

Synopsis Number: N40084-16-R-0062

Contract Title: Indefinite Delivery-Indefinite Quantity Architect-Engineer Services for Planning, Design, and Engineering Projects at Various Locations in the Far East Region

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Issue Date: 05 February 2016 Revised 04 March 2016

Issued by: Naval Facilities Engineering Command, Far East, PSC 473 Box 13, FPO AP, 96349-0013

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1. DESCRIPTION:

ALL INFORMATION NEEDED FOR INTERESTED PARTIES TO SUBMIT A STANDARD FORM (SF) 330, ARCHITECT-ENGINEER QUALIFICATIONS, IS CONTAINED HEREIN. THERE IS NO SEPARATE REQUEST FOR PROPOSAL (RFP) PACKAGE TO DOWNLOAD.

The Architect-Engineer (A-E) shall provide planning, design, and engineering services for various types of facilities at various military installations located in the NAVFAC Far East Area of Responsibility (AOR). This project will specifically involve work in Japan, Singapore, and Diego Garcia. A-E Services include, but are not limited to: Project Planning Documents, Plans, Studies, Events, Real Estate Summary Maps, Environmental Planning, Design, and Collateral Equipment (CEQ) Procurement and Installation Package. Post Construction Award Services (PCAS) may also be included as required. Work shall be performed in accordance with Unified Facilities Criteria (UFC) 1-300-09N, Design Procedures, available on the National Institute of Building Sciences Whole Building Design Guide (WBDG) website: http://www.wbdg.org/references/pa_dod.php, Japan Environmental Governing Standards (JEGS), Environmental Governing Standards (EGS) applicable in Singapore and Diego Garcia, and, as applicable, other U.S., Japanese, Diego Garcia, and Singapore regulations.

The resulting contract will be an indefinite-delivery, indefinite-quantity, firm-fixed-price type where projects are ordered by issuance of task orders. The contract will have a maximum not-to-exceed (NTE) amount of \$20 million for the basic contract with four (4) one-year option periods. Each option period will be exercised concurrently for all awarded contract. Services will be implemented through negotiated firm-fixed-price task orders that may be issued up to a maximum of \$2 million.

The basic contract period is one year from the contract award date and each option period extends the contract by an additional one-year period. At the Government's discretion, option periods may be exercised before one year expires if the basic contract or option periods previously awarded have been exhausted or nearly exhausted. The Government is not obligated to exercise the option periods. The total term of the contract inclusive of all options, if exercised, shall not exceed **60 months**.

A minimum fee of \$10,000 will be guaranteed for the base year. The first task order may be subsequently identified, negotiated, and awarded with this contract. **THE CONTRACT WILL BE AWARDED ONLY TO A FIRM THAT HAS THE ABILITY TO CONDUCT BUSINESS IN ALL THREE LOCATIONS. A FIRM MAY BE ABLE TO PERFORM WORK IN ALL THREE LOCATIONS ON ITS OWN ACCORD, BUT IF NOT, FIRMS MAY PROPOSE (AND EXPLAIN) A JOINT VENTURE, PARTNERSHIP, OR SUBCONTRACTOR ARRANGEMENT WITH HOST NATION OR OTHER FIRMS THAT WOULD PROVIDE THE ABILITY TO CONDUCT LEGITIMATELY CONDUCT BUSINESS IN ALL THREE LOCATIONS.**

To be eligible for contract award per DFARS 252.204.7004 Alternate A and FAR 4.1102, Prospective contractors shall be registered in the SAM database prior to award of a contract or agreement. Register via the SAM internet site at <https://www.sam.gov>. Projects are located on U.S. Military Installations throughout Japan, Singapore, and Diego Garcia. Frequent site visits as well as meetings in these various locations may be required. The Government may issue a Letter of Identification to the contractor upon request after issuance of task orders. The Letter of Identification entitles contractor personnel to enter into Far East countries to perform work on task orders issued under the contract. Work under this contract is primarily at various locations within Japan, but includes work in Singapore and Diego Garcia.

