

Synopsis Number: N40084-16-R-0063

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

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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.

This contract is being procured in accordance with the Selection of Architects and Engineers Statute as implemented by FAR Part 36.6. Firms will be slated based on demonstrated competence and qualifications for the required work.

The selected Architect-Engineer (A-E) shall provide planning services for various types of facilities at various military installations located in the NAVFAC Far East Area of Responsibility (AOR). This project shall involve work in, but not be limited to, the following three locations in the NAVFAC Far East AOR: Japan, Singapore, and Diego Garcia. A-E Services provided under this contract will include, but are not limited to, the following: Project Planning Documents, Plans, and Studies. Work shall be performed in accordance with all applicable U.S., Japanese, Diego Garcia, and Singapore, laws, regulations, and standards.

The resulting contract will be an Indefinite-Delivery/ Indefinite-Quantity, firm-fixed-price type where projects are ordered by issuance of task orders. The proposed contract shall not exceed one (1) base year plus four (4) option periods for the same professional services. Each option period will be exercised concurrently. The proposed contract will have a total maximum not-to-exceed (NTE) amount of \$20 million. Services will be implemented through negotiated firm-fixed-priced task orders that may be issued from a minimum of \$10,000 up to a maximum of \$2 million.

Estimated contract capacity per year is reflected as follows:

Base:	\$4,000,000
Option 1:	\$4,000,000
Option 2:	\$4,000,000
Option 3:	\$4,000,000
Option 4:	\$4,000,000

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. Provided an option year is exercised, any unused, remaining contract capacity shall be rolled over into the next option period. 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 \$5,000 will be guaranteed for the base year with no minimum fee for any option years. The first task order may be subsequently identified, negotiated, and awarded with this contract.

As work under this contract will be performed in Japan, this contract shall be awarded and executed in accordance with the TREATY OF MUTUAL COOPERATION AND SECURITY BETWEEN JAPAN AND THE UNITED STATES OF AMERICA, REGARDING FACILITIES AND AREAS AND THE STATUS OF UNITED STATES ARMED FORCES IN JAPAN. Accordingly, in the event the awardee is organized under the laws of the United States and whose presence in Japan is solely for the purpose of executing contracts with the United States for the benefit of the United States armed forces, the Government may issue a Letter of Identification to certain United

Synopsis Number: N40084-16-R-0063

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

States nationality contractor employees of the successful firm upon that firm's request after contract award, which entitles individual employees of the contractor to enter Japan to perform work on this contract under the aforementioned Status of Forces Agreement (SOFA) between the United States and Japan, Article 1(b). This invited status is only granted to individual employees; no status will be granted to the contractor entity as a whole under SOFA Article XIV.

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.

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

2. SELECTION CRITERIA.

Evaluation and selection will be made to the most highly qualified firm based 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. The selection criteria are listed below in descending order of importance (first by major criterion and then by sub-criterion, where applicable). Selection criteria (1) through (5) are considered primary selection criteria; criteria (6) and (7) are considered secondary and will be used as "tie-breakers" among firms which are considered technically equal.

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.

Company brochures, pamphlets, or other presentations are not desired and shall not be evaluated.

For purposes of evaluating selection criteria, the use of the term "firm" means the entity/entities listed on the SF330, Part I, Section C (proposed team) identified as a prime, JV partner, or subcontractor.

Criteria #1: Professional Qualifications of Key Personnel

Firms will be evaluated on professional qualifications and competence of the proposed key personnel to provide services to accomplish tasks required under this contract. A&E Firms must provide a copy of the license and issuing organization for such personnel.

