

Section L – Instructions to Offerors – Step One

1. Overview

- 1.1. This solicitation is a Two-Step competitive best-value procurement for a single-award contract for an assessment of the Architect of the Capitol's (AOC) ability to successfully execute a large-dollar, complex capital program.
- 1.2. The Government intends to award a contract without discussions with offerors (except clarifications as described in AOC Order 34-1, Section 9.1.11). Therefore, the offeror's initial proposal should be clear and complete and contain the offeror's best terms from a price standpoint. The Government reserves the right to conduct discussions if later deemed necessary. The Government further reserves the right to reject any or all offers if such action is in the Government's best interest.
- 1.3. Offerors may submit proposals as Joint Ventures (JVs). Joint Ventures shall clearly identify the managing member and shall provide a copy of the executed Joint Venture agreement with the Step 1 submission. For Joint Venture Offerors, prior experience of each JV partner may be submitted and will be considered, provided that the proposal clearly identifies which JV partner performed which portions of the work.

2. Proposal Information

2.1. Electronic Submission Only

- 2.1.1. All proposals shall be submitted via email to the Contract Specialist, Michael Hoover (michael.hoover@aoc.gov). Hard-copy proposals will not be accepted.
- 2.1.2. All questions, RFIs, clarifications, and all other routine correspondence related to this solicitation shall be submitted via email to the Contract Specialist.

2.2. Procurement Schedule (Dates subject to change. If changed, they will be issued via amendment)

- 2.2.1. Pre-proposal Conference
 - 2.2.1.1. There will be no pre-proposal conference held for this procurement.
- 2.2.2. Step One – Qualification Phase
 - 2.2.2.1. RFI Deadline: 10/15/2026 by 5:00 pm (EST).
 - 2.2.2.2. Step One Proposal Due Date: 10/29/2026 by 5:00 pm (EST).
- 2.2.3. Step Two – Competitive Proposal Phase
 - 2.2.3.1. Step Two Solicitation Release: Approx. seven (7) calendar days after Step One Shortlisted Notifications are sent.
 - 2.2.3.2. Step Two Proposal Due Date: Approx. 30 calendar days after Step Two solicitation is released.

3. Proposal Format

3.1. Proposal Structure

- 3.1.1. Proposal Proposals shall include the following components in the order listed, with each component and each Factor submitted as its own uniquely bookmarked section. All proposal files shall be text-searchable PDFs generated from electronic source files. Scanned or image-only pages are not permitted, except for materials such as schedules, diagrams, or charts. Narrative text, resumes, and factor responses must be fully text-searchable.

- 3.1.1.1. Cover Page
- 3.1.1.2. Table of Contents
- 3.1.1.3. Required Factors (each factor shall be clearly labeled and bookmarked)
- 3.1.1.4. Attachments required for Step Two

3.2. Page Limits

- 3.2.1. Step One (Factors 1-3): 25 pages total
- 3.2.2. Step Two (Factor 1): 10 pages total (Excludes Presentation Slides)
- 3.2.3. Step Two (Factor 2): 5 pages total

3.3. Formatting Requirements

- 3.3.1. File format: PDF (Factor 5 Bid Schedule submitted in Excel format)
- 3.3.2. Page Size: 8 ½" x 11"
- 3.3.3. Font: 10-point minimum
- 3.3.4. Fold-outs: Permitted up to 11"x17" for graphics only (not narrative text or resumes)
- 3.3.5. Margins: Minimum 1" on all sides
- 3.3.6. Spacing: Normal single spacing
- 3.3.7. PDF Security: Proposal files shall not contain passwords, print restrictions, or copy-protection settings.

4. Step One Evaluation Factor Instructions

4.1. Factor 1: Corporate Experience and Expertise:

The offeror shall provide a narrative describing the experience and qualifications of the offeror in the design and/or management of Program Management Office in the construction industry. Specifically for Construction Projects over \$500 million at the State and/or Federal Government level, and which involved tasks similar to those described in Section 5.0 of the Statement of Work (SOW) (Attachment 3), completed by the offeror during the last five years or are presently ongoing. The Offeror shall provide a listing of four (4) past projects/contracts of similar scope, size, and complexity which involved similar tasks, identified in its narrative, completed by the offeror during the last five (5) years or are presently ongoing. The AOC will not evaluate more than six (6) projects.

For each project/contract listed, provide the following:

1. Contract Number;
2. Start Date/Completion Date (Dates - Month/Year);
3. Project/Contract Description;
4. Client Agency;
5. Technical Point of Contact;
6. Current Phone Number and Facsimile Number for Point of Contact;
7. Amount of Contract (Award Amount and Final Amount); and
8. Relevance of Experience to This Project. Similar Scope, Size, and Complexity

4.2. Factor 2: Key Personnel

The Offeror shall provide resumes for the following individuals:

1. Program Executive (1 individual)
2. Program Manager (1 individual)
3. Team Members (3 individuals)

The resumes shall document recent and relevant experience within the past five (5) years, shall be a maximum of 1 page per individual, and include the following information:

1. A list of projects/contracts and the level of involvement;
2. A list of two references who can provide appropriate feedback regarding the technical capabilities, including a contact name, company, address, and current telephone number and email address;
3. Position and years with the Offeror, and if less than five (5) years with the Offeror, position and years with previous employer;
4. Beginning and ending month and year for each position.
5. List relevant education as required per section 13.1 and 13.2 of the SOW.

4.3 Factor 3: Prime Offeror Past Performance

The Government reserves the right to use any source of information available on the Prime Offeror's past performance, to include any of its subcontractors, to either evaluate past performance or verify information provided. This information shall demonstrate the past performance by the Prime Offeror.

The enclosed "AOC PAST PERFORMANCE QUESTIONNAIRE FOR PRIME OFFEROR" shall be provided by the Prime Offeror to each of the companies unless a CPARS is available and submitted with the proposal. CPARS evaluations included in the proposal will not count against the page count. **Questionnaire(s) must be e-mailed from the companies/agencies to the attention of Michael Hoover, Contracting Officer, at michael.hoover@aoc.gov by the date and time established for receipt of offers to be considered in the evaluation process.**

Identify each project for which a Past Performance questionnaire was requested and the point of contact, name, and number of the company or agency. The offeror shall not directly return the questionnaires; they must be forwarded directly by the references to the Government point of contact identified above. The Government will not release the questionnaire forms to the offeror at any time for the Government to solicit candid, unbiased responses and comments.

The offeror shall briefly discuss its past performance on each project identified in Factor 1 above to explain any ratings that may impact on its overall rating for this factor (positively or negatively). The Government reserves the right to use any source of information available on the offeror's past performance to either evaluate past performance or verify information provided by the offeror.

Additionally, the offeror is permitted to submit past performance evaluations for the projects listed in Factor 1 from the Contractor Performance Assessment Reporting System (CPARS). In lieu of a Past Performance Questionnaire, a final CPARS evaluation for projects submitted in response to Factor 1 may be submitted for Factor 3 Past Performance. If Offerors elect to submit final CPARS Evaluations in lieu of questionnaires, Offerors shall include a copy of the final CPARS in their proposal.