

**STATEMENT OF INDEFINITE QUANTITY
ARCHITECTURAL-ENGINEERING DESIGN
SERVICES FOR MECHANICAL ENGINEERING
PROJECTS IN JAPAN**

Ref: (a) Unified Facilities Criteria (UFC) 1-300-9N, Design Procedures, available on the National Institute of Building Sciences Whole Building Design Guide (WBDG) website: http://www.wbdg.org/references/pa_dod.php

(b) Japan Environmental Governing Standards (JEGS), Latest Version

(c) Department of the Army, Manual No. EM 385-1-1, Safety and Health Requirements.

(d) NAVFAC FE CADD Standard, Release 1.0, April 2008

1. SCOPE OF WORK

a. The Architect-Engineer (A-E) shall provide design and engineering services for the preparation of plans, specifications, design analyses, cost estimates (in Yen and U.S. dollars), studies, and design-build requests for proposals for Mechanical engineering related projects at various locations in Japan.

b. Post Construction Award Services (PCAS) may also be included as required.

c. Work shall be performed in accordance with references (a) and (b) and, as applicable, other U.S. and Japanese regulations.

2. PROJECT DEVELOPMENT. Each project will be issued as a negotiated task order against the basic contract.

a. Project Schedule: The project schedule will be set up separately for each task order. Normally, the Government review time will be 14 days after submittal. For projects with urgent completion dates, “over the shoulder” review conferences may be scheduled.

b. Submittal Items: The items to be submitted shall be as indicated in reference (a) or as specified in the scope of work for each project. Some submittals will need to be shipped or delivered directly to specific customers to arrive on the required schedule. Each submittal shall include all annotated review copies and review comment sheets from the previous submittal indicating the action(s) taken by the A-E firm.

c. Reproduction Requirements: All reproduction requirements will be summarized in the scope of work for each project.

3. SPECIAL REQUIREMENTS. The A-E firm shall be responsible for the following as applicable for each task order issued:

a. Accident Prevention Plan (APP). The A-E firm shall prepare and submit an accident prevention plan for site work performed by their staff. The plan shall address personnel safety in accordance with reference (c) and local laws and regulations. The individual task order SAES may require the onsite presence of a contractor Site Safety and Health Officer (SSHO), in such cases, the Contractor shall submit, along with the APP, the project specific SSHO Qualifications meeting the requirements of reference (c), section 1. Unless otherwise stated in the task order Statement of Architect-Engineer Services (SAES), the contractor SSHO and Quality Control (QC) manager or project manager/superintendent may be the same person, as long as the individual identified as the SSHO is on-site at all times while work is being performed.

(1) NOTE: Host Nation Safety training will be considered to the equivalent 30-hour Occupational Safety and Health Association (OSHA) Construction safety class training requirement. The Japan Construction Occupational Safety and Health Association (JCOSHA) provides the construction safety course "Kouji Shunin", or "Course for Construction Site Managers", which is an acceptable equivalent to the 30-Hour OSHA Construction Safety Course mentioned above. Completion of this training will fulfill the requirements of reference (b) above. This training can be viewed at the JCOSHA website
<http://www.kensaibou.or.jp>, or
<http://www.kensaibou.or.jp/english.>]

b. Review Checklist. Conduct a formal quality check and coordination of the submittals. This check shall be conducted by a "third party," meaning the review must be accomplished by an individual or individuals who did not work on the original project. The final submittal shall include the completed review checklist.

c. Fire Protection: Consultation between the A-E firm and the NAVFAC FE Fire Protection Engineer may be coordinated to discuss project requirements such as water flow tests, fire protection design analysis, verification of water supply, as well as other fire protection related issues.

d. Asbestos and Other Hazardous Materials: For design projects, the existence of asbestos containing material (ACM) and/or other hazardous materials is a possibility. During the course of normal field investigation and research of available records, the A-E firm shall attempt to identify materials or conditions which may impact project performance and cost.

- (1) If ACM or other hazardous materials are encountered, survey/identify and prepare removal plans for the material in accordance with applicable codes, rules, and regulations.
- (2) The initial survey shall be conducted under the basic services of each contract, but sampling and/or lab testing would not be required unless specifically included in the scope of work.

e. Provisions for the Handicapped. The A-E firm shall ensure that design projects are in accordance with all applicable military and local regulations regarding accessibility for the handicapped.

f. Sustainable Design. The designer shall consider sustainability concepts through an integrated design approach and designing in accordance with the U.S. Green Building Council, Leadership in Energy and Environmental Design (LEED) Green Building Rating System or similar local rating system.

g. Design for Maintainability. The designer shall consider the maintainability of the facility. A summarization of maintainability considerations must be included in the basis of design.

h. Electronically Prepared Documents and Drawings. All drawings and documentation provided under this contract shall be accomplished and developed using computer-aided design and drafting (CADD) software and procedures conforming to the following criteria.

(1) Graphic Format. All drawings shall be supplied in AutoCAD format in accordance with reference (d).

(2) Delivery Media and Format.