The Government makes no representation as to the number of task orders or the actual amount of work to be ordered. Contractors are not guaranteed work in excess of the minimum guarantee. Firms that design or prepare

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specifications for the construction contract or task order issued under the resulting contract are prohibited from providing the subsequent construction. This limitation also applies to subsidiaries/affiliates of the firm.

During performance of projects under this contract, if asbestos or other hazardous materials are found to exist, the A-E shall identify and prepare removal plans in accordance with applicable codes, rules, and regulations pertaining to such hazardous materials.

The estimated start date for projects under this contract is **June 2016**.

2. SELECTION CRITERIA.

Evaluation and selection will be based on the most highly qualified firm upon evaluation of the selection criteria stated herein. The Selection Board will evaluate firms in terms of the selection criteria, so it is very important to describe your firm's qualification for each criteria element. Selection criteria (1) is mandatory and criterion (2) through (6) are listed in the order of importance; criteria (7) and (8) are of lesser importance and will be used as tie-breakers among technically equal firms. Company brochures, pamphlets, or other presentations are not desired and will not be evaluated.

SF 330s will be evaluated to determine the most highly qualified firm based on criteria responses. Evaluating past performance and experience may include information provided by the firm, customer inquiries, Government databases, and publicly available sources. Failure to provide requested data, inaccessible points of contact, or invalid phone numbers could result in a firm being considered less qualified.

SF330, Section D: Organization Chart: In addition to the Instructions provided for the SF330, identify the overall relationship and lines of authority of the proposed team, including key subconsultants and office quality control. (Note: All individuals listed on the organization chart are not required to have a resume in Section E, such as administrative or lower level engineering positions.) This chart may be of any size and shall not be counted as part of the 60 page limitation. This chart must be affixed to the submittal to avoid separation in handling.

Criteria #1: Firm's Ability to Legitimately Conduct Business in Japan, Singapore, and Diego Garcia

Contractors (or their partners or subcontractors) must be duly authorized to operate and conduct business in all locations and must fully comply with all laws, decrees, labor standards and regulations during the performance of the contract. Prior to award of any contract, offerors must be registered to do business in all locations and possess all necessary licenses to perform work in each location. Offerors will be required to provide verification of such licenses prior to award of any contract to the contracting officer if such information is not already on file with or available to the contracting officer. The following is a brief overview of each country's requirements:

Japan

A&E firm (or partner or subcontractor) must demonstrate the ability to legitimately conduct business in Japan. A-E firm must possess or be able to obtain the Japanese registration entitled "Kaisha Tokibo Tohon." In the case of a joint venture, each joint venture shall provide a copy of their professional registration. Provide a copy of the registration, number, associated dates, and issuing organization. **Proof of licensure shall be provide as an addendum to the SF 330 and not counted against the page limitation. The A-E work to be performed in Japan must be performed by a firm holding this Japanese licensure. Such a firm may be the prime contractor, a joint venture partner, a subcontractor, or other appropriate teaming arrangement. The prime will be responsible for their subcontractors.** SOFA status will not be offered or available to the awardee.

Diego Garcia

Entry into Diego Garcia is restricted, requiring area clearance by the United States Navy Support Facility in Diego Garcia. Only those persons satisfying the Diego Garcia-specific foreign clearance and entry requirements may be authorized and permitted access to Diego Garcia. In this case, entry is generally limited to contractor employees who are citizens of the United States or United Kingdom and who are also otherwise cleared for entry based on background checks, criminal history, personal information, etc. A&E firm (or a joint venture partner) must demonstrate the ability to provide or obtain a personnel team for work involving Diego Garcia of persons who are

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citizens of the United States or United Kingdom and who are also likely to receive foreign clearance and permission to enter Diego Garcia.

