

- Ref: (a) PACNAVFACENGCOM P-74, A-E Guide for Architect-Engineer Firms Performing Services for the Department of the Navy, Pacific Division, Naval Facilities Engineering Command of November 1992 (SUPERSEDED)
- (b) EM 385-1-1 Safety and Health Requirements Manual
- (c) OPNAVINST 5090.1C, Change 3
- (d) Overseas Environmental Baseline Guidance Document of 1 May 2007
- (e) Department of Defense Diego Garcia Environmental Governing Standards
- (f) Department of Defense Japan Environmental Governing Standards

1. Scope of A-E Services:

Architect/Engineering services are required at various locations under the cognizance of the Naval Facilities Engineering Command, Pacific. The engineering services are for environmental investigations, permit applications and related studies of water, wastewater, storm water, solid waste and pollution prevention, in accordance with the following laws and applicable regulations: 1) Clean Water Act (CWA); 2) Safe Drinking Water Act (SDWA); 3) Toxic Substances Control Act (TSCA); 4) Resource Conservation and Recovery Act (RCRA); 5) Clean Air Act (CAA); and 6) Oil Pollution Act of 1990 (OPA90), and applicable Executive Orders, Department of Defense (DoD), Navy/Marine Corps policies and instructions, industry standards as adopted by DoD, and applicable environmental governing standards in foreign countries (references (d) – (f)), and other applicable standards. The services may include the preparation of analytical studies, reports, management plans, technical evaluations, training material, permit applications, preliminary engineering designs, cost estimates and supporting documents for corrective projects, and performing monitoring/testing/training actions. The A-E must have or be able to obtain microbiology, toxicology and chemistry laboratory services. Work shall be performed in accordance with the requirements of references (a) through (c) and statements of work submitted with each project.

The Architect/Engineering services include the preparation of reports, permit applications, preliminary engineering designs, cost estimates, supporting documents for corrective projects and monitoring actions. Projects will predominantly involve regulatory compliance, planning, designs, operation and maintenance in any one or a combination of the following:

- (a) potable water utility assessments;
- (b) potable water utility assessments;
- (c) wastewater utility assessments;
- (d) potable water sanitary surveys;
- (e) sludge handling and disposal management;
- (f) storm water investigations, permit and management, including low impact development (LID) planning;
- (g) oily waste, treatment, recycling and disposal;
- (h) spill prevention and response planning;
- (i) potable water utility system vulnerability assessments and emergency response planning;
- (j) hydro-geological modeling;
- (k) air/ozone-depleting substances (ODS) inventory, permit, modeling and management plan;
- (l) pollution prevention (P2);
- (m) solid waste utility system assessment and management plans;
- (n) hazardous waste management;
- (o) dredged material management plans, and
- (p) surveying and cadastral, including hydrographic surveying;

2. Reports, Management Plans and Permit Applications:

a. Each project effort will normally require, but are not limited to, a complete report including supporting documents, such as preliminary value engineering design, and cost estimates, renderings, sketches, photographs, calculations, laboratory analyses, and field data.

b. Management plans include, but are not limited to, storm water pollution prevention plans spill prevention control and countermeasure (SPCC) plans, oil and hazardous substances contingency (OHS) plans, solid waste and hazardous waste management plans, pollution prevention plans, drinking water and wastewater monitoring plans, sludge management plans and dredge material management plans, analysis and management strategies. Other plans or studies as required for compliance under laws and applicable regulations are included.

c. Permit applications include, but are not limited to, National Pollutant Discharge Elimination System (NPDES) general and individual permits for storm water discharges, NPDES permits for domestic and industrial wastewater discharges, Section 401 Water Quality Certification, Department of the Army (DA) dredging and in-water construction permits, and other permits as required by laws and applicable regulations.

d. Utility technical studies/assessments include, but are not limited to, evaluate and address the adequacy and overall condition of potable water sources, treatment, and distribution systems, sanitary sewer collection/treatment/disposal systems, oily waste collection/treatment/disposal systems, and storm water collection/treatment/disposal systems. These assessments may include long-range planning studies, and evaluations.

