



## **NORTH ATLANTIC TREATY ORGANISATION**

HEADQUARTERS SUPREME ALLIED COMMANDER TRANSFORMATION  
7857 BLANDY ROAD, SUITE 100  
NORFOLK, VIRGINIA, 23551-2490

## **Request for Proposal**

**RFP-ACT-SACT-24-68**  
**Northstar Hallway Renovation**

## **Bidding Instructions**

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## BIDDING INSTRUCTIONS

### 1. General

This is a Firm Fixed Price Service Delivery contract in accordance with the HQ SACT General Terms and Conditions; **Contract Award is contingent upon funding availability; Partial bidding is not allowed.**

**HQ SACT General Terms and Conditions dated 03/13/2024** are applicable to this procurement and can be located on the act website at [www.act.nato.int/contracting](http://www.act.nato.int/contracting) under **contractor information**.

### 2. Classification

This Request for Proposal (RFP) is a NATO UNCLASSIFIED document.

### 3. Definitions

- (a) The “Prospective Bidder” shall refer to the entity that has indicated thereon its intention without commitment, to participate in this RFP.
- (b) The term “Bidder” shall refer to the bidding entity that has completed a bid in response to this RFP.
- (c) The term “Contractor” shall refer to the bidding entity to whom the contract is awarded.
- (d) The term “Contracting Officer” designates the official who executes this RFP on behalf of HQ SACT.
- (e) “Contracting Officer’s Technical Representative” or “COTR” is the official who is appointed for the purpose of determining compliance of the successful bid, per the technical specifications.
- (f) The term “HQ SACT” shall refer to Headquarters Supreme Allied Commander Transformation.
- (g) The term “ACT” shall refer to Allied Command Transformation.
- (h) The term “NATO” shall refer to the North Atlantic Treaty Organisation.
- (i) The term “days” as used in this RFP shall, unless otherwise stated, be interpreted as meaning calendar days.

### 4. Eligibility

This RFP is open to governmental or commercial entities:

- (a) Established in a North Atlantic Treaty Organisation Alliance member nation.
- (b) Working in the required field of study and legally authorised to operate in the country or countries in which this contract is to be performed at the time of bidding.
- (c) Has performed the desired past performance including size, cost and scope, as described in this RFP.
- (d) **All proposed key personnel on this requirement must be citizens of a NATO member nation.**

### 5. Duration of Contract

- (a) The contract awarded shall be effective upon date of award.

(b) Period of Performance: on or about 15 July 2024 – 30 August 2024.

**6. Exemption of Taxes**

(a) In accordance with the agreements, (Article VIII of the Paris Protocol dated, 28 August 1952) goods and services under this contract are exempt from taxes, duties and similar charges.

**7. Amendment or Cancellation**

(a) HQ SACT reserves the right to amend or delete any one or more of the terms, conditions or provisions of the RFP prior to the date set for bid closing. A solicitation amendment or amendments shall announce such action.

(b) HQ SACT reserves the right to cancel, at any time, this RFP either partially or in its entirety. No legal liability on the part of HQ SACT shall be considered for recovery of costs in connection to bid preparation. All efforts undertaken by any bidder shall be done considering and accepting, that no costs shall be recovered from HQ SACT.

**8. Bidder Clarifications**

(a) Prospective Bidders should seek clarification at their earliest convenience. Any explanation regarding the meaning or interpretation of this RFP, terms, clause, provision or specifications, shall be requested in writing, from the Contracting Officer. The Contracting Officer must receive such requests for clarification no later than 3 (three) calendar days prior to the bid closing date.

(b) In lieu of a bidder's conference, HQ SACT invites bidders to self-nominate for a mandatory site visit for **18 JUN 2024**. Provide written intent to perform a site visit no later than **14 JUN 2024**. Submit initial technical and contractual questions not later than **21 JUN 2024**.

(c) Information in response to all inquiries / requests for clarification to a prospective bidder shall be furnished to all prospective bidders at the following link: <http://www.act.nato.int/contracting> as a Question and Answer addendum. All such addendums and any necessary solicitation amendments shall be incorporated into this RFP. Oral Interpretations shall not be binding.

