

## **Indefinite Quantity Architect-Engineer Services for Planning Projects at Various Locations in the Far East Region**

Ref:

- (a) 10 U.S. Code §2864 Public Laws for Current Congress (Latest Version)
- (b) CADD/GIS Technology Center for Facilities, Infrastructure, and Environment - Spatial Data Standard for Facilities, Infrastructure (SDSFIE), (latest approved Navy adaptation)
- (c) DODD 4165.06 Real Property
- (d) DODI 4165.70 Real Property Management
- (e) FC 1-300-09N Navy and Marine Corps Design Procedures, 21 Aug 15
- (f) Federal Geographic Data Committee - Content Standard for Digital Geospatial Metadata Standard (latest version) (<http://www.fgdc.gov/metadata/metadata-publications-list>)
- (g) Japan Environmental Governing Standards (JEGS)
- (h) MCO 11000.12 Real Property Facilities Manual, Facilities Planning and Programming, Sep 14
- (i) MIL-HDBK-1190 Facility Planning and Design Guide
- (j) NAVFACINST 11010.45(1) Regional Planning Instruction, Cultural Resources, May 2001
- (k) NAVFACINST 11010.45(2) Regional Planning Instruction, Special Projects Program, May 2001
- (l) NAVFACINST 11010.45(3) Regional Planning Instruction, Site Approval Process, May 2001
- (m) NAVFACINST 11010.45(5) Regional Planning Instruction, Land Use Planning, Jul 2002
- (n) NAVFACINST 11010.45(6) Regional Planning Instruction, Sustainable Planning, May 2003
- (o) NAVFAC FE CI CAD Standards Manual, v1.2, 1 Oct 14
- (p) NAVFAC GeoReadiness Data Collection Guide (latest version)
- (q) NAVFAC HQ Shore Facilities Planning System Guidebook, Oct 2009
- (r) NAVFAC HQ Naval Shore Infrastructure - Installation Development Plan - Consistency Guide, (latest version)
- (s) NAVFAC HQ FRAME System Description
- (t) NAVFAC P-72 Department of the Navy Facility Category Codes, Sep 2009
- (u) NAVFAC P-78 Real Property Inventory (RPI) Procedures Manual, July 2008
- (v) NAVFAC P-442 Economic Analysis Handbook, Nov 2009
- (w) NAVSEA OP5, Volume 1, Ammunition and Explosive Safety Ashore, 7<sup>th</sup> Revision, Mar 13
- (x) OASD(EI&E) Memo, Installation Energy Management, 31 Mar 16
- (y) OPNAVINST 3550.1A Range Air Installations Compatible Use Zones (RAICUZ) Program, Jan 08
- (z) OPNAVINST 11000.16A CNO Policy and Command Responsibility (with Change 1) for Shore Activity Land and Facilities (Latest Version)
- (aa) OPNAVINST 11010.20H Facilities Projects Manual, 16 May 2014
- (bb) OPNAVINST 11010.36C Air Installations Compatible Use Zones (AICUZ) Program, Oct 2008
- (cc) Singapore Overseas Environmental Baseline Guidance Document (OEBGD)
- (dd) UFC 2-000-05N Facility Planning Criteria for Navy and Marine Corps Shore Installations, Jan 2005 (previously NAVFAC P-80)
- (ee) UFC 1-200-02 High Performance and Sustainability Building Requirements, 13 Mar 13
- (ff) UFC 2-100-01 Installation Master Planning, May 2012
- (gg) UFC 3-701-01 DoD Facilities Pricing Guide, Aug 2013
- (hh) UFC 4-010-01 DoD Minimum Antiterrorism Standards for Buildings, Oct 13
- (ii) UFC 4-010-02 DoD Minimum Antiterrorism Standoff Distances for Buildings, Feb 12
- (jj) USD(AT&L) Memo, Installation Master Planning, 28 May 13

### 1. SCOPE OF PLANNING SERVICES

The Architect-Engineer (A-E) will provide planning services for various types of facilities at various military installations located in the NAVFAC Far East Area of Responsibility (AOR) which includes but is not limited to Japan,

Singapore and Diego Garcia. It is anticipated that the preponderance of work will be at Navy and Marine Corps installations located in Japan.