3. Schedules and Submittals:

a. A schedule will be set up separately for each project.

b. Meeting with Installation shall be separately scheduled.

b. Submittal items will normally consist of pre-final and final reports. Each submittal shall include all marked-up review copies of the previous submittal and all review comment sheets marked up by the A-E to indicate action taken. Periodic status reports may also be required to advise on the progress of the project. Electronic submittals as appropriate may also be required.

4. Engineer in Charge (EIC):

a. The project EIC for subsequent projects will be assigned at the time of initiation of the projects.

b. All contacts and conferences concerning this contract shall be made through the cognizant contract and project EICs. Minutes of all conferences shall be kept by the A-E and submitted to the EIC within one week. The record prepared by the A-E shall include a statement as to the effect of any decisions on the scope, money, and man-hour effort of the project. In addition, the EIC shall be kept informed of progress and problems encountered by the A-E. The A-E shall designate an individual who will be directly responsible for, and can be contacted on, all matters pertaining to this contract. Direct contacts with other commands and military activities may be made by the A-E upon prior notification and concurrence of the EIC. A brief summary of the contact (oral or written) shall be provided to the EIC

within one week after each contact. Contact with external entities regarding specific details regarding work accomplished through this contract is prohibited unless authorized in writing by the EIC.

5. Contract Specialist:

The contract specialist will be assigned at the time of initiation of the projects.

6. Available Data:

Pertinent data in the NAVFAC Pacific files will be made available to the A-E upon request. The A-E is responsible for checking the accuracy of all data used.

7. Location of Work:

The work will be located at various areas under the cognizance of the Naval Facilities Engineering Command, Pacific with most of the work within the Pacific Basin and Indian Ocean areas.

8. Work Authorizations:

The work authorization will always be in written form. The A-E may be required to start within five calendar days after the written authorization is received.

9. Engineering Services:

Security Clearances. Certain military areas of work expected under this contract will not allow the entry of aliens, or may require special security clearances. Studies that address security issues may require special security clearances. Therefore, the field crew of the A-E shall include, as needed, U.S. citizens, or aliens that possess or can qualify for the appropriate levels of security clearances. The A-E shall adhere to reference (a) requirements during site visits within Navy and Marine Corps activities.

10. Responsibility of the A-E:

a. The A-E shall be responsible for the professional and technical accuracy and coordination of all data, reports, and other work or materials furnished under this contract. The A-E, without additional cost or fee to the Government, shall correct errors or deficiencies in his performance.

b. Immediately upon award, the A-E shall make application for all necessary passes for A-E personnel and vehicles to enter military areas in accordance with reference (a).

c. **CONTRACTOR LICENSING REQUIREMENTS FOR WORK OUTSIDE THE UNITED STATES:** Task Orders under this contract may be awarded and performed outside the United States and its Territories. Projects may require services in countries that impose restrictions or prohibitions on the use of non-national labor and/or businesses and may require the development of partnerships, joint ventures, or other arrangements with local businesses. Contractors must be duly authorized to operate and conduct business in any host country and must fully comply with all laws, decrees, labor standards, and regulations of the host country during the performance of the contract. The United States may have Status of Forces Agreements (SOFAs) with some countries and those agreements must be complied with. Unless explicitly provided in the RFP for the relevant task order, the U.S. Government will not offer "United States Official Contractor," "Technical Representative," or similar status under any SOFA; nor will the U.S. Government certify any employees of a contractor as "Members of the Civilian Component"

under a SOFA. Offerors are expected to familiarize themselves with the laws of host nations whether or not the United States Government provides notice of the existence of such requirements.

11. Architect-Engineer Disciplines and Supporting Services may require the following:

- a. Civil Engineer
- b. Environmental Engineer
- c. Sanitary Engineer
- d. Chemical Engineer
- e. Geologist/Hydro geologist
- f. Soils Engineer
- g. Laboratory Services (including toxicology)
- h. Surveying Services
- i. Electrical Engineer
- j. Mechanical Engineer
- k. Structural Engineer
- l. Architect