Submission Requirements (SF330 Part 1 Sections E, G, and D):

Key Personnel Resumes: Provide resumes and letters of intent for a **maximum** of nine (9) key personnel to be assigned to this contract that demonstrate the following key positions:

1. Landscape Architect
2. Architect
3. Project Manager
4. Senior Planner
5. Planner
6. Civil Engineer
7. Mechanical Engineer
8. Electrical Engineer
9. GIS Specialist

All key personnel must be professionally registered in their discipline. Key personnel may staff more than one key position (e.g., Landscape Architect might also be designated to serve as role of Project Manager or Planner) provided that such person demonstrates required professional registrations, licenses, etc. for all positions. 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 50 page limitation. For each key personnel, identify active professional registration,

Synopsis Number: N40084-16-R-0063

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

licensure, or certification, area of expertise and demonstrated experience, role expected to play in this contract, and describe the roles they performed in a maximum of five (5) completed U.S. military projects that best illustrate the individual member's experience level. Ensure that each project cited is either a standalone contract for a single tasking or a single task/delivery order on an Indefinite Delivery Indefinite Quantity contract. Qualifications should reflect each individual's skills and abilities to contribute to the successful completion of task orders issued on this contract. Resumes for key personnel are limited to two (2) pages each. The letters of intent may be provided as an addendum to the SF 330 and not counted toward the page limitation. Any pages over this limit will not be considered.

Experience in U.S. Navy or U.S. Marine Corps projects will be evaluated more favorably. Experience within the geographic area associated with this contract (Japan, Singapore, and Diego Garcia) will be evaluated more favorably than experience in projects conducted in other geographic regions. Personnel of the prime contractor will be evaluated more favorably than that of their subcontractors. Identified key personnel will be more highly evaluated if he or she participated in the firm's sample projects submitted in the SF 330 Section F. Firms will not be evaluated more favorably for identifying additional Key Personnel beyond the maximum identified above.

Organizational Chart of Proposed Team: In a consolidated organizational chart, identify each of the nine (9) key personnel in the firm's hierarchy. Also identify personnel who will provide the following specialized services for this contract.

- a) Fire protection
- b) Traffic engineering
- c) Acoustical engineering
- d) Ocean engineering
- e) Environmental engineering
- f) Explosive safety analysis
- g) Fuels Specialist
- h) Waterfront Operations Specialist
- i) Airfield Operations Specialist
- j) Archaeology/Cultural resources management
- k) Natural resources management
- l) Historical architecture
- m) Cost estimating
- n) Charrette facilitation

If any of the key personnel or supporting disciplines will be provided by subcontractor firms, identify the link between the prime and subcontractor personnel, designate the team member, firm, and capability each will provide for this contract. The chart shall be submitted on a single 11" x 17" sized sheet and use a font size of 10 points or larger. Resumes should be submitted for the identified key personnel only. Resumes submitted for personnel who will provide the specialized services (a) through (n) are discouraged and will not be considered. Personnel of the prime contractor will be evaluated more favorably than that of their subcontractors.

Professional qualifications of the A&E Firm

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 to the contracting officer prior to award of any contract 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 (Local Japanese Offerors)

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

Synopsis Number: N40084-16-R-0063

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

registration, number, associated dates, and issuing organization. Proof of licensure shall be provided as an addendum to the SF 330 and not counted against the page limitation.

Japan (United States Offerors)

The Government may issue a Letter of Identification to specified contractor personnel upon request after issuance of task orders. The Letter of Identification entitles contractor personnel to enter into Japan to perform work on task orders issued under the contract in accordance with the provisions contained in SOFA Article I(b).

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 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 50 page limitation.

Criteria #2: Specialized Recent Team Experience

Firms will be evaluated on their demonstrated specialized recent experience (within ten (10) years) and technical competence in the following types of planning documents and related technical services:

- a) Installation and Regional Planning (such as Regional Integration Plans, Shore Infrastructure Plans, Installation Development Plans, Encroachment Action Plans, Functional Studies, Traffic/Parking/Circulation Plans, Siting/Land Use Studies, and Energy Plans),
- b) Facility Requirements Plan (FRP) updates to the Navy's Shore Facilities Planning System
- c) Project Planning Documentation for MILCON, Special Projects, and Host Nation Construction Program projects.

