



SF330: Ins and Outs

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January 16, 2024

The Path to an A-E Contract is Straightforward???

- A-E Statute (48 CFR Part 36 Subpart 36.6)
 - Formerly Brooks Act
- EP 771-1-7 Architect-Engineer Contracting in USACE
 - "Pamphlet"
- SF330 Form Instructions



Chapter 1 - Federal Acquisition Regulation Subchapter F - Special Categories of Contracting Part 36 —Construction and Architect-Engineer Contracts Title 48 Federal Acquisition Regulations System Chapter 1 Federal Acquisition Regulation ▼ Subchapter F Special Categories of Contracting 34 - 41 ▼ Part 36 Construction and Architect-Engineer

Title 48 - Federal Acquisition Regulations System

36 000 - 36 702 Contracts ▼ Subpart 36.6 Architect-Engineer Services 36.600 - 36.609-4 36.600 Scope of subpart 36.601 Policy.

36.601-1 Public announcement 36.601-2 Competition. 36.601-3 Applicable contracting procedures

36.601-4 Implementation.

36.602 Selection of firms for architect-engineer contracts. 36,602-2 Evaluation boards

36 602-3. Evaluation board functions. 36.602-4 Selection authority.

36.602-5 Short selection process for contracts not to exceed the simplified acquisition threshold. 36.603 Collecting data on and appraising firms' qualifications.

36.604 Performance evaluation Government cost estimate for architect-engineer work Negotiations.

36.607 Release of Information on firm selection 36.608 Liability for Government costs resulting from design errors or deficiencies.

Contract clauses 36.609-1 Design within funding limitations

36.609-2 Redesign responsibility for design errors or deficiencies.

36.609-3 Work oversight in architect-engineer contracts 36.609-4 Requirements for registration of designers.



29 February 2012

ARCHITECT-ENGINEER CONTRACTING IN USACE



Approved for public release. Distribution is unlimited



ARCHITECT-ENGINEER QUALIFICATIONS

CMB Control Number: 8000-0151

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STANDARD FORM 330 (REV. 7/2021) PAGE 1 OF INSTRUCTIONS

TETRA TECH

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4.8. Name Title, Name of Firm, Telephore Number, Fax 4.0. Same Title Parrie of Fine, Telephone Number, Fox (Facishies) Number and Emril (Elecanisis Mail) Addition. Paid of information for a representative of the piece constant of ont Yestiale that the spendy ost contact for additional information.



SF330 Instructions Pop Quiz Question 1



If a firm has more than one office, which offices should be listed in Section C??

• If a firm has branch offices, indicate each individual branch office that will have a key role on the team.

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				PAF	RT I - CONTRACT-SI	PECIFIC QUALIFICATIONS	
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SF330 Instructions Pop Quiz Question 2



In what order should you present your resumes?

 Group by firm, with personnel of the prime contractor or joint venture partner firms first.

	E. RESUMES OF K	EY PERSONNEL P			RACT	
				SOII.)		
12.	NAME	13. ROLE IN THIS CON	TRACT	а	. TOTAL	b. WITH CURRENT FIRM
15.	FIRM NAME AND LOCATION (City and State)					
16.	EDUCATION (Degree and Specialization)		17. CURRENT PR	OFESSIONAL RE	GISTRATION	l (State and Discipline)
18.	OTHER PROFESSIONAL QUALIFICATIONS (Publications, Or					
		19. RELEVANT	PROJECTS			
	(1) TITLE AND LOCATION (City and State)		PROFESSIONAL		COMPLETED CONSTRUCTION (If applicable)	
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND \$	SPECIFIC ROLE		Check if p	project perfo	ormed with current firm
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	(1) TITLE AND LOCATION (City and State)			PROFESSIONAL		COMPLETED CONSTRUCTION (If applicable)
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	(1) TITLE AND LOCATION (City and State)			PROFESSIONAL		COMPLETED CONSTRUCTION (If applicable)
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e.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND S	SPECIFIC ROLE		Check if p	project perfo	ormed with current firm
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SF330 Instructions Pop Quiz Question 3



What should be entered in the "Year Completed" boxes?

- 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)
- "Several example projects and relevant projects in resumes missing dates"

QUALIF (Present as many projects as	WHICH BEST ILLUSTRATE PROPOSED CATIONS FOR THIS CONTRACT requested by the agency, or 10 projects, if to one Section F for each project.)			20 EXAMPLE PROJECT KEY NUMBER		
21. TITLE AND LOCATION (Gity and State)			22. YEAR COMPLETED			
		PROFESSION.	AL SERVICES	CONSTRUCTION (IF applicable)		
	23. PROJECT OWNER'S INFORMA	TION				
a. PROJECT OWNER	b. POINT OF CONTACT NAME		c. POINT OF C	CONTACT TELEPHONE NUMBER		

(1) FIRM NAME	(2) FIRM LOCATION [City and State]	(3) ROLE	
(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
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A-E Selection is Qualifications-based



Five Standard Primary Selection Criteria

- Specialized Experience and Technical Competence (FAR 36.602-1(a)(2))
- Professional Qualifications (FAR 36.602-1(a)(1))
- Past Performance (FAR 36.602-1(a)(4))
- Capacity (FAR 36.602-1(a)(3))
- Knowledge of Locality (FAR 36.602-1(a)(5))

Three Secondary Selection Criteria (tiebreakers)

- SB and SDB Participation
- Geographic Proximity
- Volume of DoD Contract Awards

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A-E Selection is Qualifications-based



