NOTICE OF INTENT TO CONTRACT FOR ARCHITECTURE AND ENGINEERING (A&E) SERVICES.

THIS IS NOT A REQUEST FOR PROPOSAL

REQUEST FOR QUALIFICATIONS

Solicitation number:	SOL-617-17-000018
Date Issued:	June 23, 2017
Questions Due:	June 30, 2017
Pre-Proposal Conference:	July 6, 2017
Response to Questions Released:	July 7, 2017
Request for Qualifications Due:	July 18, 2017

Subject: Request for Qualifications (RFQ Solicitation for Uganda)

Architecture and Engineering Services

To All Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development in Uganda, requests qualifications from professional local architect-engineer (A-E) firms eligible to provide design and construction management consulting services. The North American Industry Classification System (NAICS) code for the acquisition is 541330 Engineering Services. The principle geographic code for this contract is 937.

The authority for this RFQ is found in the Foreign Assistance Act of 1961, as amended, and FAR Part 36 (Construction and Architect-Engineer Contracts) and AIDAR 736.6.

The competition under this solicitation is limited to local entities in accordance with Section 7007 of Public Law 112-74, as amended by Section 7028 of the Consolidated Appropriation Act 2014 (P.L 113-76) titled “Local Competition Authority.”

For the purposes of this solicitation, local entity means an individual, a corporation, a nonprofit organization, or another body of persons that-

(1) Is legally organized under the laws of:

(2) has as its principal place of business or operations in;
(3) is majority owned by individuals who are citizens or lawful permanent residents of; a country receiving assistance from funds appropriated under title III of this Act.
(4) Managed by a governing body the majority of who are citizens or lawful permanent residents of, a country receiving assistance from funds appropriated under title III of the Act.
(c) For purposes of this section, -

"majority owned" and "managed by" include, without limitation, beneficiary interests and the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization's managers or a majority of the organization's governing body by any means."

Architect & Engineering designs shall comply with the local engineering and regulatory requirements.

Any resulting award from this solicitation will be administered in accordance with the applicable provisions and clauses from the Federal Acquisition Regulations (FAR) and USAID Acquisition Regulations (AIDAR). In addition, policies and procedures from USAID's Automated Directive System (ADS) will be applied as applicable.

Questions regarding this RFQ must be submitted via email to kampalausaidsolicita@usaid.gov indicating "A&E Services Questions" in the subject line of the email, no later than the deadline (**June 12, 2017**) for questions specified in this Cover Letter. Unless otherwise notified by an amendment to this announcement, USAID Uganda will only answer written questions submitted to the kampalausaidsolicita@usaid.gov email address by the deadline. Offerors must not submit questions to any other USAID staff, including the technical office.

Answers to all questions received by the deadline (**July 7, 2017**) indicated in this Cover Letter will be communicated through an amendment to this solicitation that will be posted on www.fbo.gov.

Pre-Proposal Conference

USAID will hold a pre-proposal conference to discuss the process and answer questions. The pre-proposal conference will be held on **July 6, 2017 at 3:00 p.m.** (local time) Kampala, Uganda. For security purposes please RSVP with the name of attendee to the kampalausaidsolicita@usaid.gov to receive location of the venue. It is recommended to arrive at least 15-30 minutes before the beginning of the event.

Information from the Pre-Proposal Conference will be posted on https://www.fbo.gov/ as an amendment to SOL-617-17-000018.

Offerors are encouraged to sign up as an interested vendor to receive notifications as all amendments to this solicitation will be issued and posted on www.fbo.gov.

This request in no way obligates USAID Uganda to award a contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of a proposal. USAID Uganda reserves the right to reject any and all offers received. Final award of any resultant contract cannot be made until funds have

been fully appropriated, allocated and committed through USAID's internal procedures. USAID Uganda bears no responsibility for data errors resulting transmission or conversion processes.