Submission Requirements: (SF330, Part 1, Section F).

The submission should include a maximum of ten (10) projects demonstrating specialized experience of the proposed firm/team in provision of the services noted in items a), b), and c) above. The projects shall have been performed for the U.S. Military, for an A-E fee of \$100,000.00 or more for each project, and completed within the ten (10) years immediately preceding the date of issuance of this notice. 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 the customers' requirements. Ensure that each project cited is either a standalone contract for a single tasking or a single task/delivery order on an Indefinite Delivery Indefinite Quantity contract. If more than ten (10) projects are submitted, only the first ten (10) projects will be considered. Projects that are currently ongoing and/or have not been completed will be excluded from evaluation consideration.

Synopsis Number: N40084-16-R-0063

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

Firms which demonstrate experience in the provision of all three of the services noted in items a), b), and c) above will be evaluated more favorably. Projects that comply with the requirements of UFC 2-100-01 Installation Master Planning and the NAVFAC Installation Development Plan Consistency Guide or Marine Corps Order 11000.12 Real Property Facilities Manual, Facilities Planning and Programming will be evaluated more favorably. Projects for the U.S. Navy or U.S. Marine Corps will be evaluated more favorably. Projects conducted within geographic area associated with this contract (Japan, Singapore, and Diego Garcia) will be evaluated more favorably than projects conducted in other geographic regions. Specialized experience of the prime firm will be evaluated more favorably than that of the subcontractors.

If a firm is utilizing specialized experience information of affiliates/subsidiaries/parent/LLC/LTD member companies, the proposal shall clearly demonstrate that the affiliate/subsidiary/parent/LLC/LTD member companies will have meaningful involvement in the performance of the contract in order for the past performance info of the affiliate/subsidiary/parent/LLC/LTD member companies to be considered. The information submitted shall state specific commitments of technical resources (e.g. personnel, equipment) that the affiliate/subsidiary/parent/LLC/LTD member companies will commit to the performance of this contract. In particular, the submitted information will clearly state the specific commitments of resources of the affiliate/subsidiary/parent/LLC/LTD member that will perform the contract requirements. The SF330 shall also describe specific roles of the affiliate/subsidiary/parent/LLC/LTD member companies in terms of the work it will either self-perform or manage on behalf of the A-E for future task orders in performance of the contract.

The Government will consider the experience of a subcontractor where the prime contractor provides, in its SF330, evidence of a binding teaming agreement or other contractual agreement which creates legal responsibility on the part of the prime contractor and the subcontractor to enter into a subcontract. However, the level of consideration will depend on the extent to which the A-E demonstrates the prime contractor's commitment to award a subcontract to the subcontractor and subcontractor's commitment to enter into a subcontract with the prime contractor, including legal accountability for both parties. Prime contractor-subcontractor teams/Joint Ventures/LLCs/LTDs with a demonstrated history of working successfully together on prior projects may be considered more favorably than those without such history.

Criteria #3: Sustainability

Firms will be evaluated on their demonstrated experience in sustainable design and development (SDD) practices, including experience implementing federal mandates (possibly including but not limited to EAct 2005, EISA 2007, E.O. 13423, E.O. 13514, the Federal High Performance and Sustainable Building Guiding Principles), the Department of Defense SDD policies and regulations, and Leadership in Energy and Environmental Design (LEED) documentation.

Submission Requirements (SF330, Part 1, Section H):

Clearly identify the role of the firm and whether each project has been registered with US Green Building Council (USGBC) or certified by Green Business Certification Inc. (GBCI) or other comparable service. The basis of evaluation will be the example project(s) presented in SF330, Part I, Section F and any additional supplemental information provided in Section H.

Firms which demonstrate more experience in sustainable design and development practices shall be evaluated more favorably. SSD experience of the prime firm will be evaluated more favorably than that of the subcontractors.

