PREPROPOSAL CONFERENCE. The Government is hosting a telephone pre-proposal conference on Thursday, April 7, 2016 at 1:00 p.m., (Alaska Time). A teleconference phone number will posted as an update to this notice no later than 2 calendar days prior to the teleconference date. Any questions submitted by noon on April 5 will be discussed during the teleconference. All questions and answers will be confirmed in writing and posted to FedBizOpps.

GENERAL. This A/E services contract is being solicited in accordance with the Brooks Act (Public Law 92-582) and implemented in accordance with the Federal Acquisition Regulation (FAR) Part 36. The successful firm will be selected for negotiation of a contract based on demonstrated competence and qualifications for the required work. The contract is anticipated to be awarded within 60 days of submission of SF-330’s and applicable supporting information.

It is anticipated that one (1) Indefinite Delivery/Indefinite Quantity (IDIQ) contract will be awarded as a result of this solicitation. The contract will have a period of performance of two (2) years. The minimum award guarantee is $5,000 with a total maximum contract value of $900,000. All task orders awarded through the resulting IDIQ are anticipated to be awarded on a firm-fixed price basis.

This requirement is set aside 100% for small business. The applicable NAICS is 541320, Landscape Architectural Services with a small business size standard of $7.5M. FAR Clause 52.219-14 Limitations on Subcontracting will be included in any resulting contract. This clause includes a requirement that, for service contracts (except construction), at least 50% of the cost of contract performance incurred for personnel shall be expended for employees of the small business prime contractor.

In order to be eligible for award, a firm must be registered in the System for Award Management (SAM) database. For instructions on register with SAM or updating an existing account, please see the SAM website at www.sam.gov.

PROJECT BACKGROUND. The Mendenhall Glacier Recreation Area (MGRA) is located approximately twelve miles from downtown Juneau at the head of the Mendenhall Valley, the area of most rapid urban development in the City and Borough of Juneau. Use patterns within the Recreation Area are influenced by residents and out-of-town visitors.

The Recreation Area encompasses 5,815 acres and includes parts of McGinnis Mountain and Mt. Bullard, the terminus of the Mendenhall Glacier, Mendenhall Lake and River, and the surrounding uplands. Elevations through much of the Recreation Area are less than 100 feet above sea level. On either side, mountains rise abruptly to over 4,000 feet. From its source twelve miles up in the Juneau Icefield, the Mendenhall Glacier flows between Bullard Mountain and McGinnis Mountain to Mendenhall Lake.
DESCRIPTION AND SCOPE OF WORK. The Alaska Region of USDA Forest Service requires contractor support to complete two (2) items: (1) a Conceptual Development Plan for the Mendenhall Glacier Recreation Area (MGRA) and (2) a detailed Master Plan for the Mendenhall Glacier Visitor Center Unit (MGVC) of MGRA. To complete the MGVC Master Plan the contractor will need to prepare an Environmental Assessment or Environmental Impact Statement, depending on significance of actions proposed, between the preliminary version and final version MGVC Master Plan (specific details will be provided in individual task orders after award of the base IDIQ contract). The final MGVC Master Plan will reflect changes brought forth during the Environmental Assessment or Environmental Impact Statement.

For the first item, the MGRA Conceptual Development Plan will guide the development of recreation infrastructure in the Mendenhall Glacier Recreation Area accommodating the anticipated visitation needs over the next 20 years with a goal of addressing all anticipated demand, while providing a vision for the next 50 years. The geographic scope of this effort will include the entire MGRA and accommodate all that want to visit the site by dispersing use throughout the MGRA or through other innovative design solutions that balance the needs of visitors with our directive for resource protection. Trails and wildlife viewing are important activities to be incorporated into the Conceptual Development Plan. The plan will include both text and graphic depictions of the site to guide future facility developments that will help achieve multiple purposes.