Sincerely,

Jennifer Crow-Yang

Supervisory Contracting Officer

USAID/Uganda

1. CONTRACT INFORMATION

The United States Government, represented by the U.S. Agency for International Development in Uganda, requests qualifications from professional local architect-engineer (A-E) firms eligible to provide design and construction management consulting services to support USAID programs in Uganda. NOTE: Pursuant to FAR 36.209, the Contractor selected under this award will be ineligible for awards related to the construction.

The contractor shall provide the following, but not limited to Architect-Engineer (A&E) design and Construction Management Consulting (CMC) services for:

1. Improving health facility infrastructure in the six (6) priority districts in Northern Uganda (Apac, Dokolo, Gulu, Nwoya, Pader, and Lira) requires that health facilities are fully functional and in position to provide both basic and comprehensive emergency obstetric and newborn care (BEmONC and CEmONC respectively). Meeting the USAID/Uganda goals and objectives of the Saving Mothers Giving Life (SMGL) Phase II scale up - this supports the SMGL Phase II initiative under USAID/Uganda's Development Objective No. 3 (DO 3): Investing in People.

2. Supporting District and Local Governments' (DLGs) implementation of the Government to Government Northern Uganda Development of Enhanced Local Governance, Infrastructure and Livelihoods (NUDEIL) program, namely to plan for, procure and implement small infrastructure projects that will improve local delivery of services. NUDEIL was planned to serve as a catalyst for longer term development by strengthening the capacity of district government entities to plan, manage, oversee and maintain social infrastructure thereby increasing the credibility of local government with their respective constituencies. Selected NUDEIL projects found in six districts – Amaru, Gulu, Kitgum, Lamwo, Nwoya and Oyam – are still pending and require quality assurance oversight and assistance through this award for completion and certification for payment.

3. Improving infrastructure in up to five of Uganda's Protected Areas (PAs)—Lake Mburo, Murchison Falls and Kidepo Valley national parks; and Budongo and Kalinzu forest reserves—to support increased access and wildlife conservation.

   Improved infrastructure will help unlock the Ugandan Wildlife Authority's (UWA) and National Forestry Authority's (NFA) capacity to manage their estates and therefore reduce threats to biodiversity. This supports USAID/Uganda's DO1: Economic growth from agriculture and the natural resource base increased in selected areas and population groups.

   Services required but not limited to will include, closely collaborating with the Government of Uganda (GOU) entities to draft new designs and upgrade or improve existing GOU standard designs, as well as overseeing the construction of such infrastructure and facilities. As infrastructure will be located in environmentally sensitive areas, it must be designed to mitigate any potential threats to wildlife and environmental impacts as much as possible.

Capacity building of GOU technical staff to design and oversee the construction of future facilities and infrastructure is a secondary focus of this activity. Participation of staff from the relevant Authority in the design process will also ensure up front buy-in to the designs.

The Government anticipates the award of one firm-fixed price contract resulting from this notice. The anticipated performance period is for two years. The total estimated cost of the contract will not exceed $1,300,000 USD. Place of performance: Uganda.

Points of Contact:

- Ms. Lynne Boyce, Contract Specialist
- Ms. Jennifer Crow Yang, Contracting Officer

Email: kampalausaidsolicita@usaid.gov

Address:

U.S Agency for International Development
US Mission Compound South Wing
Plot 1577 Ggaba Road, Nsambya
Kampala, Uganda

2. SERVICE DESCRIPTION

USAID Uganda will be soliciting for one (1) Architect-Engineering (A&E) contract for A&E Services. A draft scope of work is found in **ATTACHMENT 2.**

Key Personnel:

The following three positions are considered key personnel to be provided by the A&E:

1. Lead Engineer/ Project Manager
2. Engineering and Design Manager
3. Procurement, Compliance and Financial Specialist

The three positions specified above are considered to be essential to the work being performed hereunder. Prior to replacing any of the specified individuals, the contractor shall immediately notify both the Contracting Officer and COR reasonably in advance and shall submit written justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the implementation of this award. No replacement of key personnel shall be made by the contractor without the written consent of the Contracting Officer. It is preferred that key personnel are local Ugandan staff to the extent feasible. Design/construction experience with health facilities and with multiple projects in sensitive ecosystems in Africa should be reflected in the mix of key personnel.

