###### ATTACHMENT 2-1 Construction Acquisition Plan Template

FOR OFFICIAL USE ONLY

**Project Title:**

**Contracting Office:**

**Requiring Activity:**

**Estimated Dollar Value** (including options)**:**

I. Acquisition Background

**A. Description of Requirement**: Summarize construction project.

**B. Conditions**: Describe any known cost, schedule, and capability or performance constraints. Plan shall address availability of facility for construction, personnel relocation, if applicable, coordination or interference with any other projects in the same building or location going on simultaneously, and security considerations.

**C. Background and Acquisition History**: Describe contracting history of exact or similar requirement, including previous contract type and dollar value. While there might not be an exact project, most likely there will be something similar. Research those projects for information on (1) extent of competition, (2) any problems or difficulties encountered, etc.

**D. Funding:** Describe availability of funding (funded, advance/straddle, special straddle, or other), expiration of funds, use of advance contracting authority described in AFFARS [MP5332.7](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5332.7.htm#P-1_0)**,** and any statutory cost limitations, etc. If IDIQ contract, address funding of contract minimum or seed project. Obligation Adjustment Reporting System (OARS): Describe if OARS applies, the need for proper justification, the scope determination, which will track the approval, and the need to keep all members informed during the coordination process.

**E. Delivery or Performance Period**: Describe performance-requirements. When determining the performance period, consider the nature and complexity of the project, construction season, and phasing requirements. If incorporating optional quantities, the plan must describe the performance period for each optional CLIN to include consideration of mobilization and/or demobilization activities, progressive flow of construction activities, and anticipated receipt of funding. Normally, the option to purchase additional requirements will not extend past 90 calendar days from date of award. Plan will address these additional areas: Bond delivery period, notice to proceed NLT date, start work NLT date, material submittal period, material submittal review period.

**F. Risks:** Identify any technical, cost, schedule or performance risks that may affect either the Government or contractor. Identify what efforts you intend to use to mitigate these risks. Include delays possible because of OARS approval delays. This paragraph will never be addressed as a “not-applicable or none.” If there are risks, discuss them. If there are no risks, need to say why there are no risks.

### II. Plan of Action

**A. Market Research Results**: For construction, the extent of market research will vary. For example, if the requirement is for a contract using oil products (as in paving) such research might determine whether we need to include an economic price adjustment clause to adjust for fluctuations in oil-based products. If the requirement were for an IDC with unit prices, market research helps us to see what kind of pricing structure makes sense and yields the best pricing arrangement. In our paving example, this may result in our structuring the schedule to take advantage of economies of scale. The source of this insight would be discussions with offerors after RFP closing. This is the kind of input needed before development of the RFP begins. Attaching a copy of the Market Research documentation to the acquisition plan may fulfill the requirements of this paragraph.

**B. Acquisition Approach**: Describe in detail:

(1) Results of acquisition planning meetings and joint review with functionals;

(2) The solicitation method to be utilized (RFP, Combined Synopsis/Solicitation, etc);

(3) Basis of award (LPTA, PPT with or w/o evaluation factors, full trade-off source selection and if the projects): should be broken down into phases, milestones, options, or any combination of these.

(4) Site visits: Describe how you are going to ensure prospective bidders are fairly and equally treated. Describe how you are going to ensure that on-site personnel do not discuss site conditions with prospective contractor personnel, and how this information shall be addressed/incorporated in the solicitation.

(5) Bonds: Describe the type of bonds applicable to this acquisition, or if a waiver is required.

(6) Warranties: Describe the use of warranties, including any required approvals.

(7) Labor laws: Describe the application of labor laws. Describe the application of the [Davis Bacon Act](http://www.dol.gov/esa/regs/statutes/whd/dbra.htm), and the types of labor categories involved in the acquisition.

(8) Material submittals: Describe how you will use material submittals in this acquisition including evaluation and procedures for delayed submittals. Describe measures taken to ensure timely submittals, to include the suspense system used.

(9) Green Procurement Policy: Discuss how to meet green purchasing requirements as they relate to recycling, energy conservation, recovered materials, environmental preferable and energy-efficient products and services.

(10) Evaluation Factors: Describe any evaluation factors to be included in a PPT or full trade-off source selection and the importance of those factors. Evaluation factors selected should provide the greatest ability to differentiate between offerors. The evaluation factors for past performance may merit a significant weighting. Choose evaluation factors carefully. Having too many factors will dilute the evaluation results. Tailor evaluation factors to each construction project considering evaluation factors identified in the checklist pertaining to contractor personnel.

(11) Past Performance: Provide relevancy definition for past performance evaluation as described in the RFP. Definitions may vary in degrees or a single definition. Caution: Team cannot evaluate more or less relevant performance on a single definition. Consider the following when developing relevancy definition: Product or service similarity, complexity, contract type, contract dollar value, program phase, division of company, major or critical subcontractors, teaming partners and joint ventures.

(12) Determine if more recent and more relevant performance will have greater impact on performance confidence assessment.