A conceptual development plan, as used here, is general in nature and shows by schematic diagram the relationships between various land uses and types of circulation within the site. It illustrates the relationships between proposed development(s) and existing and proposed site conditions. Typically a site analysis is completed as part of this work based on available information for topography, vegetation, soils, hydrology, existing infrastructure, etc. The plan shall include, at a minimum, proposed vehicular and pedestrian circulation patterns and location of parking areas, service areas, building locations, and other appurtenances considered in the overall design. Site development capacity (e.g., persons at one time, number of cars) should be included. Illustrative cross-sections through specific areas are desirable in providing the intent of the site design commensurate with large area development plans.

The second major work product is the Detailed Master Plan for MGVC. This is a site specific master plan that will balance opportunities and constraints of the current site, the needs of the site to serve the public and to protect resources, and to fulfill management objectives such as transportation efficiency and sustainability, accessibility, energy conservation, improved visitor experiences, and resource protection. The master plan will identify how to best serve the immediate needs at the site. In addition, the contractor will produce a series of conceptual designs depicting site specific improvements. These
will likely require additional topographic surveys (specific details will be provided in individual task orders after award of the base IDIQ contract).

For both items, there will be a need for public charrettes to inform the public and gather information and critiques of the work completed; many of these meetings will be able to serve both components simultaneously. It is anticipated that much of the information gathered and generated in the Conceptual Development Plan will assist in refining the MGVC Master Plan. There will also be public meetings that will conform to the requirements specified for NEPA analysis of the conceptual designs completed for the MGVC Master Plan. It is anticipated there will be between six (6) and eight (8) public meetings/charrettes.

Any conceptual designs shall incorporate current accessibility standards: Architectural Barriers Act Accessibility Standards (ABAAS); the Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG) and The Forest Service Trails Accessibility Guidelines (FSTAG).

The Government is relying upon the Contractor to provide complete planning and design services in the performance of this work. The team will bring innovative ideas based on research of other locations that will challenge our existing perceptions and ideas, as well as, excel at involving the public and constituents in an engaging, positive process to harness the ideas and connection of the people to the area. While offerors are free to use their own business judgement in building their consulting team, it is anticipated that the contractor’s team will consist of the following disciplines:

- Landscape Architects
- Landscape Planners
- Civil Engineers
- NEPA Specialists
- Public Involvement Specialists
- Subject Matter Experts in some, if not all of the following: climate change, economics, ecology, glaciology, natural resource interpretation, renewable energy, sustainable tourism, visitor and recreation trends, terrestrial and aquatic biology, transit systems for parks, sustainable building design.

**EVALUATION.** Evaluation will be conducted in accordance with FAR Subpart 36.602.

**SUBMISSION REQUIREMENTS.** In response to this announcement, qualified firms shall submit the following: a) One (1) original and two (2) copies of SF 330 for the prime offeror (which also includes a completed Part II for the firm and key sub-consultants) addressing subsequent selection criteria information; and b) one electronic copy of the complete SF330 (submitted on digital media storage such
as USB flash drive or compact disc), in Adobe Acrobat format. The submission shall be well written in a clear concise style and limited to 75, single sided 8.5x11 pages with a minimum font size of 10. Paper size up to 11x17 may be used for submission of portfolio examples. Any 11x17 pages should be neatly folded and included with the hard copy submission. All pages – including 11x17 paper – will be included in the 75 page limit. Each single printed side will count as one (1) page – double sided printing will count as two (2) pages.

The following criteria, listed in order of importance, will be used for evaluation. Please be sure to review the submission requirements included with each criterion. Submissions should address these evaluation criteria in the same order as listed in this document to facilitate evaluation.

(1) Specialized experience and technical competence of the project team in the type of work required, including the use of creative and innovative approaches to landscape planning and design, as well as, bringing together diverse points of view and competing priorities into an authentic, high-quality recreation experience for all types of visitors to natural areas.

Submission Requirements for Evaluation Factor 1
i. Describe the core team and their efficient use of consultants to bring expertise in at appropriate times.
ii. Describe the team's experience in landscape planning and design of projects similar in scope and size to this effort.
iii. Outline the firm's approach to landscape planning and design. Document the ability to handle projects with multiple end-users and complex conflicting requirements, and successfully develop innovative approaches that challenge conventional thinking.