All services will be provided in accordance with this scope of A-E services and references listed above as appropriate, and the requirements of this document. The latest version of all references will be utilized at the time of task order issuance. The general scope of this contract covers the following products and services:

a. Planning services may include but are not limited to any document relating to:

- (1) Regional Integration Plans (RIP)
- (2) Shore Infrastructure Plans (SIP)
- (3) Installation Development Plans (IDP)
- (4) Area Development Plans
- (5) Sustainable Design & Urbanism Planning
- (6) Healthy Community Planning
- (7) Recapitalization Planning
- (8) Form-based Code Planning
- (9) Capital Improvement Plans
- (10) Maintenance & Sustainment Plans
- (11) Transportation/Circulation Plans
- (12) Siting/Land Use Studies
- (13) Special Planning Studies
- (14) Asset Utilization Studies
- (15) Functional Studies
- (16) Anti-Terrorism/Force-Protection (AT/FP) Studies & Project Documents
- (17) Military Training Studies
- (18) Air Installations Compatible Use Zone (AICUZ) Studies
- (19) Range Installation Compatible Use Zone (RAICUZ) Studies
- (20) Airfield and/or Waterfront Studies
- (21) Encroachment Action Plans
- (22) Base Realignment and Closure (BRAC) Studies
- (23) Facilitation of Visioning and Scenario Planning Workshops and/or Design/Planning Charrettes
- (24) Facilities Requirements Plan (FRP)
- (25) Military Construction (MILCON) and Special Projects documentation (normally on Department of Defense Standard Form 1391) with supporting documents (such as Cost Estimate (first-cost & life-cycle-cost), Budget Estimate Summary Sheet (BESS), Team 1391 Checklist, NAVFAC 1391 Checklist, Site Plans, Location Map, Utilities Site Plan, Floor Plans, National Environmental Policy Act (NEPA) documentation, etc.)
- (26) Host Nation Funded (HNF) Construction Project Documents/Demolition Documents
- (27) System Safety documents
- (28) Site Approval Requests
- (29) Geospatial Information & Services
- (30) Leadership in Energy and Environmental Design (LEED) Project Documents
- (31) Business Case Analysis
- (32) Economic Analysis and Facility Life Cycle Studies
- (33) Preliminary & Parametric Cost Estimates
- (34) Landscape Architecture Plans
- (35) Land Inventory Analyses
- (36) Renewable Energy Research and Analysis

b. The planning documents may consider or incorporate the following:

- (1) DoD land use planning pertaining to operational constraints of AICUZ
- (2) Explosive safety
- (3) Electromagnetic Radiation Hazards to Personnel, Fuel, or Ordnance (HERP/HERF/HERO)
- (4) Physical security