**9. Bid closing date**

Bids shall be received at HQ SACT, Purchasing and Contracting Office, no later than **3 JULY 2024, 0900 hours, Eastern Standard Time, Norfolk, Virginia, USA**. No bids shall be accepted after this time and date. **No hard copy proposals will be accepted.**

**10. Bid Validity**

Bids shall remain valid for a period of one hundred and twenty days (120) from the applicable closing date set forth within this RFP. HQ SACT reserves the right to request an extension of validity. Bidder shall be entitled to either grant or deny this extension of validity. HQ SACT shall automatically consider a denial to extend the validity as a withdrawal of the bid.

## 11. Content of Proposal

A table of contents for the entire proposal:

- (a) The bidder's full name, address, Point of Contacts, Telephone, Fax number; Internet site;
- (b) Compliance statement (See Enclosure#1);
- (c) Past performance (See Enclosure#2); references will be accepted in lieu of past performance
- (d) Provision of technical and price volumes;
- (e) Compliance matrix (See Annex B to Statement of Work).

## 12. Proposal Submission

- (a) Proposals shall be submitted electronically in a two separate PDF documents, one containing the **Technical Proposal** and one containing the **Price Proposal**, each e-mailed separately to:

- Technical proposal: [techproposal@act.nato.int](mailto:techproposal@act.nato.int)
- Price proposal: [priceproposal@act.nato.int](mailto:priceproposal@act.nato.int)

E-mail subjects shall include the solicitation information along with company name (for example: RFP-ACT-SACT-24-68\_Tech\_ABC Inc. / RFP-ACT-SACT-24-68\_Price\_ABC Inc.). **Allow sufficient time in your submission should you encounter e-mail size challenges.**

- (b) **Price proposals shall be in U.S. Dollar currency.** Contractor may request payment post award in alternate currency based on agreed conversion rate.
- (c) Prices shall be on a **Firm Fixed Price Basis** and include any relevant discount schedule.
- (d) No oral bids or oral modifications or telephonic bids shall be considered.
- (e) It is the ultimate responsibility of a prospective bidder prior to submission that all proposal submissions are reviewed to ensure they meet the technical, contractual and administrative specifications and that offers meet the limitations and expressed conditions.

## 13. Late Proposals

- (a) It is solely the bidder's responsibility that every effort is made to ensure that the proposal reaches HQ SACT prior to the established closing date and time. Only if it can be unequivocally demonstrated that the late arrival of the bid package was the result of NATO staff negligence (mishandling) shall the bid be considered.
- (b) **A delay in an e-mail exchange due to server or size restrictions does not constitute a delay by NATO.**

## 14. Bid Withdrawal

A bidder may withdraw their bid up to the date and time specified for bid closing. Such a withdrawal must be completed in writing or facsimile, with attention to the HQ SACT Contracting Officer.

## 15. Bid Evaluation

- (a) The evaluation of bids and determination as to the responsiveness and technical adequacy or technical compliance, of the products or services requested, shall be the responsibility of HQ SACT. Such determinations shall be consistent with the evaluation criteria specified in the RFP. HQ SACT is not responsible for any content that is not clearly identified in any proposal package.
- (a) Due to the highly technical nature of these requirements, HQ SACT reserves the right conduct pre-award discussions with to accurately assess identified technical competencies. Discussions will be limited to scope of this RFP and the evaluation criteria identified.
- (b) Proposals shall be evaluated and awarded taking into consideration of the following factors:
  - 1) Successful administrative submission of bid packages as requested in paragraph 11 and as listed in this RFP.
  - 2) Successful determination of compliance. (Compliant/Noncompliant).
  - 3) Technical factors / pricing factors rated the following: Technical / Price = 70/30
  - 4) Technical clarifications as determined may be conducted.
  - 5) Acceptance of HQ SACT General Terms and Conditions.

#### **16. Proposal Clarifications**

During the entire evaluation process HQ SACT reserves the right to discuss any bid with the order to clarify what is offered and interpretation of language within the bid, to resolve in potential areas of concern.

#### **17. Award**

HQ SACT intends to award a firm fixed price contract(s) to the Offeror whose proposal represents the Best Value Compliant Offer to NATO. Partial awards are not authorized.