Criteria #4: Past Performance

A-E firms will be evaluated based on the past performance of projects submitted for consideration in to Selection Criteria #2 (SF 330, Part 1, Section F). Past performance will consider cost control, quality of work, and compliance with performance schedules for the submitted projects. Submitted past performance information not related to the projects identified in selection Criterion #2 (SF 330, Part 1, Section F) will not be considered. The A-E shall provide ACASS performance documentation or similar for each project submission. If an ACASS performance document or similar for each project is not available, provide a Performance Survey (download from the NECO website) and submit the Survey with the SF330 package. The Performance Survey shall be from the contracting

Synopsis Number: N40084-16-R-0063

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

agent and/or their representative responsible for the contract administration or from the facility owner/user. It shall not be from the prime contractor on a project nor shall it be from a prime contractor to a subcontractor. If the A-E received any less than satisfactory past performance evaluations from customers/owners, it is incumbent upon the A-E to provide an explanation of the rating and what the A-E has done or will do to preclude less than satisfactory ratings on future contracts. In evaluating past performance, the Government may consider information in the A-E's SF330 and information gathered from other sources including former customers, Government agencies, federal databases and other references.

Submission Requirements (SF330, Part 1, Section H):

For each project provided as experience under Selection Criteria #2 (SF 330, Part 1, Section F, 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.

If an A-E is utilizing past performance information of affiliates/subsidiaries/parent/LLC/LTD member companies, the proposal shall clearly demonstrate that the affiliate/subsidiary/parent/LLC/LTD member companies will have meaningful involvement in the performance of the contract in order for the past performance info of the affiliate/subsidiary/parent/LLC/LTD member companies to be considered. The information submitted shall state specific commitments of technical resources (e.g. personnel, equipment) that the affiliate/subsidiary/parent/LLC/LTD member companies will commit to the performance of this contract. In particular, the submitted information will clearly state the specific commitments of resources of the affiliate/subsidiary/parent/LLC/LTD member that will perform the contract requirements. The SF330 shall also describe specific roles of the affiliate/subsidiary/parent/LLC/LTD member companies in terms of the work it will either self-perform or manage on behalf of the A-E for future task orders in performance of the contract.

The Government will consider the past performance and experience of a subcontractor where the prime contractor provides, in its SF330, evidence of a binding teaming agreement or other contractual agreement which creates legal responsibility on the part of the prime contractor and the subcontractor to enter into a subcontract. However, the level of consideration will depend on the extent to which the A-E demonstrates the prime contractor's commitment to award a subcontract to the subcontractor and subcontractor's commitment to enter into a subcontract with the prime contractor, including legal accountability for both parties. Prime contractor-subcontractor teams/Joint Ventures/LLCs/LTDs with a demonstrated history of working successfully together on prior projects may be considered more favorably than those without such history.

Criteria #5: Quality Control Program

A-E firms will be evaluated on demonstrated success of the Office Quality Control (QC) program used by the firm to ensure quality products.

Submission Requirements (SF330, Part 1, Section H):

Describe the prime's QC program, who is primarily responsible for the QC program, and how does the prime firm ensure quality consistently across the entire team. Illustrate your knowledge of the 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-contractors, and how quality of subcontractor work is assured.

Criteria #6: Capacity to accomplish the work in the required time

Firms will be evaluated on capacity to accomplish the work in the required time. Depending on project schedules, firms may need to accomplish multiple projects concurrently. The Government will consider a firm's experience with similar size projects and its available capacity to perform multiple simultaneous task orders while completing the work within the schedule required by the Government.

Synopsis Number: N40084-16-R-0063

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

Submission Requirements (SF330, Part 1, Section H):

Describe the proposed team's ability to complete several large and small task orders concurrently requiring quick turnaround. Describe the firm's ability to perform and manage multiple complex projects in different locations and the ability to surge to meet unexpected demands. Describe the firm's ability to provide qualified backup staffing for key personnel to ensure continuity of service with minimal disruption to other projects /task orders. Indicate the firm's current workload and the availability of the prime and subcontractors for the specified performance period.