- (5) Live-fire ranges
  - (6) Anti-Terrorism/Force-Protection (AT/FP)
  - (7) Land use considerations for cultural/historic resources, flora/fauna, topography, contaminated sites, seismic and tsunami-inundation zones, wetlands, endangered (or endemic/native) and migratory species
  - (8) Sustainability (including Leadership in Environmental & Energy Design, LEED)
  - (9) Low-impact development (LID) and carbon-footprint
- c. Additionally, the A-E will be familiar with various Navy programs & systems including but not limited to the following:
- (1) Mission Dependency Index (MDI)
  - (2) Installation Condition Assessment Program/Facilities Condition Assessment Program (ICAP/FCAP)
  - (3) Defense Readiness Reporting System (DRRS)
  - (4) Internet Naval Facilities Assets Data Store (iNFADS)
  - (5) Electronic Project Generator (EPG)
- d. The A-E may be assigned ancillary work including but not limited to the following actions or support:
- (1) To address Government review comments and make edits to reports and/or policy documents as needed.
  - (2) To edit and rework incomplete or preliminary planning documents into final completed products based on technical knowledge and skills gained by professional training and experience in the planning and maintenance of military and government facilities and installations.
  - (3) To provide word processing, graphics development or modification, reproduction, manuscript editing, and other services related to the modification of documents prepared by others.
  - (4) To perform field verification survey work ancillary to part of the planning process.
  - (5) To engage in any preparatory work, visual presentation, briefing, study, or report, which may be required prior to the initiation of any planning document listed, is also included under this contract scope.
  - (6) To provide training to others in the performance of planning and programming actions. For example, to support a predominately in-house project effort with expertise aimed at increasing the in-house capability of government personnel.
- e. Related technical services may include, but are not limited to:
- (1) Preliminary site assessment studies
  - (2) Feasibility assessments
  - (3) Multi-discipline team efforts to include specialized engineering support for development of project programming documents and related or supporting efforts. Examples include preparation of technical reports, site investigations, concept studies, and/or feasibility assessments to obtain sufficient data to determine the impacts of a proposed action. A preliminary site assessment study may require additional analyses, including topographic, geotechnical, hazardous materials, and infrastructural (roads, drainage, electrical, water, sewage, etc.) aspects of proposed actions.
  - (4) Conduct training sessions for government employees in the same services provided by this contract. Methods will be as specified by task orders and could be formal classroom, hands-on workshop, practicum using one of this IDIQ's task orders as a training opportunity, or a combination thereof. Manuals may be required in the amount and type specified under each individual task order.

## 2. PERFORMANCE OF PROJECT ASSIGNMENTS BY A-E

- a. As NAVFAC FE's representative, the A-E may be required to maintain liaison and work closely with other agencies such as the Army Corps of Engineers and Defense Logistics Agency, in the execution of specific task order projects. All correspondence to these agencies will be prepared by the A-E for NAVFAC FE distribution or A-E distribution, as directed by NAVFAC FE. The NAVFAC FE Project Manager will be copied on all correspondence to these agencies.

- b. Minutes of all meetings will be kept by the A-E and submitted to the Task Order COR within the timeline specified in the Task Order. The record prepared by the A-E will generally be in summary form, and will include items regarding any decisions on the scope, cost and execution schedule of the project.
- c. Monthly Project Status Reports will be submitted to the Task Order COR as part of the A-E performance on all projects.
- d. A more comprehensive scope of work will be indicated in the Task Order issued.

### 3. AVAILABLE DATA

- a. Data pertinent to any task order, which are readily available to NAVFAC FE, will be provided to the A-E upon request, subject to security requirements. The A-E will be responsible for verifying the accuracy of the data to be incorporated in A-E's work.
- b. When Government general planning studies are provided to the A-E for use in the performance of a project assignment, the A-E must have access to competent, knowledgeable, and qualified staff to interpret and utilize the information furnished, if required by the Government for the project.

### 4. LOCATION OF WORK.

The A-E will be assigned projects in areas under the cognizance of NAVFAC Far East, or the military service for which NAVFAC FE is tasked to provide planning assistance. These areas are primarily located in the Pacific and Indian Ocean areas.

### 5. INDETERMINATE QUANTITY & QUALITY OF GRAPHICS AND MANUSCRIPT WORK

- a. Although the types of work activity can be reasonably anticipated for this contract, the level of effort for each task order will vary. In determining the contract fee for each Contract Task Order, the schedule of fees will be used.
- b. During negotiations for each task order, the A-E and Government will estimate the quantity, type, and size of graphics and the type and number of sheets of manuscript, which will be required for the project. The schedule of fees, indicated above, will be utilized as unit prices for all technical and graphics support work required under this contract. Graphics or manuscript work which is part of a complete study involving planning services by the A-E and not standing alone, will be priced as part of that study and as such, indeterminate unit prices will not apply.
- c. The unit prices for graphic and manuscript (work except as noted above) will include the cost of all materials and supplies needed to prepare draft through final copies, ready for reproduction.
- d. Manuscripts. The Government will supply the A-E with all information for preparation of the manuscripts for an Intranet Navy Shore Infrastructure Planning Platform (iNSIPP) plan or equivalent. The A-E will revise and add its professional expertise to the text and will incorporate review comments and additional information as required. The A-E will edit to ensure manuscripts consist of correcting grammatical, spelling, formatting, and to remove typographical errors; rephrase awkward sentences; reword unclear or illogical passages; identify areas in which there are obvious errors of omission or inconsistency; etc. In addition, the A-E will ensure that each graphic and table is referenced in the text, the graphics and tables are correctly numbered, the graphic or table appears at the first opportunity after the initial reference, the titles of the graphics and tables is consistent with the title listed in the List of Illustrations and the List of Tables, etc.
- e. Format
  - (1) All manuscripts will be printed on bond paper.
  - (2) All manuscripts will be provided in the appropriate digital format as identified under each individual task orders.

