

Synopsis Number: N40084-17-R-0051

Contract Title: Indefinite Delivery-Indefinite Quantity Architect-Engineer Services for Architectural Projects at Various Locations in Japan

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Issue Date: 1 August 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.

This procurement will result in one Indefinite Delivery/Indefinite Quantity (IDIQ) contract for Architect-Engineer (AE) services for architectural projects at various locations in Japan. A-E Services provided under this contract will include, but are not limited to, the preparation of plans, specifications, design analyses, cost estimates, studies, DD1391s, and design-build requests for proposal (RFPs) for Architectural projects. Work shall be performed in accordance with all applicable U.S. and Japanese laws, regulations, and standards. Post Construction Award Services (PCAS) may also be included, as required, as an option under the task order. This contract is being procured in accordance with the Selection of Architects and Engineers Statute, 40 U.S.C. Chapter 11, as implemented by FAR Part 36.6.

The proposed contract shall not exceed one (1) base year plus four (4) option periods (if exercised). At the Government's discretion, the option may be exercised if the estimated amount per year is reached prior to the 12 month period of performance. The Government also reserves the right to carry over/realign any estimated amount not utilized from the current year to the next option year via issuance of a bilateral modification prior to the exercise of the option. 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.

The estimated amount per year is \$6,000,000 and the total value of all orders for all years placed under this IDIQ shall not exceed \$30,000,000. Contract capacity per year/option period is reflected as follows:

Base:	\$6,000,000
Option 1:	\$6,000,000
Option 2:	\$6,000,000
Option 3:	\$6,000,000
Option 4:	\$6,000,000

The basic contract period is one year from the contract award date and each option period, if exercised, extends the contract by an additional one-year 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 \$10,000 (¥1,000,000 @ ¥100/\$1) 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.

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 issuance of task orders under this contract is **March 2017**.

All contractors are advised that registration in System for Award Management (SAM) Database is required prior to award of a contract. Failure to register in the SAM Database may render your firm ineligible for award as a contract cannot be awarded to a contractor not registered in the SAM. For the purposes of awarding a contract, a firm that is a JV must be registered in the SAM as a JV. For more information, check the SAM Web site: <https://www.sam.gov>.

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In accordance with the FAR 36.601-4(b) the AE firm must be a registered/licensed architectural and/or engineering firm to be eligible for award. Provide proof that firm is permitted by law to practice the professions of architecture or engineering. Failure to submit the required proof could result in a firm's elimination from consideration.

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. ONLY LOCAL SOURCES WILL BE CONSIDERED UNDER THIS SOLICITATION. LOCAL SOURCES ARE SOURCES (E.G., CORPORATIONS OR PARTNERSHIPS) THAT ARE PHYSICALLY LOCATED IN JAPAN AND AUTHORIZED (I.E., LICENSED AND REGISTERED) TO PERFORM IN JAPAN, THE TYPE OF WORK SPECIFIED IN THIS SOLICITATION. SPECIFICALLY, A PROSPECTIVE OFFEROR MUST BE DULY AUTHORIZED TO OPERATE AND CONDUCT BUSINESS IN JAPAN AND MUST FULLY COMPLY WITH ALL LAWS, DECREES, LABOR STANDARDS, AND REGULATIONS OF JAPAN DURING THE PERFORMANCE OF THE RESULTING CONTRACTS. IN ADDITION, PRIOR TO AWARD OF THE CONTRACTS, OFFERORS MUST BE REGISTERED WITH THE GOVERNMENT OF JAPAN TO CONDUCT BUSINESS IN JAPAN AND POSSESS NECESSARY DOCUMENTATION TO PERFORM WORK REQUIRED UNDER THIS SOLICITATION. Provide proof that the firm is authorized by law to perform the scope of services described herein in Japan. Failure to submit the required proof could result in a firm's elimination from consideration.

FIRMS WHO ARE OFFERING AS A JOINT VENTURE SHOULD INCLUDE WITH THEIR SUBMISSION A COPY OF THE JOINT VENTURE AGREEMENT. FAILURE TO INCLUDE THE JOINT VENTURE AGREEMENT WILL RESULT IN THE FIRM'S ELIMINATION FROM FURTHER EVALUATION.

