

and 255. Individual agencies will specify if electronic submission is required and the specific format to use.

**B. Comments on Part I:**

*Comment:* The SF 330 overemphasizes the importance of previous relationships and teams, and discourages new firms and teams.

*Response:* The Brooks A-E Act requires that A-E firms be selected "on the basis of demonstrated competence." Hence, the proven competence of project teams is an important consideration in selecting A-E firms, which is reflected in the information on previous teaming arrangements required on the SF 330. On each contract submission, an A-E firm must decide whether to team with previous partners and subcontractors or to make new alliances.

*Comment:* The requirement for organizational "flowchart" in Section D is unclear and will be burdensome to show all branch offices.

*Response:* We have clarified the instructions to require an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firms they are associated with, as listed in Section C. Also, only those branch offices having a key role in the contract need to be shown, not every office involved.

*Comment:* Revise Section E to allow more than 5 relevant projects for each key person.

*Response:* We disagree. Five projects are sufficient to demonstrate that a person has experience in the required type of work. The SF 330 actually provides more space for the experience of key persons than the SF 255.

*Comment:* Need instructions on the number, size, type, labeling, attachment and page numbering of photos for Section E (Resumes of Key Personnel Proposed for This Contract) and Section F.

*Response:* The Councils have deleted the instructions and check boxes for photos. If an agency requires photos, it will provide specific submission instructions.

*Comment:* What happens if a firm has less than 10 example projects to present in Section F?

*Response:* The requirement for 10 projects is the same as on the SF 255. A firm should present as many relevant projects as it can, up to a total of ten.

*Comment:* Clarify owner versus client in Section F. The user may be a better point of contact.

*Response:* The term "project owner" was used on the SF 255 and is used in the same manner on the SF 330. As defined in the instructions, the project owner is the agency, installation,

institution, corporation or private individual for whom the project was performed. The client may or may not be the project owner, depending on what organization awarded and managed the A-E contract. The point of contact may be a person associated with the project owner or the organization that contracted for the professional services, as long as the person is familiar with the project and the A-E firm's performance on that project.

*Comment:* The request for fee information on past projects in Section F violates the Brooks A-E Act on using price in A-E selections.

*Response:* We have eliminated the requirement for fee information on past projects.

*Comment:* The matrix in Section G, Key Personnel Participation in Example Projects, is redundant with other information on the SF 330.

*Response:* The matrix does include the names of the key personnel and their proposed roles from Section E and the titles of the example projects from Section F. But, repetition of this information is necessary to clearly portray which personnel have worked together before on the example projects, which is only partially shown in Section E and Section F. Also, Section E provides space for five relevant projects for each key person, which may or may not be any of the ten example projects for the team in Section F.

*Comment:* Is there a page limit on Section H—Additional Information? Can photos and graphics be included?

*Response:* Individual agencies may impose page limitations on the overall SF 330 and/or Section H. Photos and graphics may be inserted in Section H if they are requested by the agency.

**C. Comments on Part II:**

*Comment:* Will the Architect-Engineer Contract Administration Support System (ACASS) be changed to reflect the SF 330?

*Response:* Yes. ACASS, which is DoD-wide database maintained by the Portland, Oregon, District of the U.S. Army Corps of Engineers, will be changed to accommodate the SF 330, Part II, instead of the SF 254.

*Comment:* How are unlisted disciplines added to block 9—Employees by Discipline?

*Response:* The instructions indicate that any additional unlisted disciplines should be written in under column 9.b and the function code left blank. This is similar to the write-in procedure for the SF 254.

*Comment:* Many specific additional disciplines should be added to the List of Disciplines (Function Codes) in the instructions.

*Response:* Thirty commenters recommended specific additions, deletions and/or changes in the listed disciplines. Generally, we have added, deleted, and changed disciplines if suggested by three or more commenters. Specifically, we added the following disciplines: aerial photographer, archeologist, computer programmer, materials handling engineer, geographic information system specialist, hydraulic engineer, hydrographic surveyor, land surveyor, photogrammetrist, remote sensing specialist, sanitary engineer, water resources engineer, and photo interpreter. We deleted topographic surveyor, draftsman, geospatial information systems, and information systems engineer. We changed specification engineer to specifications writer, and separated electrical/electronics engineer into separate disciplines.

*Comment:* Firms need to be able to expand block 9 to allow for more than 20 disciplines.

*Response:* We disagree. The principal competencies and expertise of a firm, which is the focus of the Brooks A-E Act, can typically be covered by its 20 most prevalent disciplines.

*Comment:* How are unlisted profile codes added to block 10 (Profile of Firm's Experience and Annual Average Revenue for the Last 5 Years)?

*Response:* The instructions indicate that any additional unlisted relevant experience categories should be written in under column 10.b and the profile codes left blank. This is similar to the write-in procedure for the SF 254.

*Comment:* Many specific additional experience categories (profile codes) should be added to the List of Experience Categories (Profile Codes) in the instructions.

*Response:* We revised the experience categories of many profile codes so that they exactly matched all of the existing profile code experience categories on the SF 254, minimizing the conversion of existing project databases to the new form. Twenty-one commenters recommended specific additions, deletions, and/or changes in the listed profile code experience categories. We added and changed the profile code experience categories if suggested by two or more commenters. Specifically, we added the following profile code experience categories: Aerial Photography, Airborne Data and Imagery Collection and Analysis; Anti-Terrorism/Force Protection; Cartography; Charting; Nautical and Aeronautical; Digital Elevation and Terrain Model Development; Digital Orthophotography; Environmental and Natural Resource Mapping;