Other Criteria That may be Used

- Program and Project Management
- Quality Control Plan
- Health and Safety
- Regulatory Knowledge





My First Steps of SF330 Preparation



- Read
 - The Solicitation
 - SF330 Form Instructions
- Question
- Outline



Think Strategically about the Questions to Ask

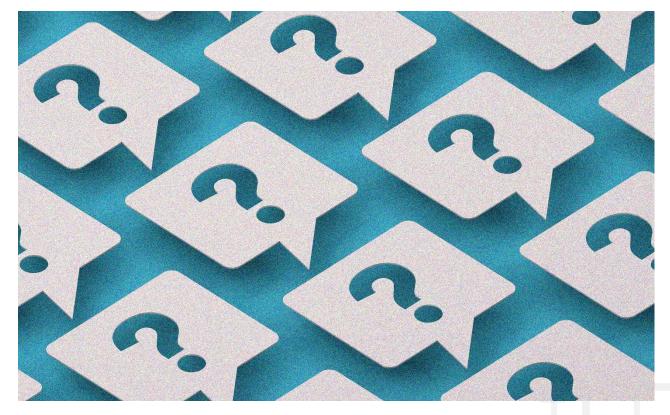


Are there items in the SF330 directions that need

clarification?

 Do you need more information on resumes?

- How many
- Specific disciplines
- Project age
- Do you need more information on projects?
 - Contracts vs. projects
 - Definition of complete
 - Timeframe



Think Strategically about the Questions to Ask (con't.)



- Does it explain what information should be in Section H?
- Are there items mentioned and you are not sure where they will be scored?
- Miscellaneous items
 - Date for questions
 - Submittal issues
 - Scoring
 - Fonts
 - Page limits
 - CPARS vs. PPQ



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Make your Life Easier with Upfront Steps



- SF330 template
 - Addresses Solicitation Requirements
 - Meets Your Needs
- Example resumes and projects to authors
 - Fonts and Colors
 - Punctuation
 - Abbreviations
- Data call



Sections A-D are Basic



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			PART I -	CONTRACT-SI	PECIFIC QUALIFICATIO	NS
				A. CONTRAC	TINFORMATION	
			CATION (City and State)			
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			B. AR	CHITECT-ENGIN	EER POINT OF CONTACT	
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		_	ATIONAL CHART OF PROPOSED			(Attached)

- Give them what the form requests
- Any specifics in the solicitation?
- Item 11. "Role in the Contract"



Resumes are about People



- Include the person's specific work and accomplishments NOT the overall project
- Use Section F Projects, when Possible
- Projects for the client or similar clients
- Projects within the footprint

E. RESU	JMES OF KEY PERSONNEL PROF (Complete one Section E for e		
12. NAME	13. ROLE IN THIS CONTRA		14. YEARS EXPERIENCE
		a. TOTA	L b. WITH CURRENT FIRM
5. FIRM NAME AND LOCATION (City and State)			
8. EDUCAΠON (Degree and Specialization)	17.	CURRENT PROFESSIONAL REGISTRA	ATION (State and Discipline)
8. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards,	etc.)	
	19. RELEVANT PRO	DJECTS	
(1) TITLE AND LOCATION (City and State)			EAR COMPLETED
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a. (3) BRIEF DESCRIPTION (Brief scope, size, o	ost, etc.) AND SPECIFIC ROLE	Check if project	performed with current firm
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(3) BRIEF DESCRIPTION (Brief scope, size, o	ost, etc.) AND SPECIFIC ROLE	Check if project	performed with current firm
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Projects Should Demonstrate you and your team Cover the SOW



- Ensure you will get a Great Reference
- Projects for the client or similar clients
- Projects within the footprint
- Work with team members

	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 For each project)							
21. TITLE AND LOCATION (Gity and Sid	te)			22. YEAR	COMPLETED			
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	23. PROJECT OWNER'S INFO	RMAT	ION					
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(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	

Section G is what it is



	NAMES OF KEY PERSONNEL	27. ROLE IN THIS CONTRACT	(Fill	28. in "Exa "X" unde	EXAMI mple Pr	PLE PR ojects F	ROJECT (ey" sec umber fo	TS LIST tion bei	ED IN low befo	SECTION SECTIO	ON F	table. Iar role
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	G. KEY PERSONNEL PARTIC	PATIO	N IN EX	AME	LE PI	ROJE	CTS						
26. NAME OF KEY PERSONNEL					su sa kona				is USTED				_
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		Chemist				•	•					•	
		Geotechnical Engineer									•		
		Geologist		•						•			
		Geologist							•			•	
		Geologist				•							
		Geophysicist											
		NEPA Planner Cost Estimator Human Health Risk Assessor Ecological Risk Assessor											4
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		Certified Health Physicis	t										
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		29. EXAMPLE F		IS KE									_
No.	TITLE OF EXAMPLE	PROJECT (From Section F)	NO.			TITLE O	F EXAM	PLE PR	OJECT	(From S	ection	F)	
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5			10										_

TETRA TECH	Section G Page 3 Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

Use Section H to Tell your Story



- Cover all of the Evaluation Factors that are not addressed by Sections E and F
- If Specialized Experience and Professional Qualifications will be evaluated here, take advantage of it
- Address SOW items that you didn't cover in E and F
- Charts, tables, pictures, quotes









Some Last Steps



- Ensure consistency among resume and project information
- Do I have everything my PMP says I have to submit?
- Experience matching resumes to matrix
- Spellcheck
- Read it back to front



Questions??