- (3) All manuscripts will be provided in a print style matching that of a specified Government print style (for example, Arial, 12-point font).
- f. Graphics. The Government will supply the A-E with individual instructions for preparation of each graphic, including, but not limited to, rough sketches, new data annotated on existing maps or drawings, other marked prints, and tables. Based on those instructions, the A-E will prepare graphics that convey the existing conditions or intent of the proposal. All graphics must include titles, legends, a North arrow, and a scale, unless otherwise indicated. The A-E's logo or name will not appear on any graphic or printed pages. All graphics will be provided in the appropriate digital format as identified under each individual task orders. All graphics software will be in the latest version supported by OCONUS Navy Enterprise Network (ONE-Net). Acceptable software versions will be specified under each individual task order.
- g. Delivery and Pickup: Rework. The A-E will pick-up and deliver all materials to be furnished by the Government, all submissions, all work returned for rework, etc., under this contract. The A-E will submit all work to the Task Order COR for review. The A-E is responsible for making any corrections of submitted work at no additional cost to the Government provided such corrections are necessary due to mistakes or omissions by the A-E. Corrections will be made within two working days of receipt of the returned work. Work may be returned more than once by the Government for rework, as necessary.

## 6. COMPUTER-AIDED DESIGN AND DRAFTING (CADD) DRAWINGS

All CADD drawings provided under this contract will be accomplished and developed in AutoCAD format and conform to procedures contained in the above references or as further prescribed in individual task orders.

## 7. DELIVERABLES

- a. Products for planning documents and other studies will display the narrative and graphic information such as photos, charts, etc., necessary to convey the information required by a task order. No external hyperlinks will be included in the document. The Table of Contents will be bookmarked to the appropriate page in the document and all graphics, tables, and appendices will be embedded into the document. All plans and studies will have their Table of Contents, Executive Summaries, Acronym List, and Chapters, output to editable and indexed Portable Document Format (PDF).
- b. Per Secretary of Defense-OSD, the total cost of study/plan/report will be printed on all reports. The total cost includes: contracted amount plus NAVFAC FE support cost. The cost statement will be located in lower-right corner of the cover sheet and will follow the format below:

“Preparation of this study/report cost the Department of Defense a total of approximately: \$XXX,XXX in Fiscal Years 20XX-20XX. Generated on 20XX (Month) (Day) XXXX, RefID: X-XXXXXX”

A-E will coordinate with NAVFAC FE Task Order COR to obtain NAVFAC FE support cost and Generated RefID via cape.osd.mil system web calculator.

- c. Photographs, charts, presentation briefs, and other graphics. All photographs, charts, presentation briefs, or other graphics developed during creation of the planning documents will be delivered and organized as specified in the Task Order.
- d. Marketing/Planning Brochures. The A-E will provide all printing deliverables and brochure requirements in accordance with Government specifications as determined for each Task Order.
- e. In the preparation of manuscripts, word processing files, desktop publishing documents, and spreadsheets, the A-E will ensure compatibility with the approved OCONUS Navy Enterprise Network (ONE-Net) software suite. The government utilizes the following software suite, which conforms to the approved ONE-Net software:

- (1) Microsoft Windows 7- Operating system (OS)

- (2) Microsoft Office Suite 2010
- (3) Microsoft Internet Explorer 10
- (4) Adobe Acrobat XI Pro
- (5) Adobe Creative Suite 6 (CS6) - Design Premium
- (6) AutoCAD 2010
- (7) ArcGIS 10.1
- (8) ArcGIS 10.1 GDB

The A-E may be allowed use of alternative software if it can be demonstrated, to the Government's satisfaction, that the resulting products can be provided in a format compatible with the Government's software. The A-E will not consider any alternative software that will incur additional costs to access or view data.

