

**APPENDIX B – CHAPTER 3033****NOTICE FOR FILING AGENCY PROTESTS  
United States Coast Guard Ombudsman Program**

It is the policy of the United States Coast Guard (USCG) to issue solicitations and make contract awards in a fair and timely manner. The Ombudsman Program for Agency Protests (OPAP) was established to investigate agency protest issues and resolve them without expensive and time-consuming litigation. OPAP is an independent reviewing authority that is empowered to grant a prevailing protester essentially the same relief as the Government Accountability Office (GAO).

Interested parties are encouraged to seek resolution of their concerns within the USCG as an Alternative Dispute Resolution (ADR) forum rather than filing a protest with the GAO or some external forum. Interested parties may seek resolution of their concerns informally or opt to file a formal agency protest with the Contracting Officer or Ombudsman.

**Informal Forum with the Ombudsman.** Interested parties who believe a specific USCG procurement is unfair or otherwise defective should first direct their concerns to the applicable Contracting Officer. If the Contracting Officer is unable to satisfy their concerns, interested parties are encouraged to contact the U.S. Coast Guard Ombudsman for Agency Protests. Under this informal process the agency is not required to suspend contract award performance. Use of an informal forum does not suspend any time requirement for filing a protest with the agency or other forum. In order to ensure a timely response, interested parties should provide the following information to the Ombudsman: solicitation/contract number, contracting office, Contracting Officer, and solicitation closing date (if applicable).

**Formal Agency Protest with the Ombudsman.** Prior to submitting a formal agency protest, protesters must first use their best efforts to resolve their concerns with the Contracting Officer through open and frank discussions. If the protester's concerns are unresolved, an Independent Review is available by the Ombudsman. The protester may file a formal agency protest to either the Contracting Officer or as an alternative to that, the Ombudsman under the OPAP program. Contract award or performance will be suspended during the protest period unless contract award or performance is justified, in writing, for urgent and compelling reasons or is determined in writing to be in the best interest of the Government. The agency's goal is to resolve protests in less than 35 calendar days from the date of filing. Protests shall include the information set forth in FAR 33.103(d) (2). If the protester fails to submit the required information, resolution of the protest may be delayed or the protest may be dismissed. To be timely protests must be filed within the period specified in FAR 33.103(e). Formal protests filed under the OPAP program should be submitted electronically to [OPAP@uscg.mil](mailto:OPAP@uscg.mil) and the Contracting Officer or by hand delivery to the Contracting Officer.

**Election of Forum.** After an interested party protests a Coast Guard procurement to the Contracting Officer or the Ombudsman, and while the protest is pending, the protester agrees not to file a protest with the GAO or other external forum. If the protest is filed with an external forum, the agency protest will be dismissed.

**The Ombudsman Hotline telephone number is 202.372.3695.**

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
United States Coast Guard  
Civil Engineering Unit Oakland  
SILC-COCO Construction Contracting –  
OL Oakland

1301 Clay Street , Suite 700N  
Oakland, CA 94612-5203  
Staff Symbol: CN  
Phone: 510-637-5586

[Janice.M.Preston@uscg.mil](mailto:Janice.M.Preston@uscg.mil)

4200

11 February 2016

Advanced Technology Construction, HSCG88-10-D-PQQ007

Subj: REQUEST FOR PROPOSAL, HSCG88-16-R-PQQ089; BUILDING 50 AND 51 ROOF  
REPAIRS AT CG BASE ALAMEDA, ALAMEDA, CA (PSN 7632773)

Gentlemen/Madam:

Please furnish your detailed cost proposal for all labor, material, and equipment necessary to accomplish the project described in the enclosed specifications and drawings entitled:

BUILDING 50 AND 51 ROOF REPAIRS AT CG BASE ALAMEDA, ALAMEDA, CA

1. Site Visit: A pre-proposal site visit is scheduled for Tuesday, February 23, 2016 at **11:00 AM at Coast Guard Island, Base Alameda Building 50, Alameda, CA 94501. \*\*THIS IS A ONE TIME PRE-PROPOSAL SITE VISIT; NO OTHER TIME FOR A SITE VISIT WILL BE ALLOWED.\*\*** It is encouraged that you visit the site prior to sending in your proposal, in order to ascertain the general and local conditions that might affect the work or its costs.

If you plan on attending the site visit, be sure to provide company name, with phone number and name(s) of individuals that will be attending by **FEBRUARY 18, 2016 12:00 Noon**. The Coast Guard will not accept any requests after **FEBRUARY 18, 2016**. Send your information to Janice Preston at [Janice.M.Preston@uscg.mil](mailto:Janice.M.Preston@uscg.mil).

2. Magnitude of construction: Between \$25,000 to \$100,000.

3. Bond Requirements:

A. Payment and Performance Bonds.

(1) Within 10 days of award of a delivery order the contractor shall provide good and sufficient surety or sureties acceptable to the Government as required by FAR 52.228-15, Performance and Payment Bonds-Construction (Jul 2000).

(2) The contractor is placed on notice that in accordance with FAR 52.228-15 (b) (3), the Government may secure additional protection by directing the Contractor to increase the penal sum of the existing bond or to obtain an additional bond.