The awarded contract will be subject to specific provisions addressing the avoidance of organizational conflicts of interest, including NFAS 5252.209-9300, Organizational Conflicts of Interest. The prime firm for this contract will be required to perform throughout the contract term.

Interviews may be scheduled with firms slated as the most highly qualified. Firms slated for interviews may be asked to clarify information contained in the SF330 submittal. Elaborate presentations are not desired.

THIS IS NOT A REQUEST FOR PROPOSAL.

2. SELECTION CRITERIA.

Evaluation and selection will be made to the most highly qualified firm based upon evaluation of the selection criteria stated herein. Failure to comply with instructions, provide complete information, provide requested data, inaccessible points of contact, or invalid phone numbers may affect the firm's evaluation or disqualify the firm from further consideration. 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. 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. Company brochures, pamphlets, or other presentations are not desired and shall not be evaluated.

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. Specific selection criteria include:

1. Professional Qualifications
2. Specialized Experience
3. Project Management and Capacity
4. Past Performance
5. Quality Control
6. Sustainability

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7. Location

Criteria #1: Professional Qualifications

Firms will be evaluated on professional qualifications, competence, and experience of the proposed key personnel in providing services to accomplish the tasks required under this contract, including participation in example projects in the SF330, Part 1, Section G. Key personnel are individuals who will have major contract or project management responsibilities and/or will provide unusual or unique expertise. List only the team members who will actually perform the major tasks under this contract. Specific disciplines that must be included in key personnel are:

1. Project Engineer/Manager
2. Architect
3. Structural Engineer
4. Mechanical Engineer
5. Electrical Engineer
6. Civil Engineer
7. Fire Protection Engineer
8. Quality Control Manager
9. Cost Estimator

Submission Requirements (SF 330, Part 1, Sections D, E, and G)

SF330, Part I, Section E. Provide resumes for all proposed key personnel that illustrate experience in the work proposed under this contract. For each key personnel, identify active professional registration, 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 projects that best illustrate the individual member's experience level. Qualifications should reflect each individual's skills and abilities to contribute to the successful completion of task orders issued on this contract. Indicate participation of key personnel in example projects in the SF330, Part 1, Section G. Resumes for key personnel are limited to two (2) pages each. Any pages over this limit will not be reviewed, evaluated, or considered.

All key personnel must be professionally registered in their discipline. Key personnel may staff more than one key position provided that such person demonstrates required professional registrations, licenses, etc. for all positions. Firms must provide a copy of the license and issuing organization for such personnel. For Japanese licenses, provide this information in both English and Japanese. Copy of license shall not be counted as part of the 50 page limitation.

Experience with U.S. Navy or U.S. Marine Corps projects will be evaluated more favorably. Experience within the geographic area associated with this contract 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 subcontractor. 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 G.

Firms will not be evaluated more favorably for identifying additional Key Personnel beyond those identified above.

Criteria #2: Specialized Recent Experience

Firms will be evaluated on their demonstrated specialized recent experience and technical competence for services anticipated under this contract including preparation of:

1. Plans, specifications, and design analyses;
2. Cost estimates, studies, and DD1391s; and
3. Design-build requests for proposal (RFPs) for projects associated with architectural work, including, but not limited to, surveying, space planning, seismic analysis and designs, fire protection design and other architecturally related projects.

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

Provide a maximum of ten (10) projects demonstrating specialized experience of the proposed firm/team in provision of the services noted above. The projects shall have been completed within the five (5) years immediately preceding the date of issuance of this notice. Sufficient information to determine the date of completion of the project must be included in the project description or the project will not be considered. Projects that are currently ongoing and/or have not been completed will be excluded from evaluation consideration. If more than the maximum number of projects are submitted, the Government will only evaluate projects up to the maximum number authorized in the order submitted.