- f. The A-E may be required to use FRAME, a NAVFAC developed database used for Asset Evaluations and Facilities Requirements Plans updates.
- g. Reproduction and Printing. The A-E will provide all printing and binding of draft/review and final documents in accordance with Government specifications.
- h. Electronic Deliverables Content. Below is a list of digital data types with corresponding formats acceptable for deliverables. All deliverables will be compatible with the approved ONE-Net standards. These formats are the minimum standards / requirements. Regardless of what is indicated in this document, A-E will provide a list of all software and versions to be used during the course of the project to Task Order COR for approval prior to start of project.

- (1) Operating System Platform. All deliverables will be compatible with MS Windows 7 with the latest service pack.
- (2) Documentation, Technical Reports, Planning Documents, and Other Studies. All Draft and Final submittals of planning documents, including appendices and attachments will be delivered in PDF (editable and indexed) and Microsoft Office 2010 format. Two copies will be provided for every submittal, one optimized for printer output, and the other optimized for screen output. All source text files will be delivered in plain text (ANSI) format. All source material will be delivered with proper citation. The A-E will be responsible for splitting the digital files of the deliverable to satisfy this requirement.

GIS Data and Maps. All GIS maps depicted in graphics shown in planning documents will be generated from spatial data maintained in a Personal of File Geodatabase in a manner that adheres to the above references or as further prescribed in task orders. Source files for thematic maps must be provided as GIS map project files and the associated Personal of File Geodatabase. Map projects will be created using Environmental Systems Research Institute (ESRI) ArcGIS software. The structure of geodatabase will be specified in the individual task orders. The version of ArcGIS software and additional specifications to be used will be specified in the individual task orders. Minimum requirements for spatial data:

- (a) Geospatial data to be incorporated into Department of the Navy shall be Data Model (NDM) 3.03 Compliant
- (b) Spatial data will be geo-referenced and delivered with the defined datum and projection as required by the Task Order.
- (c) 3D spatial data will be compatible with readable formats for ArcGIS Desktop (currently approved ONE-Net version).
- (d) Spatial data topology will be delivered in a "GIS-ready" state. Contractor will utilize a QA/QC program to ensure that any modifications to the existing geospatial data as well as new data conform with traditional typology rules unless otherwise requested.