Following are the minimum qualification required under those key positions as well as a general outline of responsibilities:

1. The Lead Engineer / Program Manager

Minimum Qualifications: 8-15 years of experience in architect-engineering and/or construction, preferably in East Africa. A Bachelor's degree in an appropriate field is required, e.g. civil/structural engineering (equivalent degrees are acceptable). Technical and managerial/supervisory experience is preferred and must be commensurate with the position. The team leader must have excellent English language skills (both written and verbal).

General responsibilities: The Lead Engineer/Task Order Project Manager shall be responsible for the overall contract performance and implementation including:

- Providing technical and executive leadership and management supervision of the entire contractor team, including Support Engineers;
- With the assistance of other key personnel, administering the contract in full compliance with all applicable USAID regulations, ensuring the timely submission of all required deliverables and reporting to USAID;
- Ensuring the application of and conformance to sound financial management procedures by the contractor and all its sub-contractors;
- Serving as the contractor's primary point of contact for the USAID Contracting Officer and COR, serving as principal liaison with USAID staff, counterpart institutions, USAID implementing partners, and other stakeholders; and
- On-the ground decisions to keep the task order on budget, on schedule and within scope.

2. **Engineering and Design Manager**

Minimum Qualifications: BS degree or higher in civil engineering with significant experience in the management of multiple infrastructure design packages for projects including health centers, buildings, roads, bridges, and other relevant infrastructure. Must have experience in managing the design process and be in charge of multi discipline designers. Experience as a lead designer is also required. Must have excellent English language skills (both written and verbal).

The Engineering and Design Manager must have strong leadership experience in human resources management and the ability to work in cross-cultural settings.

General responsibilities: The Design Manager works closely with the Lead Engineer/Task Order Project Manager, USAID, design staff and subcontractors to ensure that projects are completed on time, to budget and with appropriate technical rigor. The Design Manager's primary role is to:

- Provide a high level of technical and design input into a variety of civil related projects, and to manage all aspects of infrastructure design, from feasibility studies and preliminary engineering to final design and construction phase services on various infrastructure projects;
- Lead the preparation, development and review of schematic and design development drawings and coordinate program requirements with the Lead Engineer/Task Order Project Manager and USAID;

- Prepare manpower projections and work plans for all design projects, control the quality of all drawings produced and ensure that the presentation of all drawings is standardized; and
- Monitor and supervise the work-progress of design teams, and ensure that all production schedules and quality requirements are met.

3. <u>Procurement, Compliance and Financial Specialist</u>

Minimum Qualifications: Bachelor's degree with education or training in procurement, logistics, business, law, economics, finance, public administration, or related field with significant experience in procurement and/or contract management in the field of international development, preferably including USAID, USG and/or international NGO experience. Must have excellent English language skills (both written and verbal). In-depth knowledge of the Federal Acquisition Regulations (FAR) as well as commonly used USG contracting and/or procurement mechanisms and their governing policies is highly desirable.

General responsibilities: The Procurement, Compliance and Financial Specialist will be responsible for:

- Managing the contract compliance and procurement requirements of all work under the contract, ensuring that all purchase orders and subcontracts are in compliance with USAID policies and regulations;
- Preparing and reviewing solicitations, budgets, and agreements, and providing guidance in the interpretation of award terms and conditions, and USG regulations;
- Liaising with the Lead Engineer/Task Order Project Manager in the areas of fiscal management, audit, financial reporting, and contract compliance for all contracts and procurements;
- Liaising with subcontractors during the implementation of subcontracts and supervising the timely processing of closeouts; and
- Designing and maintaining a record-keeping and monitoring system for contract management, and contributes to reports produced by the team for USAID.

Other personnel (full-time/part-time): USAID prefers locally hired staffs to perform the design and construction management consulting (CMC) services and to play a lead role interacting with the District Officials/Engineers.