(13) Identify the kind of past performance information needed to evaluate offeror’s team members, i.e. joint ventures and subcontractors, teaming partners, etc.

(14) Identify whether you intent to obtain past performance earlier than the proposal.

(15) Identify the weight of past performance in the evaluation (i.e., equal to, or significantly more important than cost).

(16) Develop and attach draft survey questionnaire.

(17) Develop and attach draft Sections L & M instructions and evaluation factors (that portion relating to PPT);

(18) Identify Performance Confidence Assessment Group (PCAG) members and chairperson. PRAG will include the buyer, and may include at least one member from using activity and one technical member familiar with the requirement. The PRAG chairperson must be a team lead or higher position.

(19) Describe the past performance evaluation process you will follow once information is received.

***For example***:

Step 1: Conduct relevancy and recency screening by determining relevancy of each contract and validate recency.

Step 2: Search for additional relevant contracts.

Step 3: Obtain PPIRS and CCAS data.

Step 4: Follow up on non-returns.

Step 5: Review surveys. Conduct and document interviews on completed surveys, as needed.

Step 6: Rate performance for each offeror and critical subcontracts and team partners.

-- Rate performance on each relevant contract.

-- Evaluate poor performance if necessary.

-- Consolidate data for each offeror.

-- Identify strengths and risks for past performance factor.

Step 7: Prepare matrix to display results of evaluation.

Step 8: Review documentation and verify evaluation completed IAW Section M.

(20) Contract type;

(21) Inclusion of options -- including optional quantities or option to purchase additional requirements. For construction, include the proposed price schedule and explain the basis for evaluation of price. Note that when evaluating CLINs for additional quantities or requirements in construction, you will not always evaluate based on the sum of all CLINs, but instead must follow an evaluation structure patterned after [DFARS 252.236-7007](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars252_232.htm#P776_49388).

**C. Competition**: Extent of competition in past solicitations, consideration of small business, HUBZone small business, small disadvantaged business, woman owned business, service-disabled small business and veteran-owned services-disabled small business, how full and open competition will be obtained or J&A authority and rationale for it if full and open competition is not contemplated. If using a non-traditional pricing arrangement, i.e., using coefficients in other than SABER, fully explain the rationale for the selection of the strategy and any anticipated impact on competition.

**D. Contracting Considerations or Incentives**: Provide a draft of any special clauses/provisions/deviations required, provide a draft of any proposed incentives and discuss any other contracting considerations. Describe if liquidated damages apply to this acquisition. Describe justifications, and the formula used to develop liquidated damages.

**E. Data/Data Rights**: Identify extent of data rights required.

**F. Government-Furnished Property/Information**: Summarize extent, value, condition and availability.

**G. Surveillance**: Describe the proposed surveillance/inspection method to ensure receipt of acceptable contract performance. Describe the measures the contracting officer shall take to enforce that contractors and subcontracts pay according to the wage determination and fringe benefits. For example, ensuring the contractor posts the required notices to employees, describing how the CO will use interviews, labor checks, certified payrolls and the [SF1413](http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=70B4872D16EE95A785256A26004F7EA8) to assist them.

**H. Other Considerations**: If acquisition will be funded in the last quarter of the fiscal year, address any impediments to compliance with the bona fide need rule. Describe security considerations, environmental considerations, and any other items not addressed elsewhere in the plan. Isolation of the construction area, availability of guards/escorts, security clearance requirements, special construction equipment or facilities needs? Any special environmental or health and safety issues associated with the project? Will prime or subcontractors require a Common Access Card?

**I. Contract Administration/Management.** Describe the proposed methods for managing the contract upon contract award, to include payroll and schedule submittals, and labor checks for the prime and subcontractor(s). Is congressional notification required?

**III. Acquisition Milestones**

Include the following: (add additional milestones that may apply and/or exclude those that do not apply to this particular acquisition):

* Acquisition plan approval
* Approval of J&A for other than full and open competition (if necessary)
* Issuance of synopsis
* Request solicitation review (local review, JA review, HQ review/approval)
* Completion of solicitation review/Issue solicitation
* Conduct pre-proposal conference
* Receipt of past performance information/Receipt of proposals
* Begin evaluation of past performance information
* Complete evaluation of past performance information
* Request audit and field pricing support (if necessary)
* Complete discussions if competitive acquisition
* Prepare PPNM if non-competitive acquisition
* Request contract clearance (local review, JA review, HQ review/approval)
* Receive contract clearance /Request Final Proposal Revisions if competitive acquisition
* Receive Final Proposal Revisions if competitive acquisition
* Begin negotiations if non-competitive acquisition
* Complete negotiations if non-competitive acquisition
* Complete FPNM if non-competitive acquisition
* Debriefing prepared
* Contract award
* Conduct debriefings
* Hold pre-preconstruction conference
* Contract start date/contract completion date

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Contracting Officer / Date |  | Coordination: Small Business Specialist |
|  |  |  |
| Chief of Contracting Office / Date |  | Coordination: Staff Judge Advocate |
|  |  |  |
| Chief of Requiring Activity/Program Manager / Date |  |  |