- (e) Utility distribution systems will be delivered as GIS geometric network.
  - (f) Spatial data structure will adhere to the current Navy adaptation of Spatial Data Standards for Facilities, Infrastructure and Environment (SDSFIE).
  - (g) All facilities with a property record will include the iNFADS Facility\_ID as an attribute to the feature.
  - (h) All structured tabular data gathered during creation of plans and studies and/or external attribute tables linked to map features in the GIS, will be developed as a relational database.
  - (i) Metadata will be delivered in a format and comprehensiveness compliant with current Federal Geographic Data Committee (FGDC) Standards.
  - (j) If raster-based GIS data, such as digital ortho-photographs, is required by the project, the appropriate coverage and resolution will be determined by the Task Order COR.
  - (k) Reference files and blocks used by the CAD drawing will be submitted with the CAD drawing.
- (3) Graphics. Do not use compressed JPG file formats since the file degrades with each save action. Use lossless image file formats such as PNG or GIF to retain the exact image quality of the source image. TIFF file format may be used if the lossless method of compression is used. All graphics for non-map related charts, illustrations, and diagrams, will have adequate pixel resolution to clearly convey the subject's content. Source files will be delivered at a minimum of 600 dots per inch (DPI) resolution. Acceptable formats for source graphics include uncompressed JPEG, BMP, TIFF, and Adobe formats Photoshop (.psd), Adobe InDesign (.indd), and Adobe Illustrator (.ai) formats. Multi-media deliverables will be provided in a format that can be viewed through a ONE-Net approved media player (e.g. Windows Media Player).
- (4) Briefs or Briefing Booklets. Will be delivered in an Adobe Acrobat PDF format. A-E will provide two formats one optimized for printer output, and one will be optimized for screen output. Each brief or briefing booklet will be a single document in letter size landscape mode using existing templates provided or approved by the Task Order COR. If the file size exceeds 20MB, the A-E will split the document into smaller documents. Source files will be delivered in Microsoft Power Point format and any source graphic/photographs used in the briefs or briefing booklets will be delivered as specified above. Source files for charts that are spreadsheet-based will be delivered in Microsoft Excel format.
- (5) Electronic Deliverable Documentation. All documentation (manuals, user guides, etc.) and electronic metadata (including data dictionaries, view and theme descriptions, document references, color schemes, etc.) will be delivered in Microsoft Office 2010, PDF, or plain text format as specified in the Task Order.
- (6) Source Code and Compiled Code. All source code and compiled code developed under contract is the intellectual property of the U.S. Government. Help files, code, data models, test scripts, install shields, and all data developed, prototyped, and deployed will be turned over to the U.S. Navy as defined in the Statement of Work.
- (7) Electronic Deliverables Media. Provide organized sets (Quantity per Task Order) of all final electronic submittals on standard recordable compact discs (CD-Rs) or DVDs, depending on file size. Each disk will be labeled with the following information:
- (a) Name of Services Contractor
  - (b) Contract Number
  - (c) Contract Task Order
  - (d) Project Title

- (e) Description CD/DVD content (Overview Plan, Functional Plan, Noise Study, Briefing Book, Spatial Data, Personal Geodatabase, Supporting Data, etc.)
  - (f) Type of Submittal (Draft-90%, Final-100%)
  - (g) Date CD or DVD was published
  - (h) If disk is part of a set of disks submitted, then it will be labeled to identify its sequence within the set. For example, if disk is the second disk of a three disk set, then it will be labeled Disk 2 of 3. Additional information may be placed on the label as directed in the task order scope of work or task order COR.
- (8) Delivery Media and Format. Electronic digital data and files will be provided on CD-ROM in ISO 9660 format.
- (9) Submission and Schedule. See submission schedule specified under each individual task order.
- (10) Transmittal Sheet. Each disk will also be accompanied by a transmittal sheet that contains the disk information described above as well as an inventory of the directories and files found on the disk. This transmittal sheet will be provided in hard copy with the disk as well as a text (.txt) file in the root directory of the disk.
- (11) File Organization. All files on each CD and/or DVD will be organized into directories and subdirectories. The directories created in the root directory of the CD and/or DVD will be based on the deliverable products called for in the scope of work. An example directory structure is provided below:
- (a) Study or Plan: Contains .PDF files of the study or plan. May contain a subdirectory of source files in MS Office format or Adobe InDesign, etc.
  - (b) Briefing Books/Slides: Contains .PDF files of briefing books or slides used in briefings. May contain a subdirectory of source files in MS PowerPoint.
  - (c) Spatial Data: Contains Personal Geodatabases, shape files, CAD files, aerial photos, and digital photos created over the course of the contract for the plan or study that will be added to the RSIMS Geodatabase. Digital photos and their metadata may be stored in a separate subdirectory.
  - (d) Database Tables: Contains database files created over the course of the project. Databases must be accompanied by metadata.
  - (e) Supporting Data: Data collected or generated during a project used to support the final product. This may include all graphics for non-map related charts illustrations, and diagrams.