Support Engineers, under the direction of the Lead Engineer/Task Order Project Manager, will be responsible for, among other tasks, onsite technical and construction related work. Support Engineer must have at least 4 years of engineering experience. S/he must have a B.Sc. in engineering. S/he must be familiar with Uganda government planning, procurement, engineering and payment standards.

3. INSTRUCTIONS TO OFFERORS

(a) Accurate and Complete Information. Offerors must set forth full, accurate and complete information as required in this request for qualifications. The penalty for making false statement to the Government is prescribed in 18 U.S.C. 1001.

(b) Offer acceptability: The Government may determine a response to be unacceptable if the offeror does not comply with the terms and conditions of this request for qualifications.

A. Submission/ Delivery Instructions:

(a) Email is the only acceptable method for submission of qualifications. Hand delivered proposals (including commercial courier) and facsimile transmission WILL NOT BE ACCEPTED. Proposals and modifications thereto must be submitted by email to: kampalausaidsolicita@usaid.gov .

(b) Response Due Date and Time - As noted on the cover page of this request for qualifications, submissions are due **July 18, 2017**, 4:00 p.m. (local time) Kampala, Uganda.

(c) Questions - Questions and /or request for clarifications regarding this request for qualifications must be sent via e-mail to: KampalaUSAIDSolicita@usaid.gov. The deadline for receiving questions is **June 30, 2017,** 4:00 p.m. (local time) Kampala, Uganda. No questions must be accepted after this date. If substantive questions are received which affect the response to the solicitation, or if changes are made to the closing date and time, as well as other aspects of the RFP, this solicitation must be amended. Oral instructions or explanations given before the award of the contract resulting from this solicitation must not be binding. All questions received by USAID/Uganda and responses to these questions will be posted on www.fbo.gov.

(d) Preparation of e-mails containing Offeror Proposals:

1. Each e-mail must be 4MB or less in size
2. Offerors must provide proposals in compatible MS Word (or PDF with Optical Character Recognition)
3. Zipped files will not be accepted.
4. The subject line of the e-mail must state the solicitation number, Offeror name and the desired sequence of multiple attachments (e.g. "no. 1 of 4", etc.). The following is an example of the subject line of an e-mail for submission of the qualifications, "SOL-617-17-000018, Smith Co, Tech, Email 1 of 5."
5. (g) Government Obligation - The issuance of this solicitation does not in any way obligate the US Government to award a contract nor does it commit the U.S. Government for pay to costs incurred in the preparation and submission of a proposal. Furthermore, the Government reserves the right to reject any and all offers, if such action is considered to be in the best interest of the Government.

B. Required Documentation to Submit:

(a) The Qualification Submission must contain the following information:

B.1 Standard Form (SF) 330

In accordance with **FAR 36.702(b)**, offerors must fully complete the **Standard Form (SF) 330.** An SF330 **(ATTACHMENT 1**) is also required for each consultant or joint firm. The SF330 is also available on the GSA website at http://www.gsa.gov/portal/forms/download/116486 A complete SF 330 includes signature by an authorized representative and completion of all Sections A-E. Complete instructions are found on the SF330.

- Standard Form (SF) 330 – signed by an authorized representative. **(ATTACHMENT 1)**
    - Section A –Contract Information
    - Section B – Architect-Engineering Point of Contact
    - Section C – Proposed Team
    - Section D – Organizational Chart
    - Section E – Resumes of Key Personnel
    - Section F – Examples of Projects
    - Section G – Key Personnel Participation in Example Projects
    - Section H – Additional Information

Section A --Contract Information – See instructions in SF330.

Section B – Architect-Engineering Point of Contact – See instructions in SF330.

Section C – Proposed Team --See instructions in SF330.

Section D – Organizational Chart

Section E – Resumes of Key Personnel --See instructions in SF330.

