

INTRODUCTION

This ***Guide for Firms performing Architect and Engineering (A&E) and Other Professional Services (Professional Services Guide), July 2004*** supercedes the Professional Services Guide dated July 2002 and is provided via the Internet on the World Wide Web at <http://www.lantdiv.navfac.navy.mil> the home page of the Naval Facilities Engineering Command, Atlantic. The Internet compatible format was chosen to make the document interactive, more flexible, and easier to update and establish links when referencing Navy policy or other source documents.

NAVFAC is beginning an organizational strategic realignment that will not be entirely finalized until FY06. Although the nomenclature and operations of the NAVFAC organization are changing, technical guidance within this document remains highly applicable to those firms providing professional services. A complete edit of this Professional Services Guide has commenced, to reflect the verbiage and operations of our new organization, and is scheduled to be active by July 2005.

This update of the **Professional Services Guide** contains interim technical revisions, and provides general guidance for any firm performing professional services. Within this basic document are links to numerous sites within the command web page and to other related sites. It will be the professional firm's responsibility to use the latest version of all linked documents at the time the services are performed.

It is essential that all personnel and associates providing professional services follow all procedures and instructions outlined herein. Work of the professional firm will be reviewed only to the extent necessary to establish conformance with authorized scope and applicable Navy criteria, and to establish reasonable assurance that the work can be completed within authorized funds. The professional firm shall accept full responsibility for the technical accuracy and professional quality of all work and materials that are furnished under contract.

The Naval Facilities Engineering Command, Atlantic practices a quality philosophy that promotes teamwork and partnership with our clients and suppliers and emphasizes continuous improvement, innovation, and client satisfaction. All professional firms are encouraged to adopt and apply these principles and to work in partnership with us to provide quality facilities for our mutual benefit.