HQ SACT will collect information from references provided by the Offeror in regard to its past performance. Contractors must provide authorization to contact references. HQ SACT reserves the right to negotiate minor deviations to the listed General Terms and Conditions to this RFP.

#### **18. Communications**

All communication related to this RFP, between a prospective bidder and HQ SACT shall only be through the nominated HQ SACT Contracting Officer. Designated contracting staff shall assist the HQ SACT Contracting Officer in the administrative process. There shall be no contact with other HQ SACT personnel in regards to this RFP. Such adherence shall ensure Fair and Open Competition with equal consideration and competitive footing leverage to all interested parties.

#### **19. Points of Contact:**

LCDR Juan C. Benavides, ACT Contracting Officer  
757-747-3804, [Juan.benavides@act.nato.int](mailto:Juan.benavides@act.nato.int)

LT Margaret Anderson, ACT Contracting Officer,  
757-747-3699, [Margaret.anderson@act.nato.int](mailto:Margaret.anderson@act.nato.int)

Tonya Bonilla, ACT Contracting Officer,  
757-747-3575, [tonya.bonilla@act.nato.int](mailto:tonya.bonilla@act.nato.int)

Enclosure 1 Compliance Statement

**COMPLIANCE STATEMENT TO SEALED BID RFP-ACT-SACT-24-68**

It is hereby stated that our company has read and understands all documentation issued as part of RFP-ACT-SACT-24-68. Our company proposal submitted in response to the referenced solicitation is fully compliant with the provisions of RFP-ACT-SACT-24-68 and the intended contract with the following exception(s); such exemptions are considered non substantial to the HQ SACT solicitation provisions issued.

<u>Clause</u>	<u>Description of Minor Deviation.</u>
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-----	-----
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(If applicable, add another page)

Company:\_\_\_\_\_ Signature: \_\_\_\_\_

Name & Title:\_\_\_\_\_ Date: \_\_\_\_\_

Company Bid Reference: \_\_\_\_\_

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Bidder's proposal must be based on full compliance with the terms, conditions and requirements of the RFP and all future clarifications and/or amendments. The bidder may offer variations in specific implementation and operational details provided that the functional and performance requirements are fully satisfied. In case of conflict between the compliance statement and the detailed evidence or explanation furnished, the detailed evidence/comments shall take precedence/priority for the actual determination of compliance. Minor or non-substantial deviations may be accepted. Substantial changes shall be considered non responsive.



**Enclosure 2 Past Performance**

**PAST PERFORMANCE INFORMATION FORM (References may be submitted in lieu of past performance)**

- (a) Contracting Entity:
- (b) Contract No:
- (c) Type of Contract (Firm Fixed Price, IDIQ, Requirements):
- (d) Title of Contract:
- (e) Description of Work Performance and Relevance to Current Acquisition (Type of facility, capacity, estimated patronage, summary of staff used):
- (f) Contract Dollar Amount:
- (g) Period of Performance:
- (h) Name, Address, Fax and Telephone No. of Reference:
- (i) Indicate Whether Reference Acted as Prime or Sub-contractor:
- (j) Comments regarding compliance with contract terms and conditions:
- (k) Complete Contact Information for client:
- (l) Permission to contact client for reference: Yes/ No

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Name/Signature of Authorized Company Official

This Enclosure is designed to assist the respective company provide HQ SACT with all necessary documents/information required. For clarification, please refer to Bidding Instructions in part 1 of subject solicitation.

**Enclosure 3 Price Proposal**  
**SEALED BID PRICE PROPOSAL**

**SUBJECT: RFP-ACT-SACT-24-68**

Please find on behalf of **Insert: Company Name** to provide HQ SACT with services (collectively referred as "ITEMS"), subject to the provisions, terms and conditions stated in RFP ACT-SACT-24-68 and the "**Insert : Company Name** Technical proposal", submitted in accordance with solicitation provisions.