Singapore

A&E firm (or partner or subcontractor) must demonstrate the ability to legitimately conduct business in Singapore. A&E firm must possess or be able to obtain a Singaporean architect-engineering registration. This criterion must be met by a firm (or a firm's partners or subcontractors) having the Singaporean architect-engineering registration. Provide registration number, associated dates, and issuing organization. **Proof of registration shall be provided as an addendum to the SF 330 and not included in the page limitation.**

Please reference the following website for general foreign clearance and entry requirements for the aforementioned countries: <https://www.fcg.pentagon.mil/fcg.cfm>

Please provide any joint venture agreements, partnership agreements, and/or subcontractor agreements (if applicable) as an addendum to the SF330 submittal. These shall not be counted as part of the 60 page limitation.

Criteria #2: Professional Qualifications

Resumes of key personnel shall be indicated in SF330, Section E - RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT. Provide resumes and letters of intent for the following key personnel:

Program Manager, Project Manager, Certified Planner, Architect, Civil Engineer, Structural Engineer, Electrical Engineer, Mechanical Engineer, Environmental Engineer, Interior Designer, Cost Estimator, Fire Protection Engineer, GIS Specialist, Landscape Architect, Surveyor, and Geotechnical Engineer.

Submission Requirements: Provide brief resumes of each proposed team member who will lead and/or specifically perform the major tasks listed above for this contract. Resumes shall not exceed two (2) pages each. All Key personnel must be professionally registered in their discipline. Provide a copy of the license and issuing organization as an addendum to the SF330 submittal. Copy of licenses shall not be counted as part of the 60 page limitation. Provide the highest level of education achieved and the number of years engaged in their discipline. Each resume shall include a maximum of five (5) specific completed projects that best illustrate the individual member's experience. Qualifications should reflect each individual's skills and abilities to contribute to the successful completion of task orders on this contract. **The letters of intent may be provided as an addendum to the SF 330 and not counted toward the page limitation.**

Criteria #3: Recent Team Experience

Specialized experience and technical competence of the proposed team members assigned to this project experienced in the preparation of the required services listed above with Far East region practices, costs, materials, procedures, standards, criteria and code.

Submission Requirements: For the team, provide a maximum of ten (10) specific completed projects that best illustrate overall team experience. **Projects listed shall have been, for the most part, completed within the last five years. Offerors may choose to include projects that have been completed outside of the last 5 years. Projects completed outside of the last 5 years may be rated lower when evaluating this criterion. Offerors may choose to submit projects that are nearly complete, however if performance on the project cannot be verified, it may be rated lower when evaluating this criterion.** Within block 24 of the SF330, Section F, include a brief narrative for each project. Discuss effectiveness by conformance to scope, adherence to performance schedules, limiting changes and delivering a product that satisfies that customers requirements. Preference may be given to projects that demonstrate expertise working in Japan, Singapore and/or Diego Garcia for proposed team members.

Within Section G, Key Personnel Participation in Example Projects: Submit in accordance with the SF 330 Instructions. From the total projects listed in Section F, provide a maximum of ten (10) projects.

Criteria #4: Past Performance

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Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.

Submission Requirements: For each project provided as experience under **Criteria 3**, list any applicable awards and commendations (translated to English). Other performance evaluation results and awards may also be listed separately. Reference the agency/company that issued the evaluation/award/commendation and the respective date. If a federal contract, state the evaluation type and rating. If not a federal contract, provide any applicable similar evaluation information. Please note if no documentation exists.

Criteria #5 Quality Control

Demonstrated success of the Office Quality Control (QC) program used by the firm to ensure quality products.

Submission Requirements: Describe the prime's QC program; who is primarily responsible for the QC program, how does the prime firm ensure quality consistently across the entire team. Illustrate your knowledge of Government QC processes and success in implementing the program. Address the team's QC processes for checking documents for errors, omissions and quality, and incorporating and tracking review comments. Of special interest are the QC processes in place that minimize the government's effort to QA the A/E's work product for errors, omissions, and quality. The QC program must address coordination with sub-consultants, if utilized.

Criteria #6 Location

The firm's location of main offices, branch offices, sub-consultants offices, and the location of the firm's key personnel in each location.