Additionally, provide resumes for Key Personnel noted below as well as any additional key personnel outlined by your firm:

1. Lead Engineer/ Project Manager
2. Engineering and Design Manager
3. Procurement, Compliance and Financial Specialist

For each professional personnel including those of subcontractors, Offerors must submit a brief biography of qualifications relevant to this request (cumulative not to exceed 3 pages)

For each proposed key personnel, the following information is required:

(a) A complete and current resume not to exceed 3 pages must be submitted for each professional personnel, detailing qualifications and experience. Qualifications, experience and skills shall be placed in chronological order starting with most recent information. References with current, valid e-mail addresses must be included for each work experience cited.

(b) Offerors shall also submit a minimum of three (3) references of professional contacts within the last three years, referencing the project name and periods of work; with complete contact information including validated email addresses, for each proposed professional personnel. Consolidated for all professional personnel, this reference list should not exceed 2 pages.

Section G – Key Personnel Participation in Example Projects --See instructions in SF330.

Section H – Additional Information --See instructions in SF330.

B.2 Examples of Projects -- See instructions in SF330.

Management plan (5 pages). This should include how the project team would mobilize and apply resources in Uganda. The Offeror must describe the planned institutional management structure, reporting structure, including major subcontractors/partners and systems for financial and logistics management.

B.3 Additional Information -- See instructions in SF330. Additionally, please provide documents noted below:

B.3.1 Cover Letter –A cover letter including:

(1) the Solicitation number,
(2) Executive Summary (exclusive of the 31 page limit)
(3) name, titles, telephone, e-mail address and signature of persons authorized to negotiate on the Offeror's behalf with the Government in connection with this solicitation;
(4) date of submission and
(5) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of the agent's authority, unless that evidence has been previously furnished to the issuing office.

B.3.2 Past Performance (5 pages maximum)

1. The Offeror must provide sector performance information in accordance with the following:
   i. Provide in an annex to the technical proposal information on five relevant/previous (past experience in Uganda or in the region or Africa) contracts or performed by the Offeror and an additional five for subcontractor(s) over the last five years with a short summary of the nature of the work describing how it is relevant to the this SOW.
   ii. Provide for each of the contracts listed above the contract or project name, contact names, job titles, valid e-mail addresses, phone numbers, and primary location(s) of work, term of performance, and dollar value. USAID recommends that Offerors alert the contact that their names have been submitted and that they are authorized to provide performance information concerning the listed contracts if and when USAID requests it.
   iii. If PPIRS information is available, so indicate.
   iv. For each, note the estimated construction cost and the final construction cost for design projects. Provide an explanation for significant disparities and what the Offeror will do to avoid these risks in the performance of this SOW.

2. If problems related to the Offeror's design quality, schedule, or cost impacted performance for any of the referenced contracts, provide a short explanation and the corrective actions taken. The Offeror must describe what it will do to avoid these types of risks in the performance of this SOW.

USAID/Uganda recognizes the unique nature of the work requested. In accordance with FAR 15.305(a)(2)(iv). An Offeror without a record of relevant past performance or for whom information on past performance is not available, will not be evaluated favorably or unfavorably on past performance. In this case, the Offeror must state that it possesses no relevant experience directly related to tasks

called for in this Solicitation or similar past performance. Similar statements also are required for any proposed major subcontractors (whose proposed cost equals 20% or more of the offeror's total proposed cost or any subcontractor, which will have principle responsibility for implementing one or more of the program components/deliverables or results area regardless of dollar value) having no past performance history. The "neutral" rating provided to any Offeror lacking relevant past performance history is at the contracting officer's discretion based on the past performance ratings for all other Offerors. Prior to assigning a "neutral" past performance rating, the contracting officer may take into account a broad range of information related to an Offeror's past performance.

B.3.3 Documentation denoting legal local entity

Please provide documentation that your firm is a legal local entity in Uganda.

C. Registration Requirements:

Please note in order to receive a contract from the U.S. Government contractors are required to have a Data Universal Numbering System (DUNS) number and be register in the System for Award Management (SAM). Registration in these systems is free. Offeror's should either provide their DUNS number with application or demonstrate they have initiated enrollment.