All projects provided in the SF330 must be completed by the actual office/branch/regional office/individual team member proposed to manage and perform work under this contract. Projects not meeting this requirement will be excluded from consideration in the evaluation. To enable verification, firms should include the DUNS number along with each firm name in the SF330 Part 1, Section F, block 25, and include a contract number or project identification number in block 21. Include an e-mail address and phone number for the point of contact in block 23(c). In block 24, include in the project description the contract period of performance, award contract value, current contract value, and a summary of the work performed that demonstrates relevance to specialized experience as outlined above. For projects performed as a subcontractor or a joint venture involving different partners, specifically indicate the value of the work performed as a subcontractor or by those firms proposed for this contract, and identify the specific roles and responsibilities performed as a subcontractor or by those firms on the project rather than the work performed on the project as a whole. If the project description does not clearly delineate the work performed by the entity/entities offering/teaming on this contract, the project could be eliminated from consideration.

NOTE: If the firm is a joint venture, projects performed by the joint venture should be submitted; however, if there are no projects performed by the joint venture, projects may be submitted for either joint venture partner. Firms failing to provide projects from all joint venture partners will be considered to have not met the requirements of the criterion.

Projects shall be submitted on the SF-330 at Part I, Section F and shall be completed projects. Projects not completed will be excluded from evaluation consideration. For submittal purposes, a task order on an IDIQ contract is considered a project, as is a stand-alone contract award. Do not submit an IDIQ contract as an example project. Instead, list relevant task orders or stand-alone contract awards that fit within the definition above. The Government will not evaluate information provided for an IDIQ contract. Examples of project work submitted that do not conform to this requirement will not be evaluated.

Firms that demonstrate experience in the provision of the services noted above will be evaluated more favorably. Projects for the U.S. Navy or U.S. Marine Corps will be evaluated more favorably. Projects conducted within the geographic area associated with this contract 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. A subcontractor's specialized experience will not be given the same level of consideration as either the prime contractor or the joint venture partner(s). 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: Project Management and Capacity

Firms will be evaluated on capacity to plan for, manage, and accomplish the work under the contract as well as the capacity to accomplish the work in the required time.

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

1. Provide an organizational chart for the team and discuss the management plan for this contract and personnel roles in the organization. Describe the ability of the firm to manage, coordinate and work effectively with team members, both internal staff and consultants. Discuss the history of working relationships with team members, including joint venture partners where applicable.

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2. Describe the firm's present workload and the availability of the project team (including consultants) for the specified contract performance period. Describe the workload/availability of the key personnel during the anticipated contract performance period and the ability of the firm to provide qualified backup staffing for key personnel to ensure continuity of services with minimal disruption to other projects /task orders. General statements of availability/capacity may be considered less favorably.

3. 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. General statements may be considered less favorably.

Criteria #4: Past Performance (SF330, Part I, Section H)

Firms will be evaluated on past performance with Government agencies and private industry in terms of work quality, compliance with schedules, cost control, and stakeholder/customer satisfaction. Evaluating past performance and experience will include information provided in Past Performance Questionnaires (PPQs) or CPARS/ACASS for Criterion 2 projects and may include customer inquiries, Government databases, and other information available to the Government including contacts with points of contact in other criteria.

NOTE: Past performance information for projects listed under Criterion 2 may be given greater weight.

Submission Requirements:

SUBMIT A COMPLETED CPARS/ACASS EVALUATION FOR EACH PROJECT UNDER CRITERION 2. IF A COMPLETED CPARS/ACASS EVALUATION IS NOT AVAILABLE, provide a Performance Survey and submit the Survey with the SF330 package. DO NOT SUBMIT A PERFORMANCE SURVEY WHEN A COMPLETED CPARS/ACASS IS AVAILABLE. If submitting a performance survey, ensure correct phone numbers and email addresses are provided for the client point of contact. The Performance Survey shall be from the contracting 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. Completed Performance Surveys should be submitted with your SF330. If the firm is unable to obtain a completed Performance Survey from a client for a project(s) before the response date set forth in this notice, firms should complete and submit with their responses the first page of the Performance Survey which will provide contract and client information for the respective project(s). Firms may submit a Performance Survey previously submitted under a different Notice/RFP (legible copies are acceptable) as long as it is on the same form as posted with this Synopsis. Firms should follow up with clients/references to ensure timely submittal of questionnaires.