(3) Pursuant to 40 USC 3132, for construction contracts greater than \$35,000, but not greater than \$150,000, a payment bond or an irrevocable letter of credit is required. For construction contracts greater than \$150,000, payment and performance bonds are required. The bond forms must identify both the Task Order number along with the contract number.

B. In the Payment and Performance Bonds form, identify the task order number along with the contract number.

C. Although no bid guarantee is required, FAR 52.228-1, Bid Guarantee, Paragraph (d) and (e) are incorporated by reference.

4. Construction Wage Rate Determination: General Decision No. CA160029 01/15/2016 CA29, Alameda County, is applicable to this project.

5. Period of Performance: Work must be completed 65 calendar days after award. Issuance of the task order constitutes notice to proceed for construction; however, no onsite construction work may begin until I receive and accept your insurance certificate, performance and payment bonds, and draft progress schedule.

6. Schedule of Prices:

A. Contract Line Item Numbers (CLIN) covered by this solicitation are divided into one category designated as Base CLIN.

1. CLIN 0001 is the Base CLIN. This CLIN, if there is an award, will be awarded.

B. Prices must be submitted on Base. Failure to do so may result in rejection of the proposal.

C. The Contractor's proposal shall be all-inclusive to provide all labor, material, equipment, transportation, supervision, and all other necessary items for a complete and usable project.

7. Evaluation Process and Basis of Award

A. EVALUATION PROCESS: Price will be evaluated on the basis of reasonableness and competitiveness. The price will be analyzed by comparing the price proposals received in response to the solicitation in accordance with FAR 15.404. Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interest, the Government intends to award a task order to the responsive, responsible offeror offering the lowest overall evaluated price. Proposals containing conditions may be rejected.

B. BASIS FOR AWARD OF TASK ORDER:

(1) The Government intends to award a task order to the responsive responsible offeror offering the lowest overall evaluated price. The Government intends to evaluate proposals and award a task order without discussions. Therefore, the offeror's initial proposal should contain the offeror's best

terms from a cost or price standpoint. The Government reserves the right to conduct discussions if the Contracting Officer determines them to be necessary. By submission of its offer, the offeror accedes to the terms of this contract.

(2) The Contracting Officer has determined there is a high probability of adequate price competition in this acquisition. It is DHS Policy that pricing for competitive negotiations should be based on adequate competition. However, in the event that only one responsible offeror is obtained as a result of this solicitation, that offeror may be required to submit either Certified Cost and Pricing Data (FAR 15.403-4) or Data Other Than Certified Cost and Pricing Data (FAR 15.403-3) to support price negotiations.

8. List of Enclosures:

- |  |          |
|--|----------|
| a. Schedule B / signature page for proposal submission | 1 page   |
| b. Specifications                                      | 8 pages  |
| c. Reference Drawings                                  | 2 Sheets |
| d. Photo   | 1 page   |
| e. General Decision No. CA160029 01/15/2016 CA29       | 54 pages |

9. Proposal Requirements:

- A. Offeror needs to submit a signed Schedule of Prices and acknowledge any amendments, if applicable. **Proposal is due on Tuesday March 8, 2016.** You may submit your proposal via email to [Janice.m.preston@uscg.mil](mailto:Janice.m.preston@uscg.mil) . All proposals sent by e-mail shall request a delivery receipt. The subject line of the e-mail shall state "Proposal for HSCG88-16-R-PQQ089/ Contractor Name." The body of the e-mail must include the following: project description, acknowledgement of all amendments, your firm's name, as well as proposal due date and time. Schedule B shall be completed, signed, and attached to the e-mail. If you have any questions, please contact him at (510) 637-5586.
- B. If you are unable to or choose not to respond to this requirement, a NO RESPONSE letter must be submitted. All NO RESPONSES shall include a brief explanation as to why you elected not provide a proposal for this project. No Response letter may be transmitted to the Contracting Officer via fax, mail or e-mail.
- C. All Requests for Information (RFIs) must be received by Tuesday, March 01, 2016. We cannot guarantee an answer if RFIs are received after March 01, 2016. RFIs shall be emailed to [Janice.m.preston@uscg.mil](mailto:Janice.m.preston@uscg.mil).

Sincerely,

JANICE M. PRESTON  
Contracting Officer

**SCHEDULE OF PRICES**

HSCG88-16-R-PQQ089

The Contractor's Request for Proposal price shall be all inclusive to provide for all labor, supplies, transportation, supervision and all other necessary items for a complete and usable project, performing all work in a workmanlike manner in compliance with all specifications, drawings, and wage determination which are contained in the Request for Proposal.

**Base CLIN 0001:**

Please furnish your price proposal for all labor, material, and equipment necessary to accomplish the project described in the attached specifications entitled:

BUILDING 50 AND 51 ROOF REPAIR AT BASE ALAMEDA, ALAMEDA, CA

**TOTAL COST BASE CLIN 0001 \$ \_\_\_\_\_**

NOTE: UNIT PRICE LINE ITEMS MAY BE EXERCISED CONSISTENT WITH PARAGRAPH 6 OF THE OFFER LETTER. EVALUATION OF QUANTITY DOES NOT REQUIRE THE COAST GUARD TO EXERCISE THESE UNIT PRICE LINE ITEMS.

**PLEASE PRINT CLEARLY**

Amendments Acknowledged:	
Name of Offeror	
Address of Offeror:	
Principal Signature	
Telephone No.	
Date	
Duns #	