephonic) discussions may be conducted by the Government with all offerors in the competitive range. As a result of discussions, offerors may make revisions to their initial offers. If an offeror's proposal is eliminated or otherwise removed from the competitive range during discussions, no further revisions to that offeror's proposal will be accepted or considered. Discussions will culminate in a request for Final Proposal Revisions, the date and time of which will be common to all offerors.

D. **After Discussions.** If discussions are conducted, then after receipt of final proposal revisions, the TET will evaluate supplemental information provided by offers, adjust technical scores previously assigned, and provide a recommendation to the Contracting Officer. Subsequently, and after evaluation of any changed to proposed prices, the Contracting Officer will perform a best-value analysis. Selections will be made on the basis of the responsible offer, which conforms to the RFP and represents the most advantageous offer to the Government, subject to availability of funds.

E. **Selection and Award.** *The Government intends to make award based on initial offers.* Award of a firm fixed-price task order will be based upon a tradeoff analysis among technical and other pertinent factors (i.e., past performance) and price to determine the best value to the Government in terms of technical factors and price, and the best balance between technical factors and price.

8. DEBRIEFINGS.

A. **Pre -award.** Offerors excluded from the competition before award will receive a notice and may request a debriefing before award by submitting a written request for a debriefing to the Contracting Officer within three (3) days after receipt of the notice of exclusion from the competition.

B. Post Award. Unsuccessful Offerors shall request post-award debriefing within three (3) days after the date on which the offeror received notification of contract award. Point-by-point comparisons with other offerors' proposals will not be made, and debriefings will not reveal any information that is not releasable under the Freedom of Information Act.

9. PROPOSAL EXPENSES AND PRECONTRACT COSTS.

This solicitation does not commit the Government to pay costs incurred in preparation and submission of the initial and any subsequent proposals or any other costs incurred prior to execution of a formal contract.

52.217-5 EVALUATION OF OPTIONS (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

~~52.214-4022~~ — Notwithstanding any other provision of this invitation, the Government will award all base bid items as minimum. Clause Deleted

XYZ Corp
123 Any St
Somerville, TX 71234

- Public Involvement
- Archeology
- Historical Analysis
- Noise
- Air Quality
- Water Quality
- GIS/Cartography and Aerial Imagery Interpretation**
- Environmental Planning
- Marine/Estuarine Ecology
- Watershed Analyses/Geomorphology
- Geomorphology
- Endangered Species and Essential Fish Habitat Analyses**
- Fisheries/Aquatic Biology**
- Wildlife Biology**
- Total Years With Firm
- Total Years Experience

SAMPLE ONLY

Labor Category	Name	Firm	Discipline
0001 Wildlife Biologist			
0001AC - Experienced Specialist 2	M. Sage	XYZ Corp	PhD, Wildlife Resource Mgr.
	S. Nichols	PDQ Inc	MS, Ecology
0001AD - Experienced Specialist 3	B. Schwartz	XYZ Corp	PhD, Ecology
0002 Fisheries/Aquatic Biology			
0002AC - Experienced Specialist 2	G. Beecham	RFP2 Inc	PhD, Marine

Note: Include all technical disciplines as listed at solicitation Section M, para 5.C

CUSTOMER SATISFACTION SURVEY (PAGE 1 OF 2) -

W912DW-04-R-0024, Miscellaneous Environmental Resource Studies Dealing With Environmental Resources And Problems In Washington; Northern-Idaho; Western-Montana Or For Military Studies Throughout The Northwest

SECTION 1 -- TO BE COMPLETED BY OFFEROR AND PROVIDED TO REFERENCE

Name of Firm Being Evaluated: _____

Project Title & Location: _____

Project Dollar Value: _____

Year Completed: _____ **Project Manager:** _____

SECTION 2 -- TO BE COMPLETED BY THE CUSTOMER REFERENCE AND MAILED, EMAILED, FAXED OR HAND-DELIVERED DIRECTLY TO:

U.S. Army Corps of Engineers, Seattle District
Attn: CENWS-CT-CB-CU Attn: Paul Daneker
P.O. Box 3755
Seattle, WA 98124-3755

FAX: (206) 764-6817
Street Address:
4735 E. Marginal Way S.
Seattle WA 98134-2329

Forms submitted by other than the customer (i.e., by the offeror), may not be considered.

OVERVIEW: The firm shown above has selected you as a customer reference to provide information on the firm's past performance. Your input is important to this firm and responses are required no later than the time and date proposals are due for inclusion in our evaluation.

Name of Individual completing survey: _____

Firm Name: _____ **Phone Number:** _____

Relationship to this Project: _____

The chart below depicts ratings to be used to evaluate this contractor's performance.

O	AA	S	M	U
Outstanding	Above Average	Satisfactory	Marginal	Unsatisfactory
Performance met all contract requirements and exceeded expectations. Problems, if any, were negligible, and were resolved in a timely and highly effective manner.	Performance met all contract requirements and exceeded some. There were a few minor problems which the contractor resolved in a timely, effective manner.	Performance met contract requirements. There were some minor problems, and corrective actions taken by the contractor were satisfactory.	Performance did not meet some contractual requirements. There were problems, some of a serious nature, for which corrective action was only marginally effective.	Performance did not meet contractual requirements. There were serious problems, and the contractor's corrective actions were ineffective.

CUSTOMER SATISFACTION SURVEY (PAGE 2 OF 2)

W912DW-04-R-0024, Miscellaneous Environmental Resource Studies Dealing With Environmental Resources And Problems In Washington; Northern-Idaho; Western-Montana Or For Military Studies Throughout The Northwest

In the following blocks, please indicate your overall level of satisfaction with the work performed by the firm shown in Section 1. Reference the chart outlined on page 1 of this survey.
For any marginal or unsatisfactory rating, please provide explanatory narratives in the remarks block. These narratives need not be lengthy; just detailed. If a question is not applicable, circle N/A. If more space is needed, then go to the end of the questionnaire or attach additional pages. Be sure to identify your continued narration with the respect line number, your name and project name.

	Quality of Work	Circle the appropriate rating using the chart on page 1
A	Quality of Service	O AA S M U N/A
B	Quality Control	O AA S M U N/A
C.	Adequacy of Submittals/Reporting	O AA S M U N/A
D.	Identification/correction of deficient work in a timely manner	O AA S M U N/A
E.	Displayed flexibility in responding to your needs	O AA S M U N/A
F.	Organizational structure/functional relationships of the team including subcontractors	O AA S M U N/A
G.	Response time to your requirements	O AA S M U N/A
H.	Extent of participation of small business concerns as subcontractors under this contract	O AA S M U N/A
I.	Overall rating for this project	O AA S M U N/A
J	How well did the contractor & subcontractors adhere to schedule?	<u>O AA S M U N/A</u>
K.	Would you select this contractor again for future projects?	Yes or No (circle one)

REMARKS: (Discuss strengths and weaknesses of the firm)

Thank you for completing this form. Your assistance in providing this information is appreciated.