(a) Electronic digital data and files shall be provided on CD-ROM in ISO-9660 format.

(b) The A-E firm may prepare contract specifications using the SPECSINTACT program, which is available on the WBDG website and other sources. Note that many Uniform Guide Specifications must be adapted for use in Japan. Specification files may also be submitted in Microsoft Word 2000 (or later) format. The A-E firm shall be responsible for ensuring that any files prepared using the Japanese-language version of Word display and print properly when opened using the English-language version of the program. Files must be formatted for printing on standard 'US letter' size paper.

(c) Spreadsheet files shall be submitted in Microsoft Excel 2000 (or later) format. Files must be formatted for printing on standard 'US letter' size paper.

(d) Final design submittals shall include "ready to advertise" PDF format electronic copies of project drawings and specifications, prepared in accordance with UFC 1-300-9N. PDF format copies of drawings specifications, and other documents may also be required for preliminary and pre-final review submittals.

(e) Documents such as studies or bases of design that often contain scanned photographs, hand-written calculations, and catalog cuts shall be

submitted in Adobe Acrobat "PDF" format which will allow the document to be viewed in its entirety on a computer.

i. Government Property. All U.S. Government provided information such as printed or electronic drawings, maps, and reference materials remain the property of the U.S. Government and will be returned upon completion of the project. All documented procedures, customized software, applications enhancements, and electronic data developed under this contract become the property of the U.S. Government. Upon final delivery of the requirements identified in the statement of work for each delivery order, software code and electronic data shall be removed from the Consultant's systems. Under no circumstances, without written authorization from the Contracting Officer, will electronic data and information developed from this project be used in the public or private sectors for demonstrations or commercialization. At the completion of the project tasking and after the deliverables have been forwarded and accepted by the Contracting Officer, the contractor will provide written notification that the software and data have been removed from their system.

j. Base Badges. All personnel associated with the design team shall obtain a pass for base access. The project manager/engineer shall obtain a base pass with escort privileges.

k. Non-Disclosure. The A-E firm will be required periodically throughout the duration of the contract to review submittals from third-party individuals that are procurement sensitive or are proprietary in nature. For example, the submittals to be reviewed may be obtained through procurement process but not limited to, source selection proprietary information or contractor bid and proposal documents. The A-E firm will need to submit a standard non-disclosure form at the start of the contract.

4. A-E FEE PROPOSAL:

- a. For each task order contract the A-E firm will be required to submit a fee proposal, including the hourly rates, unit costs, and overhead and profit rates proposed and required by the services specified in each SAES. The A-E firm shall submit with backup sheets itemized as outlined below or as outlined for each individual project:
 - (1) Meeting/Site investigation
 - (2) Data Analysis/Reports
 - (3) Specialist consultation services, if required
 - (4) Air/land travel and Per diem expense, if authorized.
 - (5) Document reproduction
 - (6) Post Construction Award Services, if applicable
- b. Include a summary of all subcontracted effort in Section II, "CONSULTANTS/SUBCONTRACTORS", supported with itemized backup sheets, including man-hours and hourly rates, overhead, profit, and miscellaneous costs for each subcontractor/consultant.
- c. Where the use of equipment will be provided in the A-E proposal, provide a detailed breakdown or provide an invoice/cost estimate for the rental cost or unit cost being requested. The unit cost per time period being requested shall match the time period provided in the invoice/cost estimate

5. POST CONSTRUCTION AWARD SERVICES (PCAS). PCAS shall be a pre-priced option for each design project. PCAS typically includes review of construction submittals, office consultation, and preparation of “as-built” drawings. Field consultation may be required for some projects as determined by the PDE.
6. RECORD OF COMMUNICATIONS. Provide a written record of each discussion and conference to the PDE within one week of the event. The record shall include a statement regarding the effect of guidance received relative to the scope, cost, and schedule of the project.
7. RELEASE OF INFORMATION. Information furnished to the A-E firm or developed as part of the contract requirements (such as drawings, specifications, and cost estimates) shall not be divulged to anyone (except to the A-E firm's sub-contractors and consultants as may be necessary for their participation in the project), without the written consent of NAVFAC FE. Publicity regarding the work under the contract shall be approved by NAVFAC FE before release.
8. AVOIDANCE OF CONFLICTS OF INTEREST. The A-E firm and its subsidiaries or affiliates which design or prepare specifications for a construction contract cannot provide design or construction services for the same contract. This includes concept designs, design-build requests for proposals, facility studies, environmental assessments, or other activities that identify the scope of a project and its estimated cost.
9. CONFLICTS WITH REFERENCE MATERIAL. Where conflicts occur between the Statement of A-E Services (SAES) and reference (a) and/or other Unified Facilities Criteria, and/or other reference documents as provided for each project, the SAES governs.
10. REPRESENTATIVES. A PDE/NTR (Project Design Engineer/Navy Technical Representative) will be named in each task order. Each PDE/NTR represents the Contracting Officer (CO) for administration of this contract and its task orders. Coordinate all technical matters with the PDE/NTR and keep them informed on the progress of work and of any problems encountered.