## 8. SECURITY REQUIREMENTS.

- a. The A-E will take appropriate measures to preserve the confidentiality of work assignments and will exercise care to avoid information from becoming accessible to unauthorized persons. Task orders may require A-E personnel to visit military areas that prohibit entry to unauthorized persons. A-E personnel assigned to this contract will be U.S. citizens who can qualify for access to military areas after appropriate security checks are made. The A-E will abide by prevailing security requirements during visits to such military property and will obtain the required permits and passes in a timely manner. The A-E will also complete all required PACOM and NAVFAC FE travel training requirements prior to onsite visits. The nature of specific task orders may require the A-E to obtain a secret security clearance.
- b. The A-E may also be required to obtain a PKI certification as well as a DoD Common Access Card (CAC) that will allow access into DoD websites.

- c. Immediately upon receiving notice to proceed on a task order, when applicable, the A-E will make application for all necessary passes and entry permits for personnel and vehicles required to enter military areas.
- d. The A-E will comply with:
  - (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M).
  - (2) Any revisions to the above manual, notice of which has been furnished to the Contractor.

9. RESPONSIBILITY OF THE A-E.

- a. The A-E will also provide all professional services required for the completion of planning documents, including researching data, conducting site surveys, preparing, reviewing, and editing technical text and graphics to ensure completeness and correctness of documents. When such services are required of the A-E for projects not wholly assigned to the A-E, the A-E must exercise professional judgment to verify the correctness and validity of the information, and the results and conclusions of the material the A-E is called upon to finalize. The A-E must analyze, coordinate, correlate, synthesize, correct, supplement, and finalize the work assigned. As an example of such an assignment, if the A-E is called upon to finalize the draft of a document or a particular graphic submitted by NAVFAC FE, the A-E will rework such document or graphic until, in the A-E's judgment, the finished product is correct, complete, and reflective of the A-E's professional judgment and standards.
- b. Task orders for professional planning services, involving planning documents that are to be prepared wholly by the A-E and are not stand-alone technical and graphic services work, will be prepared in accordance with the scope of work for each contract amendment (task order). The content and format for A-E initiated manuscript and graphics work, as part of an overall planning study, will conform to requirements as indicated in Section 5 INDETERMINATE QUANTITY & QUALITY OF GRAPHICS AND MANUSCRIPT WORK except that the government will not supply the A-E with draft text, information, or instructions for the preparation of either manuscript or graphics. All such work will be dependent upon the expertise and resources of the A-E.
- c. The A-E will be responsible for the professional and technical accuracy and coordination of all data, reports, and other work or materials furnished by the A-E under this contract. All errors or deficiencies in assigned work attributable to the A-E will be corrected by the A-E at no cost to the Government within a reasonable time after discovery.
- d. The A-E must take appropriate steps to preserve the confidentiality of the work and will exercise reasonable care to avoid information from becoming accessible to unauthorized persons. The A-E will not discuss preliminary findings and results with private organizations, regulatory agencies, public institutions, the media or military commands, including the host installation, without prior approval of the Contracting Officer or Contracting Officer Representative (COR).

10. CONTRACT ADMINISTRATION DATA

The primary Contracting Officer for this contract is:

Ms. Soledad Credo  
Naval Facilities Engineering Command, Far East  
AE Contracts Branch (ACQ2)  
PSC 473 BOX 13  
FPO AP 96349-0013

(Note: Other Contracting Officers within NAVFAC FE are authorized to issue contract task orders, modifications, letters or verbal direction to the Contract. The point of contact for this contract will be the Contract Specialist/ Contracting Officer within the NAVFAC FE AE Contracts Branch.)

11. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR, who serves as the technical representative in the administration of this contract, is Mr. Robert James, Org Code AM, telephone 011-81-46-816-5425, e-mail robert.james@fe.navy.mil. The COR will be kept informed of progress and problems involved.

12. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The Task Order COR serves as the government lead planner responsible for the actual work effort on a daily basis through the life of the project. The A-E will designate an individual who will be directly responsible for and who is to be contacted on all matters pertaining to this contract. Direct contact with other codes within NAVFAC FE or other commands and military activities may be made by the A-E only upon prior notification and approval of the Task Order COR.