<b>Deliverables (Refer to Annex A for further scope of each deliverable)</b>	<b>Performance Period (2024)</b>	<b>Cost</b>
WP#1.1 Paint Walls	15JUL – 30AUG	\$
WP#1.2 Paint Door Frames	15JUL – 30AUG	\$
WP#1.3 Update Baseboards	15JUL – 30AUG	\$
WP#1.4 Update Corner Guards	15JUL – 30AUG	\$
WP#1.5 Paint Soffit	15JUL – 30AUG	\$
WP#1.6 Update Flooring	15JUL – 30AUG	\$
WP#1.7 All Damages Repaired	15JUL – 30AUG	\$
WP#1.8 Waste Disposal	15JUL – 30AUG	\$
TOTAL	15JUL – 30AUG	\$

**Please verify and acknowledge propriety of above, by duly completing signatures below.**

Authorizing Company Official:

Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_ Title: \_\_\_\_\_

Authorizing Company (Signature): \_\_\_\_\_, Date: \_\_\_\_\_.

**Company name** Witness Official:

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Title: \_\_\_\_\_

Witness Signature: \_\_\_\_\_, Date: \_\_\_\_\_

**ANNEX A: STATEMENT OF WORK (SOW)  
NORTHSTAR HALLWAY RENNOVATION**

**1. Introduction**

**Allied Command Transformation (ACT)** is NATO's leading agent for change: driving, facilitating, and advocating the continuous improvement of Alliance capabilities to maintain and enhance the military relevance and effectiveness of the Alliance. The main objectives of ACT are: providing appropriate support to NATO missions and operations; leading NATO military transformation; improving relationships, interaction and practical cooperation with partners, nations and international organizations. ACT therefore leads Alliance concept development, capability development, training and lessons learned initiatives and provides unfettered military support to policy development within NATO.

ACT is located at 7857 Blandy Road, Suite 100 on the NSA Hampton Roads military base annex. ACT is seeking contractor support for the renovation of its Northstar Hallway.

**2. Background and Scope**

**Background.** The Northstar Hallway, which is on the first floor serves as a main thoroughfare for high level officials during on-site meetings and events. As it has aged, maintenance has become more difficult due to the nature of the design. It is the desire of HQ SACT to modernize the hallway, along with the space outside the Auditorium, to create a uniform, contemporary look with lowered maintenance requirements.

The flooring and the walls need to be renovated in these areas to make a cohesive design. The flooring totals to approximately 4,350 sq. ft., and the walls total approximately 3,428 sq. ft. These spaces do not match currently. The Northstar Hallway is wallpapered whereas the area outside of the Auditorium is painted. Due to this, the Northstar Hallway will require additional preparation.

The contractor shall be responsible for maintaining a safe and presentable work-cite throughout the project. In the unlikely event hazardous materials such as lead paint or asbestos are discovered, the contractor shall ensure safe and proper removal according to environmental, health, and safety regulations and industry standards. All damages shall be repaired and waste disposed correctly. HQ SACT will be block off the worksite from SACT staff, with an alternate route in place, to secure the area.

Below is a blueprint of the area in which the work will take place. The hallway and areas applicable to this RFP are displayed in red shading.

