

- 1.1. Description:** The A-E MATOC will provide a broad range of Architectural and Engineering (A-E) services as defined by 40 U.S.C. 1101 and FAR 2.101. The General Engineering Services awarded in this MATOC will support Norfolk District's programs and may include design services for Military, Interagency, Environmental, and Civil Works projects to support renovations and/or new construction. This requires but is not limited to architectural survey, archaeological survey, design, drafting, planning, programming, cost estimating, topographic or boundary surveys, on site construction management, shop drawing reviews, preparation of Requests for Proposals (RFPs) for Design/Build Projects, various engineering studies, site investigations, and value engineering services.
- 1.2. Place of Contract Performance:** Work will take place in the Norfolk District's Area of Responsibility with the possibility of work taking place within NAD.
- 1.3. Set-aside status:** This is a total small business set aside procurement. Therefore, limitations on subcontracting will apply to each contract and subsequent task orders. REFERENCE: FAR Clause 52.219-14(b)(1). The North American Industrial Classification Code (NAICS) for this procurement is 541330 with a size standard of \$22,500,000 average annual receipts. To be eligible for contract award, firms must be registered in the DoD Central Contractor Registration (CCR). Register via the CCR Internet site at <http://www.ccr.gov> or by contacting the DoD Electronic Commerce Information Center at 1-888-227-2423.
- 1.4. Contract Requirements:** No specific projects or tasks are identified at this time and therefore funds are not presently available for tasks under the contract. As projects are received for execution, use of the contracts awarded under this announcement will be considered if A-E Services are to be utilized. All delivery orders will define the work in as much detail as possible and shall indicate whether classified or unclassified workers must be used for each delivery order. This work definition will vary from minimal narrative descriptions to detailed concept information, depending on government requirements and the information available. The jobs included will require a variety of professional management, architectural, engineering, and consultant skills. When delivery orders are issued, the contractor shall become the "Engineer of Record" and shall be required to have a professional engineer.
- 1.5. Drawings:** All drawings produced for this contract shall be in compliance with the Architectural, Engineering, and Construction (A/E/C) CADD standards as issued by the CADD/BIM Technology Center <https://caddbim.usace.army.mil>. The Government will only accept the final products, without conversion or reformatting, in the Autodesk suite of software (AutoCAD or Revit). Drawings produced by scanning drawings of record or containing photographic images shall be delivered in a faster format compatible with AutoCAD electronic digital format. GIS information shall adhere to the Tri-Service Spatial Data Standards.
- 1.6. Specifications:** The basic contract specifications will be the Unified Facilities Guide Specifications. Other specifications and criteria (including industry

standards) may be required by the government based on the location of the project and ownership of the facility. Substitutions may be considered on a case-by-case basis, but only if approved by the Government.

- 1.7. Estimating Requirements:** Cost estimates shall be prepared using MII software in work breakdown structure (WBS), narrative documentation utilizing Microsoft Office Word.

All services shall be performed in accordance with Norfolk District Design Guide, as well as all applicable codes and criteria required for Government work. Facilities shall be fully accessible to meet the requirements of Americans with Disabilities Act Accessibility Guidelines ADAAG and all applicable laws, codes and regulations pertinent to accessibility. All work shall be performed in accordance with Federal Acquisition Regulation (FAR) (<https://www.acquisition.gov/FAR/>). Designs will be prepared using US Standard English units of measure. ProjNet (DrChecks) (<https://www.projnet.org>) will be used for comment resolution of all design review submittals.