Firms shall not incorporate by reference into their response PPQs or CPARS previously submitted in response to other A/E services procurements. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

Firms may provide any information on problems encountered and the corrective actions taken on projects submitted under Criterion 1 Specialized Experience. Firms may also address any adverse past performance issues. Information shall not exceed two double-sided pages (or four single-sided pages) in total.

Awards, letters of commendation, certificates of appreciation, etc. shall not be submitted and will not be considered in the evaluation.

Criteria #5: Quality Control

Firms will be evaluated on the strength of the quality control program proposed by the firm to ensure quality products and services under this contract, and means of ensuring quality services from their consultants/subcontractors.

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

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Describe the quality control program that will be utilized for all deliverables of this contract and the management approach for quality control processes and procedures. The description shall:

1. Explain the quality control program including an example of how the plan has worked for one of the projects submitted as part of SF330, Section F or how the plan will work if it has not been used previously.
2. Provide a quality control process chart showing the inter-relationship of the management and team components.
3. Describe specific quality control processes and procedures proposed for this contract.
4. Identify the quality control manager and any other key personnel responsible for the quality control program and a description of their roles and responsibilities.
5. Describe how the firm's quality control program extends to management of subcontractors.

Criteria #6 Sustainability

Firms will be evaluated in terms of their knowledge and demonstrated experience in sustainable design and development (SDD) practices, through an integral design approach and designing in accordance with recognized sustainability rating systems such as Green Globe, LEED, etc.

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

Identify examples indicating design team (including consultants) experience and concepts employed, certification awarded, and accredited professionals proposed for this contract. For projects certified, submit a copy of the certificate (certificates are not included toward the overall page count).

Provide a description of the firm's sustainable design and development (SDD) practices. Identify and describe key personnel roles/responsibilities related to SDD practices. Illustrate the firm's knowledge of the Government's sustainable building policies and regulations.

Firms demonstrating 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 #7: Location

Firms will be evaluated on the locations of their office(s) that will be performing the work under this contract and demonstrated knowledge of the primary geographic areas in which projects could be located. Projects will primarily be located on U.S. Naval installations in Japan.

Submission Requirements (SF330, Part 1, Section H)

Provide the location of the office(s) that will be performing the work, including main offices, branch offices, and offices of team members. Evaluation of firms will include consideration of their location within the primary geographic area of the anticipated projects, primarily U.S. Naval installations in Japan.

Provide a narrative describing the team's knowledge of the primary geographic areas in which projects could be located.

Firms demonstrating project experience in and/or knowledge of the locality of the projects, provided that application of this criterion leaves an appropriate number of qualified firms given the nature and size of the work area, shall be evaluated favorably. Firms with office locations in the general geographic area of work shall be evaluated favorably. Location of the prime firm's office(s) will be evaluated more favorably than that of the subcontractor.

3. 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,

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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.

AE firms are also reminded that only local sources will be considered for this requirement and that firms must demonstrate the ability to legitimately conduct business in Japan in order to be considered for contract award. Accordingly, AE firms must possess all required licenses, etc., be registered to conduct business in Japan, and possess all necessary documentation to perform work required under this synopsis. AE firms are required to submit documentation demonstrating its ability to legitimately conduct business in Japan as an addendum to the SF330 submittal. In the case of a joint venture, each joint venture entity must demonstrate its ability to legitimately conduct business in Japan. This information shall not be counted as part of the fifty (50) page limitation.

If applicable, AE firms must provide any joint venture agreements, partnership agreements, and/or subcontractor agreements as an addendum to the SF330 submittal. These agreements shall not be counted as part of the fifty (50) page limitation.

Additional guidance regarding the SF 330 submission is as follows:

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 of Key Personnel.

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 contract. Include a brief description of the project, its 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 6 September 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

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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: Akemi Morita

If sent via Japanese Postal System:

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

If sent via FedEx and other International Couriers:

Kanagawa-ken Yokosuka-city
Tomari-cho 1bannchi
BLDG #F60
Akemi Morita
238-0041

Phone Number: 011-81-046-816-9767

All inquiries of this announcement should be made in writing to Ms. Akemi Morita at e-mail Akemi.Morita.JA@fe.navy.mil. Inquiries concerning this project should include solicitation number and title. Inquiries received after 16 August 2016 will not be considered. No telephone inquiries will be accepted.