



AMERICAN BATTLE MONUMENTS COMMISSION

Overseas Operations Office

From: American Battle Monuments Commission (ABMC), Overseas Operations Office, Department of Contracting, Paris, France

Subject: Request for Proposal (RFP) #74330224R0033, **Amendment 0001**: Indefinite Delivery Indefinite Quantity (IDIQ) Contract for Exhibit and Wayfinding Signage Fabrication

General. The purpose of this RFP is to establish one or multiple IDIQ contracts with companies capable of providing ABMC with exhibit planning/design and fabrication oversight services on an “as needed” basis. Throughout the life cycle of this IDIQ, the Government will engage the services of the selected firm(s) via competitively-awarded Task Orders in one or more of the following arenas: Exhibit Consultation, Exhibit Planning, Exhibit Design, Exhibit Evaluation, Exhibit Planning and Design Project Management, Exhibit Planning and Design Quality Assurance, Exhibit Fabrication Project Management, Exhibit Fabrication Quality Assurance.

All work performed under this contract will be directed by the Government through the issuance of individual task/delivery orders, competed amongst the IDIQ holders.

The following attachments are an integral part of this Request for Proposal:

Attachment #1: Performance Work Statement for IDIQ Exhibit Planning and Design

Attachment #2: American Battle Monuments Commission Standard Exhibit Planning, Design, & Fabrication Specifications

Attachment #3: Bidder’s Questions Template

Attachment #4: ABMC General Terms and Condition for Supplies and Services

All project related documents can be downloaded from the following link: [Attachments for 74330224R0033 Fabrication IDIQ](#)

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1. PROPOSALS AND QUESTIONS DUE DATES & TIMES:

Bidders' Questions Must Be Submitted Before: December 11, 2024, ~~August 5, 2024~~, 3:00 pm Paris Time

Responses to Questions Will Be Provided Before: December 20, 2024 ~~August 12, 2024~~

Proposals Due: January 17, 2025, ~~August 26, 2024~~, 3:00 pm Paris Time

Estimated Award Date: May 1, 2025 ~~September 30, 2024~~

All email inquiries/questions shall have "*Question - RFP #74330224R0033 Fabrication IDIQ*" in the subject line of the email and shall be submitted electronically to the Government Points of Contact (POC). Questions shall be submitted electronically POC using Attachment 4 to the following:

Anna Nereng
Contracting Officer
nerenga@abmc.gov

Jessica Young
Contract Specialist
youngj.ctr@abmc.gov

2. ANTICIPATED AWARD TYPE

The Government anticipates establishing one or multiple IDIQ awards based on hourly rates by labor category, which awardees will be expected to utilize in future firm fixed price (FFP) proposals in response to Task/Delivery Order RFPs. The IDIQ contract(s) will have a yearly ceiling amount and will be established for a Base Year and 4 option years. Exercise of an option period will depend on the contractor's performance, continued need, and the availability of funding.

Individual task or delivery orders will be established as FFP awards based on proposed labor hours and the rates incorporated into the IDIQ and will include, when necessary, a separate cost-reimbursable travel CLIN.

ABMC reserves the right to issue additional solicitations in the future to on-ramp additional IDIQ contract holders.

3. PROPOSAL PREPARATION INSTRUCTIONS (SECTION L)

To be considered for award, interested parties shall submit their quotations responding to all requirements of the Performance Work Statement (PWS). Responses should be no more than 20 pages.

a. **Cover Letter.** Submit signed and dated to the Government Points of Contact at or before the exact time specified in this RFP. As a minimum, cover letters must show:

1. The RFP number;
2. The date and time specified in the RFP for receipt of offers;
3. The name, address, and telephone number of the offeror;
4. The company's UEI (if applicable);
5. "Remit to" address, if different than mailing address;
6. Acknowledgment of RFP Amendments;

b. **Technical Volume.** The PWS provides the Government’s overall objectives for this RFP. Please ensure all aspects are addressed. The proposal should specify in clear, understandable terms how work of this nature is performed, qualifications of Key Personnel likely to be utilized on future work under the IDIQ, Past Performance references, and any other information that would aid the Government in its evaluation using the criteria described below.

c. **Price Volume (Spreadsheet).** All rates must be submitted in U.S. Dollars and foreign currency applicable to your firm. Note that the local currency will ultimately be used for the IDIQ award and on future orders; the submitted USD labor rates are only utilized for ease of comparison and should use conversion rates current to the time of proposal submission.