(2) Past performance with projects of a similar nature to this effort that involved long range visioning and innovative planning and design for federal government agencies are desired above all other types. Past performance information will be used to evaluate actions under previously awarded contracts including the contractor’s record of conforming to specifications and standards of good workmanship, adherence to contract schedules, history of reasonable and cooperative behavior, commitment to customer satisfaction, and concern for the interests of the customer. Provide contact information for projects referenced in this section.

Submission Requirements for Evaluation Factor 2
i. Provide a detailed narrative of up to ten (10) maximum relevant projects (not ten projects for each firm or consultant), completed within the last five (5) years, that best illustrate the team’s overall experience relevant to this contract scope. List projects that demonstrate the team’s successful performance with projects of similar size and scope as those that may be performed under this contract.
a. Include examples of providing timely support, successfully completing projects with similar delivery dates as well as examples of work the core team has done together.

b. Address the QC processes for checking and verifying plans and designs for errors, omissions and quality, documenting decisions, and incorporating and tracking review comments and completion of milestones.

(3) Specific experience and qualifications of personnel proposed for assignment to the project and their record of working together as a team. Document professional qualifications necessary for satisfactory performance of required services including professional registrations in the State of Alaska in the disciplines of Landscape Architecture, Land Surveying, and Civil Engineering.

Submission Requirements for Evaluation Factor 3
i. Describe the firm’s and the team's organization and management process. Provide an organization chart that identifies the overall relationship and lines of authority of the proposed team. Include firm names, key personnel and their discipline/specialty.

ii. Provide brief resumes for the core team members. Each resume shall include a maximum of five (5) specific completed projects that best illustrate the team member’s experience relevant to this project.

iii. Provide a brief description of the team's technical and/or management expertise in the use of creative and innovative approaches to landscape planning and design.

(4) Location in the general geographical area of Juneau, Alaska, and knowledge of the locality of the project.

Submission Requirements for Evaluation Factor 4
i. Describe and illustrate the team's knowledge of and experience with design approaches, construction materials, local codes/ordinances, remote locations, and other conditions unique to the Juneau area.

(5) Capacity to accomplish the work in the required time and within price.

Submission Requirements for Evaluation Factor 5
i. Indicate the firm’s present workload and the availability of the project team including sub-consultants/contractors for the specified contract performance period.

ii. Discuss the firm’s ability to meet the Limitations on Subcontracting Requirement (FAR 52.219-14)

ANTICIPATED TASK ORDERS AFTER AWARD. The government anticipates awarding one (1) IDIQ contract as a result of this solicitation. The period of performance of the base IDIQ contract is expected to be two (2) years from date of award. Once a contractor is selected for award, the government will
issue a detailed task announcement for the first task order. The government expects that a total of four (4) task orders will be awarded against the base IDIQ over the total contract period. Each task order is expected to use information documented or produced in previous task orders. Anticipated task orders are expected to be organized as follows:

1. Prepare/Deliver Overall MGRA Conceptual Development Plan and conduct charrettes.
3. Prepare/Deliver Environmental Assessment or Environmental Impact Statement (including content analysis and planning record) and conduct public meetings.

DUE DATE AND TIME. Submissions are due no later than 3:00 p.m., AST on May 3, 2016. Hard and soft copies shall be delivered to the Contracting Officer at the following address:

**USPS Mailing Address:**
Mari Meiners, Contracting Officer
U.S. Forest Service
PO Box 21628
Juneau, AK 99802

**Hand Delivery or UPS/FedEx/DHL:**
Mari Meiners, Contracting Officer
709 W. 9th Street, 5th Floor Mailroom
Juneau, AK 99801

Mark outside of package with the Solicitation Number to ensure proper handling. E-mail or facsimile submission will not be accepted.

QUESTIONS. Questions related to this announcement shall be submitted, in writing to the Contracting Officer via e-mail to the following address: mmeiners@fs.fed.us. Questions are due not later than 10 days before the date and time set for submissions. Any questions submitted within 10 days of the due date/time will be answered as time permits.