1.8. Design Services:

- (1) Permits: The A-E shall identify all necessary permits, licenses and approvals needed from all local, State, and Federal authorities required during the design. Permits which are the responsibility of the A-E shall be obtained during the design stage, (e.g. permits associated with storm water management, erosion and sediment control, and the National Pollutant Elimination Discharge Permit). Those permits, which are the responsibility of the construction contractor, should be identified in Section 1, Job Conditions, of the contract specifications. Should it become necessary in the performance of the work and services for the A-E to secure the right of ingress and egress to perform any of the work on properties not owned or controlled by the Government, the Government shall secure the consent of the owner, his representative, or agent, prior to the A-E's effecting entry on such property. The A-E shall coordinate all rights-of-entry through the project manager.
- (2) A-E services: The A-E under each task order shall perform all work required accomplishing the intent of such task order, and unless otherwise specifically provided therein, shall perform the required services, which may include the following:
 - (a) Studies: Consisting of investigations, survey of existing conditions, identification of hazardous material requiring removal and/or abatement, drawings, and sketches and cost estimates.
 - (b) Reports: Consisting of discussions of the study and investigations, description of all plans and schemes considered for obtaining the desired result of the study. All drawings and sketches are required to present and illustrate the details and results of the study. Required estimates of

construction costs, including comparative costs for indicated alternate plans and schemes and results conclusions, and any recommendations must be included.

- (c) Preparation of project programming documents such as DD Forms 1391 and 1354 and accompanying documents.
- (d) Concept designs and site plans.
- (e) Basis-of-Design.
- (f) Outline Specifications.
- (g) Concept Cost Estimates.
- (h) Preliminary designs.
- (i) Preliminary design analysis.
- (j) Preliminary Cost Estimates.
- (k) Value Engineering Studies
- (l) Final Design.
- (m) Final Design Analysis.
- (n) Contract Drawings.
- (o) Contract Specifications.
- (p) Quantity Surveys and Cost Estimates.
- (q) Engineering Advice during Construction Period.
- (r) Record Drawings.
- (s) Final Cost Estimates.
- (t) Construction schedules.
- (u) Survey and Inspect structures, utilities, mechanical and electrical systems, pavements, and impoundment structures, and develop reports detailing recommended maintenance or repairs; and perform detailed land surveys, geotechnical investigations and topographic surveys as required in support of assigned work.

- (v) Site investigations, planning, master planning, programming, surveys, geotechnical investigations, permitting, charrettes, preparation of reports, studies, design criteria, design build requests for proposal, designs, and other general A-E services for multi-disciplined new construction projects, alterations, renovations, maintenance and repair, tenant fit-up and operations for military and other non-military government agencies.

2. Construction Phase Support Services

Shall include but not limited to:

- a. The A-E shall review shop drawings as required and within a specified number of calendar days after receipt. This requires checking and approving all shop drawings in connection with the construction work, to assure that they conform with the drawings and specifications, manually approving those drawings which are satisfactory, and furnishing exceptions in writing as to those drawings which are disapproved. The A-E shall analyze and verify the adequacy of any detail not completely shown on the contract drawings. All shop drawings shall be checked and returned within (to be negotiated with each task order) calendar days after day of receipt. Only qualified personnel who are thoroughly familiar with all phases of the project shall perform shop drawings reviewed.
- b. An approved representative of the A-E shall make site visits during the construction period. When a site visit is required in writing by the Contracting Officer or his duly authorized representative, such visit will be made. Directly after each site visit is made, a site visit report shall be made in writing describing the results of the visit and shall be forwarded to the Contracting Officer. Such visits shall not exceed the number specified in each task order. A separate site visit will be authorized:
 - (1) For each representative of the A-E required at the site.
 - (2) For each day on which such representative of the A-E is required to be present at the site.
- c. Review proposed design changes, modifications, and value-engineering proposals submitted during the construction phase of the project for compliance with appropriate engineering and construction standards and adequacy of design.
- d. Review construction cost estimates for any project.
- e. Provide biddability, operability, maintainability, environmental, and constructability reviews of any project.
- f. Provide complete on-site Construction Management Services for any project to include quality assurance, construction inspection and testing, and daily progress documentation.
- g. Provide change order / modification analysis as required for any project.

- h. Provide specialized environmental science and other technical consulting services, as required.
- i. Provide civil, structural, electrical, security, communications, and mechanical (including elevator) testing and inspection.
- j. Provide cost estimates for use as Independent Government Cost Estimates for any project.
- k. Construction phase and other services including, but not limited to preparation of operation and maintenance manuals, technical assistance, on-site representation, and commissioning/start-up/fit-up design work.
- l. Review construction schedules for logic and reasonableness for any project.