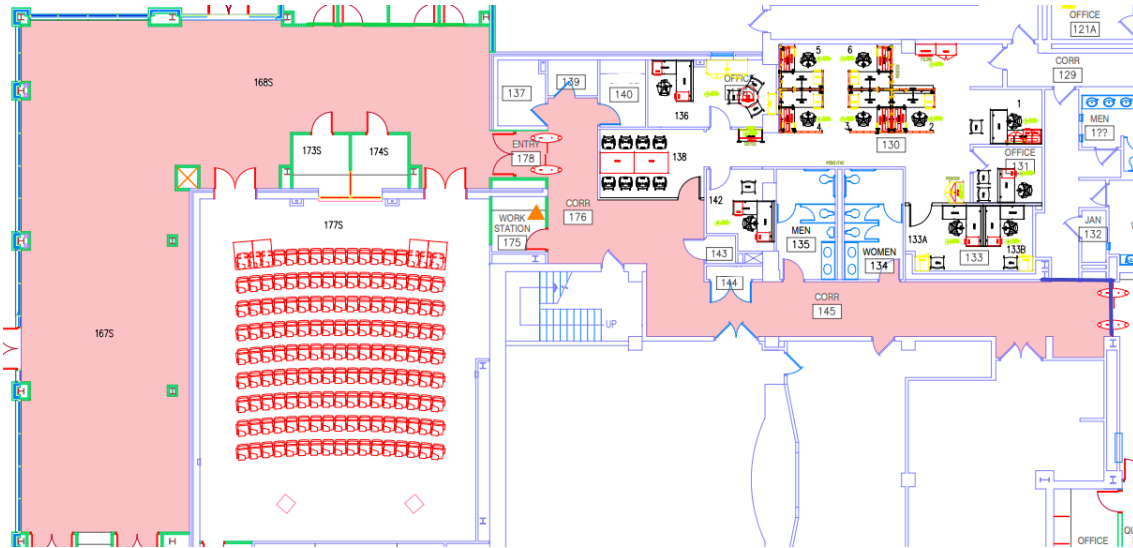


Figure 1 - Northstar Hallway & Area Outside the Auditorium

**b. Contractor Support.** The work in this SOW consists of two components:

**1) Task 1 Summary. Wall Renovation**

- a) The contractor shall remove all wallpaper from the Northstar Hallway.
- b) The contractor shall remove the existing wooden baseboards from the Northstar Hallway
- c) The contractor shall repair any damage to walls.
- d) The contractor shall re-skim all walls previously wallpapered.
- e) The contractor shall cleaned and prep walls for paint.
- f) The contractor shall paint walls using acrylic interior paint as defined below in paragraph 3.
- g) The contractor shall remove all corner guards and replace upon completion of the wall renovation as defined below in paragraph 3.

**2) Task 2 Summary. Floor Renovation**

- a) The contractor shall remove and discard current flooring. .
- b) The contractor shall repair any damage.
- c) The contractor shall clean and prep floor surface.
- d) The contractor shall install new flooring as identified in Para 3(b) IAW industry standards.
- e. The contractor shall install new baseboards IAW Para 3(c).

**3) Materials to Use.**

- a) Paint for Walls: Interior Acrylic, Colour: Platinum, Finish: Eggshell.
- b) Flooring: Amtico LVP Wood 6" x 36" 40 mil wear (Alpine)
- c) Baseboards: Millwork Cove Base (Moon Rock)
- d) Corner Guards: 2" x 48" Stainless Steel Corner Guards

The work consisting of tasks identified above are expected to be completed with the materials outlined in this paragraph. Any substitution to the materials listed above must be coordinated

with the COTR.

**3. Type of Contract and Period of Performance**

a. **Type of Contract:** Firm Fixed Price, Service Delivery Contract.

b. **Period of Performance.** The contract period of performance is 15 July 2024 to 30 August 2024.

**4. Schedule of Delivery**

All work will be completed by 30 August 2024. Any predicted delays or deviations from the schedule must be coordinated with the COTR.

**5. Acceptance Criteria**

Work shall be completed in accordance with industry best practices and shall be subject to acceptance by the COTR. Work that does not meet industry standards or that is deemed unacceptable shall not be accepted and contractor will be expected to correct deficiencies with 10 working days or as otherwise agreed with the COTR.

**6. Contractor Performance Requirements and Reporting**

The COTR shall be assigned by the Contracting Officer. The COTR shall provide direction, guidance, and support information as needed for all technical and content areas of the SOW.

The COTR shall:

- a) Resolve outstanding disputes, problems, deficiencies, and/or questions on the technical aspects of the SOW.
- b) Review (and approve) all Contractor duties for completeness and accuracy.
- c) Review the Contractor's work at a minimum of monthly, or more often if needed.

The COTR's written approval of work reported and deliverables submitted is mandatory for Contractor invoices to be successfully processed. The COTR shall receive a letter of appointment from the Contracting Officer that describes in detail his roles and responsibilities to which he shall sign formal acceptance.

**7. Personnel Required for Statement of Work**

Not Applicable

**8. Time Requirements for Contractor Personnel**

Work must occur during normal working hours Monday-Friday 0800-1600. If any possibility of delay or scheduling deviation, changes must be coordinated with the COTR.

**9. Proof of Past Performance**

The contractor is to provide a minimum of one past performance citation (for work within the past five

years) to show that it has successfully completed work that is similar to or directly traceable to the requirements outlined in this SOW.

#### **10. Place of Performance**

Contractor's personnel are expected to perform the required work at the Contractor's facility with expectations of regular update meetings at HQ SACT, 7857 Blandy Road, Norfolk, or in alternate locations or by VTC as specified by the Contracting Officer's Technical Representative (COTR).

