

Statement of Architect-Engineer (A-E) Services

**INDEFINITE QUANTITY ARCHITECT-
ENGINEERING SERVICES FOR GIS
INFRASTRUCTURE SURVEY AND
ENVIRONMENTAL DESIGN
AND SUPPORT SERVICES AT
VARIOUS LOCATIONS IN JAPAN**

1. SCOPE OF SERVICES

Provide engineering services in support of GIS infrastructure and environmental functions at U.S. Military installations in Japan. Infrastructure systems to be addressed include road, rail, other pavement, electrical, telecommunications, freshwater, storm drain, compressed air, fuel and gas, saltwater, steam, hot water, fire & burglar alarm. Environmental aspects include hazardous material collection/sampling points as well as natural/cultural resources.

a. The major portion of the services shall be as follows:

(i) Thru site surveys, various types of ortho-imagery, and use of as-builts drawings, construct GIS feature class networks in accordance with Spatial Data Standards For Installations and Environment (SDSFIE). Additionally, integrate new as-built drawing information and feature level attribute data regarding system components. Contractor may be required to work on-site at the installation at the request of the customer.

(ii) Conduct on-site assessment surveys of government end-users and managers related to current infrastructure and environmental management methods in order to define functional and data requirements. Identify, collect, and compile sources of information used in the daily operations. Develop process flow observations and make recommendations as for the use of GIS engineering tools within the organization.

(iii) Provide on-site support and work with the users of existing utility schematic diagrams and develop procedures and engineering automation tools to permit users to document their systems digitally versus in hardcopy. Provide specialized training in the maintenance of the data and prepare written documentation in English and Japanese for reference by the end users.

(iv) Provide design services related to data requirements identified as a part of functional interviews. Convert existing data from legacy formats to the new digital databases where required.

(v) Develop prototype and full-working versions of engineering automation tools to support utility and environmental users and managers. Provide user documentation in English and Japanese. Provide consultation as required

(vi) Provide training in the use of U.S. versions of Computer Aided Design (CAD) and GIS software and associated tools. Provide user documentation in English and Japanese.

b. This contract is a firm-fixed price, indefinite quantity type where projects are ordered by issuance of Task Orders (TO). The proposed contract performance shall not exceed a base year plus five option years for the same professional skills. The total amount of all task orders issued under this contract in the base year will not exceed ¥75,000,000. In addition, the total amount of task orders issued in the option period will not exceed ¥75,000,000. A minimum fee of ¥500,000 will be guaranteed for the base year. The minimum and maximum values of individual contract task orders executed under this contract are ¥500,000 and ¥40,000,000 respectively. The effort for each project will be negotiated under each delivery order using the fee schedule negotiated and awarded under the terms and conditions specified herein. The first task order may be subsequently identified, negotiated, and awarded with this contract.

c. The majority of deliverables under this contract shall be provided in electronic format. This includes planimetric maps, drawings, specifications, cost estimates, design analysis, and reports. The specific formats for electronic deliverables will be detailed in each task order. Generally, the following digital formats will be required:

- a) AutoCAD Release 2010 drawing
- b) ArcGIS 10.1 shapefile and geodatabase
- e) Microsoft Word (Office 2010 or newer) document
- f) Microsoft Excel (Office 2010 or newer) spreadsheet
- g) Microsoft Access (Office 2010 or newer) database
- h) Digital photos in JPEG format
- i) Digital documents in HTML format
- j) Digital Ortho-photography in TIFF and MrSID

Deliverables shall be provided on the following types of media. The contractor shall verify that the electronic files and media have been scanned for computer viruses. Media shall be labeled appropriately to identify format, version and contents.

- a) CD-ROM
- b) DVD-ROM

d. All U.S. Government provided products (e.g., electronic information) and facilities 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 tested at NAVFAC Far East, the Consultant will provide written notification that the software and data have been removed from their system.

2. GOVERNMENT-FURNISHED DATA/SERVICES

The following data and services will be furnished by the Government to assist in performance of the contract services, if requested by the A-E:

- a. Available drawings applicable to each project (one copy each).
- b. References applicable to this contract that are not available on the Internet will be loaned to the A-E firm to copy and return.
- c. Contractor personnel shall be required to obtain a Department of Defense (DoD) Common Access Card (CAC) or software certifications in order to access the NAVFAC intranet portal and the associated applications.

3. SUBMITTALS

Provide to the PDE (Project Design Engineer) the quantity and time as specified in each task order. Some submittals will require that they are mailed or hand carried to arrive at specific customers on the stated date. These addresses will be indicated in the task orders.

4. A-E FEE PROPOSAL

- a. For the basic contract, include hourly rates/unit costs for each item (except for travel-per diem), percentage for overhead and percentage for profit, on the fee proposal form furnished by the Government.
- b. In the fee proposal for each delivery order, include the hourly rates, unit costs, and overhead and profit rates proposed and awarded for the basic contract and required by the services specified in the delivery order. Submit with backup sheets itemized as outlined below:
 - 1) Site investigation.
 - 2) List of electronic deliverables and the estimated number of hours required to compile each deliverable.
 - 3) Number of hours required for preparing and compiling required documentation.
 - 3) Specialist consultation services, if required.
 - 4) Air/land travel expense, if authorized.
 - 5) Per diem during investigation, if authorized.

c. 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.

5. REPRESENTATIVES

A PDE (Project Design Engineer) is named in each task order. One of two assigned PDE's will represent the Contracting Officer (CO) for administration of this contract and its delivery orders. Coordinate all technical matters with the PDE and keep him informed on the progress of work and of any problems encountered.

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 contractor 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's sub-contractors and consultants as may be necessary for their participation in the project), without the written consent of the CET NAVFAC FE. Publicity regarding the work under the contract shall be approved by the CET NAVFAC FE PAO before release.

Prior to execution of the first task order, contractor along with its subcontractors shall sign an electronic/hard copy data release form stipulating that any information provided to the contractor and developed for the DoD shall not be shared to a third party without the expressed written consent of the DoD.

8. OPTION TO EXTEND

a. The government may extend the term of this contract by written notice to the A-E within the time specified in the Schedule, provided that the A-E is furnished a preliminary written notice of intent to extend at least 60 days prior to the contract expiration date. The preliminary notice does not commit the Government to an extension.

b. The total duration of this contract, including the exercise of the option years under this clause, shall not exceed 60 months.

c. The option period shall be exercised either no later than 365 calendar days after award of the basic contract.