Criteria #7: Location

A-E firms will be evaluated on the locations of the office or offices from which the A-E firm will perform the work under this contract. Locations within the general geographical area of the work will be evaluated.

Submission Requirements (SF330, Part 1, Section H):

Indicate the location of the office that will be performing the work including subcontractor offices. Address ability of the firm to ensure timely response to requests for on-site support.

SELECTION INTERVIEW : Following review of the selection criteria identified above, interviews may be conducted with the firms slated as most highly qualified.

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 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 SAM at the time of proposal due date.

For the purposes of awarding a contract, a firm that is a JV must be registered in the SAM as a JV.

4. SUBMISSION REQUIREMENTS

Architect-Engineer firms that meet the requirements described in this announcement are invited to submit a) one (1) original and three (3) copies of the SF330 package for the prime offeror (SF330 should also include team's key subcontractors) addressing the preceding selection criteria information; and b) one compact disk copy, in adobe Acrobat format, of the SF330 being submitted by the firm. All information must be included in the SF330 package,

Standard Form 330 Part I (sections A through I): Architect-Engineer Qualifications, Contract-Specific Qualifications for the prime A-E and all proposed sub-consultants. Additional guidance is provided:

SF330, Section D: **Organization Chart of Proposed Team**: In addition to the Instructions provided for the SF330, identify the overall relationship and lines of authority of the proposed team, including key sub-consultants 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 50 page limitation. This chart must be affixed to the submittal to avoid separation in handling.

SF330, Section E: **Resumes of Key Personnel Proposed for this Contract**: Provide brief resumes of the firm's key personnel that will have technical and managerial control of the contract. Resumes must be submitted for each discipline required to meet the minimum requirements stated in Criteria 1: Professional Qualifications.

SF330, Section F: **Example Projects which best Illustrate Proposed Team's Qualification for this Contract**: Provide examples of recent and relevant projects that best demonstrate the proposed team's qualifications to perform this

Synopsis Number: N40084-16-R-0063

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

contract. Include a brief description of the project, it's relevance to this contract, and all firms involved in the project including their location and role.

SF330, Section G: Key Personnel Participation in Example Projects: Include the entity (prime, JV partner, or subcontractor) and location associated with the individual. The names of all individuals included in the resumes provided in Section E shall be listed in Block G-26 along with their entity, location, and role.

SF 330, Section H: Provide a narrative to address each of the requirements. Include in this section any relevant information not previously addressed in any prior section. Include a discussion of why the firm is especially qualified based upon each criterion. Indicate the estimated percentage involvement of each entity of the firm.

Standard Form 330 Part II, Architect-Engineer Qualifications, General Qualifications: The prime A-E and all proposed sub-consultants must submit a current SF 330 Part II. Interested firms shall submit a separate Part II for each firm that will be part of the team proposed for the specific contract. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

The SF330, Part I is limited to fifty (50) single-sided pages, 8.5"x11". Use fonts no smaller than ten (10) pitch. For submission exceeding fifty (50) pages, only the first fifty (50) pages shall be considered for evaluation. This fifty (50) page limit applies to the SF330, Part I. The SF330, Part II is not counted towards the page limit. CPARS reports and PPQs are not counted in the page limits. Tabs and dividers will not count toward the page limit.

The submittals must reach the below specified address not later than **4:30 PM (Japan Standard Time) on 30 May 2016**. It is important to allow enough time for submissions to reach the above specified office before the deadline. Submittals provided by mail/package delivery service (Takuhaï bin) will be considered. **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.

Firms that wish to be considered must submit the SF330 per the 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

Synopsis Number: N40084-16-R-0063

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

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 19 May 2016 will not be considered.