Parking will be available at the facility for contractors to unload/load supplies. Additionally, parking is available outside the work area. The loading dock doors, turn stiles, and rear double door near the Auditorium will be available for use by the Contractors to access the worksite.

#### **11. Furnished Materials and Services**

##### **a) NATO Supplied:**

- 1) Removal of furniture and items on the wall *i.e. Paintings, Photos, Signs, TVs, etc.*
- 2) Dumpster in back of the building for waste disposal.
- 3) HQ SACT Access Badges
- 4) Security Escort

##### **b) Contractor Supplied:**

- 1) All Tools/Equipment/PPE to complete tasks outlined in this SOW.
- 2) Building Supplies.

#### **12. Physical Security**

Contractors do not require security clearances. However, contractors may be asked to sign non-disclosure agreements on insights obtained.

Access badges to HQ SACT will be provided to the contractors. Contractors will require a physical escort at all times inside the building. Badges will be collected at the end of the work day.

Contractors are fully responsible for ensuring that they have all needed vehicle passes and decals, and individual access badges and documents for appropriate access to HQ SACT facility. The Contractor Company shall submit requests for site access to SACT HQ, Attention Security Office, 7857 Blandy Road, Suite 100, Norfolk, VA 23551-2490.

#### **13. Security Consideration for the Deliverables**

Not Applicable

## ANNEX B: Grading Matrix

## Best Value Grading Matrix to STATEMENT OF WORK

Contractor's technical proposals will be assessed on the qualifications of the company and individuals proposed to perform the work. Individuals' résumés shall be submitted for the on-site supervisor. (HQ SACT reserves the right to conduct technical discussions of nominated candidates). **Examples of how detailed knowledge levels were attained are expected. Contractor companies shall clearly demonstrate by providing unequivocal reference to where candidates meet the criteria set forth in this solicitation (please include page number, reference to CV or links as applicable).**

N U M	CRITERIA	COMPLIANT	NOT COMPLIA NT
1	The contractor is headquartered in one of the NATO nations with proposed candidates that are citizens and residents in NATO nations. (Nationality must be provided and any secondary or dual citizenships clearly specified).		
2	The contractor is to provide a minimum of one past performance citation (for work within the past five years) to show that it has successfully completed work that is similar to or directly traceable to the requirements outlined in this SOW.		
3	The Contractor is licensed and bonded.		
4	The Contractor certifies all proposed personnel have a minimum of 1 year experience in construction and flooring.		
N U M	CRITERIA		SCORE
1	Proposed on-site supervisor has minimum three (3) years' experience (within last Five (5) years) as on-site supervisor or project manager for similar construction contract or effort directly relevant to this contract requirement, in size, value, scope and complexity.	0 points - no experience 1 - 10 points - experience < 3 years 11 - 20 points - experience > 3 years	
2	Submit a production timeline which includes a summary of hours that will be worked, staffing positions with staff names, contact numbers for project managers/foreman and functional	0 points – unable to provide a production timeline 1 - 10 points -provide a basic production timeline	

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	responsibilities.	with a medium level of details and delineation of responsibilities 11 - 20 points - provide a comprehensive and well-developed production timeline	
3	Provide a sufficient safety program to ensure construction services are performed in accordance with commonly accepted commercial practices and inspection and resolution.	0 points – unable to provide an adequate safety program 1 - 10 points - provide a basic safety program with some level of acceptance 11 - 20 points - provide a comprehensive and well-developed safety program in accordance with commonly accepted commercial practices and inspection and resolution.	
4	Contractor shall provide a sufficient quality control program to ensure construction services are performed in accordance with commonly accepted commercial practices and inspection and resolution.	0 points – unable to provide an adequate quality control program 1 - 10 points - provide a basic quality control program 11 - 20 points - provide a comprehensive and well-developed quality control program in accordance with commonly accepted commercial practices and inspection and resolution.	
5	Develop a Management Plan to demonstrate expertise by fully detailing how they will execute the construction.	0 points – unable to provide an adequate management plan 1 - 10 points - provide a basic management plan, detailing some execution process concepts 11 - 20 points - provide a comprehensive management plan, detailing a well-developed execution process.	
T o t a l			