Please submit proposed hourly rates for every anticipated labor category as well as any applicable indirect rates and proposed profit rate. The rates must be calculated for the contract Base Year and 4 option periods. They will not be revised throughout the cycle of the IDIQ contract.

ABMC is exempt from all taxes, including the VAT, as per agreements signed between the governments of the United States and host countries. Copies of these agreements will be provided upon request.

4. EVALUATION FACTORS FOR AWARD (SECTION M)

ABMC will evaluate offerors based on the below criteria, all of equal importance:

- 1) Past Performance of the firm
- 2) Technical proposal and general approach to the fabrication work outlined in the PWS, including qualifications of Key Personnel
- 3) Price (All Rates for the 5 year period of performance)

1) **Past Performance:** The offeror should submit past performance information as part of the proposal for both the offeror and any proposed major subcontractors. For the purpose of this solicitation, the definition of a subcontractor is “any individual(s) or firm(s) who are not on the payroll of the prime Contractor, and will provide the needed support (i.e. consultants and subject matter experts).” Information will be used to assess a level of confidence in the offeror’s responsibility and ability to successfully perform. A minimum of three (3) past performance references are recommended, but a lack of past performance history will result in a neutral rating.

Include the following information for each reference provided:

- (a) Contractor;
- (b) Client;
- (c) Completion Date, or Stage of Completion, if still in progress;
- (d) Cost – Original, Current (if not complete), and Final;
- (e) Description of Product or Service Provided; and
- (f) Name, Address, Telephone Number, and e-mail address of the Contact Person providing the reference.

Each offeror will be evaluated on performance under existing and prior contracts for work similar in nature and complexity to that required by the solicitation. Performance information will be used for both responsibility determinations and as an evaluation factor against which offerors' relative rankings will be compared to ensure best value to the Government. The Government will focus on information that demonstrates quality of performance relative to the size and complexity of the procurement under consideration to relevancy and recency. The Government may contact references other than those identified by the offeror with the information received in the evaluation of the offeror's past performance.

2) **Technical Proposal:** The Technical Proposal must outline the means and methods with which the prospective contractor will perform the types of tasks outlined in the Performance Work Statement. The Technical Proposal should demonstrate the relationship between the Prime Contractor and any potential subcontractors. The Technical Proposal should demonstrate the path for transition and examples of project schedule estimates for exhibit and wayfinding signage fabrication and installation. Additionally, please include any other relevant and available information about qualifications and deconfliction plans. Emphasis will be placed on capabilities to perform work in foreign countries and on experience with museum-quality casework.

ABMC administers, operates, and maintains 26 permanent American military cemeteries in the following countries:

- 2 in the United Kingdom
- 12 in France
- 3 in Belgium
- 1 in the Netherlands
- 1 in Luxembourg
- 2 in Italy
- 1 in Tunisia
- 1 in Panama
- 1 in Mexico
- 2 in the Philippines

ABMC is also responsible for 32 federal memorials, located in various countries around the world. More information about ABMC locations can be found on its website, ABMC.gov.

Samples of similar work to the type described in the PWS may be submitted as part of the proposal and may be included with Past Performance information.

Qualifications and relevant experience of personnel whom the offer anticipates will take part in future work are an important part of the overall technical approach. A minimum of three years' experience in related fields is recommended for each Key Personnel position. Resumes for each person should be submitted. The resumes should describe, in detail, the education, training, and the length of experience each member has for the proposed position. It should include information regarding

the preparation for the position, including formal education in the field, on-the-job training for the position, and diversity of background as it relates to preparation for the position. Specify experience in position to include length of time in position and number and variety of production credits as they relate to the overall experience in the position. Include a list of training and educational experiences in related fields. The following information should be included on all resumes submitted, including subcontractors:

- a. Past employment or work experience, including the names of the employer;
- b. Education and/or formal training; and
- c. Specialized experience, which relates to the performance of work under this contract.

3) **Price:** Please provide a table of proposed labor rates in the currency local to the firm and in U.S. Dollars. The below is a summary of anticipated Key Personnel Categories:

- **Principal in Charge**
- **Project Manager**
- **Graphic Designer**
- **Print Graphic Designer**
- **Detailer**
- **Researcher**
- **Exhibit Evaluator**
- **Exhibit Writer/Editor**
- **AV Treatment Developer**
- **AV Hardware System Developer**

In addition, provide all other applicable indirect rates (overhead, general & administrative (G&A), etc.) and proposed profit rates. Provide all rates for a base year (estimated start in May 2025) and four (4) additional option years. The proposed rates will be incorporated into the resulting IDIQ contract(s), and those rates must be utilized when proposing on individual task orders.