Submission Requirements: Provide the location of each of the team's offices and the location of the team's key personnel by office.

Criteria #7 Capacity

Capacity to accomplish the work in the required time. Depending on project schedules, firms may need to accomplish multiple projects concurrently.

Submission Requirements: Describe firm's ability to meet project requirements in the allotted timeframe. Indicate the firm's present workload and availability of key personnel (including subconsultants) to execute the work for the specified performance period. Indicate the firm's and key personnel security clearances.

Criteria #8 Volume of Work

Volume of work awarded to the firm in the last 12 months with the object of effecting an equitable distribution of Federal Government A-E contracts among qualified firms.

Submission Requirement: Provide a list of Federal Government contracts and task orders awarded in the last 12 months. Identify the period of performance for each contract, highlighting where projects were performed concurrently. Firms with multiple offices shall indicate which branch office completed each project. Include agency phone numbers and points of contact.

SELECTION INTERVIEW REQUIREMENTS: Personal interviews may be scheduled for firms slated as most highly qualified. Firms slated for interviews may be asked to explain management and the Firms abilities. Elaborate presentations are not desired.

3. SYSTEM FOR AWARD MANAGEMENT (SAM)

Contractors must be registered in the System for Award Management (SAM) prior to award of a DoD contract. Contractors may obtain information on registration and annual confirmation requirements via the SAM accessed through <https://www.sam.gov/portal/public/SAM/> or by calling 866-606-8220, or 334-206-7828 for international calls. For SAM Customer Service, contact the Federal Service Desk at URL: www.fsd.gov. A contract cannot be

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awarded to a contractor not registered in the SAM. Remember to review the NAICS codes listed in your record and make sure that you have the NAICS code listed for this procurement.

Offerors are encouraged to have an active registration and current Representations and Certifications in the System for Award Management (SAM) at the time of proposal due date.

4. **ADDITIONAL REQUIREMENTS.** All information must be included in the SF330 package, (cover letter, attachments and excess number of pages will be excluded from the evaluation process).

Those firms that meet the requirements in this announcement and wish to be considered must submit the SF330 per Submission Requirements above, to:

If sent via US Postal System:

Naval Facilities Engineering Command Far East CET
PSC 473 Box 13
FPO, AP 96349-0013
Attn: Kyle Monma

If sent via Japanese Postal System:

Naval Facilities Engineering Command Far East, CET
Building F60
Tomari-cho, Yokosuka
Kanagawa, Japan 238-0001
Attn: Kyle Monma

If sent via FedEx and other International Couriers:

Kanagawa-ken Yokosuka-city
Tomari-cho 1bannchi
BLDG #F60
Kyle Monma
238-0041

Phone Number: 011-81-046-816-4088

5. **SUBMISSION REQUIREMENTS:** The SF330 **Part I** is limited to 60 single-sided pages, 8.5"x11" Submit the following: a) One (1) original and four (4) copies of the SF330 for the prime offeror (SF330 should also include team's key subconsultants) addressing the preceding selection criteria information; and b) one compact disk copy, in adobe Acrobat format, of the SF330 being submitted by the firm.

A-E firms responding to this announcement by **mail/package delivery service (Takuhai bin) by 4:30 PM (Japan Standard Time), 14 March 2016**, will be considered. It is important to allow enough time for submissions to reach the above specified office before the deadline. **FACSIMILE SUBMITTALS WILL NOT BE ACCEPTED.**

Submissions shall be in sealed envelopes or packages (i) addressed to the office specified above, and (ii) show the solicitation number and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information stated in the prior sentence. It is in the offerors interest to follow up by calling the POC to inquire about receipt of their submissions; to consider utilization of door-to-door commercial carriers; and to not wait for the last minute to submit in the event that the original submission is lost and a second submission is necessary.

All inquiries of this announcement should be made in writing to Mr. Kyle Monma at e-mail kyle.monma@fe.navy.mil. Inquiries concerning this project should include solicitation number and title. **Inquiries received after 04 March 2016 will not be considered.**