Data Universal Numbering System (DUNS) -- are required for the contractor for and each major subcontractor of the Offeror's Proposed Team. In accordance with **FAR 52.204-6** (JUL 2013), an offeror may obtain a DUNS number via the Internet at http://fedgov.dnb.com/webform. If located outside the U.S., Offerors must contact the local D&B office. An Offeror must indicate that it is an Offeror for a USG contract when contacting the local D&B office.

System for Award Management (SAM) --All firms are advised that registration in the 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. For more information, visit the SAM website: http://www.sam.gov

4. SELECTION CRITERIA

Submissions received in response to this notice will be evaluated by a board of professional engineers, development professionals and others in accordance with FAR Subpart 36.6. The evaluation board will hold discussions with the top three (3), most highly qualified firms during the final selection process.

The following adjectival ratings will be used to evaluate the documentation submitted:

Adjective	Adjectival Rating Definitions
Exceptional	An **Exceptional** response has the following characteristics: • A comprehensive and thorough response of exceptional merit. • The response meets and fully exceeds the Government expectations or exceeds objectives and presents very low risk or **no** overall degree of risk of unsuccessful performance. • Strengths **significantly outweigh** any weaknesses that may exist.

Very Good	A **Very Good** response has the following characteristics**:** • A response demonstrating a **strong** grasp of the objectives. • The response meets objectives and presents a **low** overall degree of risk of unsuccessful project performance. • **Strengths significantly outweigh any weaknesses that exist.**
Satisfactory	A **Satisfactory** response has the following characteristics: • A response demonstrating a reasonably sound response and a **good** grasp of the objectives. • The response meets objectives and presents a **moderate** overall degree of risk of unsuccessful project performance. • **Strengths outweigh weaknesses.**
Marginal	A **Marginal** response has the following characteristics: • The response shows a **limited** understanding of the objectives. • The response meets some or most of the objectives, but presents a **significant** overall degree of risk of unsuccessful project performance. • Weaknesses **equal or outweigh** any strength that exists.
Unsatisfactory	An **Unsatisfactory** response has the following characteristics: • The response **does not meet** the objectives or requires a major rewrite of the response. • Presents an **unacceptable** degree of risk of unsuccessful project performance. • Weaknesses demonstrate a **lack of understanding** of the Government's needs. • Weaknesses **significantly outweigh** any strength that exists.

A. Professional qualifications necessary for satisfactory performance of required services.

1. Submission requirements:

- Submit personal resumes that best demonstrate the firm's professional qualifications, including specific licenses and registration relevant to the synopsis requirements. All technical disciplines listed in **Section 2** of this advertisement shall be represented in order to obtain the most favorable rating.
- Complete and submit a summary disclosure for each discipline, principal, project manager, and other support personnel, for up to 20 disciplines, that will handle work for the subject contract. Each resume package may not be longer than 2 pages in length. Identify Professional Engineering licenses and certifications and Uganda licenses as appropriate.

2. Basis of Evaluation:

- The evaluation of professional qualifications will include, but is not limited to, the subjective assessment of the firm's individual resumes as required in the synopsis.

- Firms unable to demonstrate required qualifications necessary to perform these kind of designs maybe considered non-responsive. Failure to provide requested data may negatively impact a firm's rating.
- Higher ratings for this may be given when the firm's specific personnel demonstrate excellent or very good credentials and relevance to the synopsis.

B. Specialized experience and technical competence in the type of work required herein, including where appropriate, experience in energy conservation, pollution prevention, waste reduction and the use of recovered materials.

Specialized experience pertains to the types and volume of work previously or currently being performed by a firm that are comparable to the types of work covered by this requirement. Such services consists of architectural, civil, structural, mechanical, electrical, environmental, landscape, fire protection communications, and topographical cadastral and geotechnical surveys of existing conditions or facilities and field survey for topographic or locative purposes; development of documentation and reports for conceptual solutions, design criteria, environmental assessments, and impact analysis; producing economic analysis, detailed cost estimates, construction drawings and specifications, bid schedules, color board and renderings, and any other documentation necessary to execute a maintenance, repair, alteration, and/or construction project.

1. Definitions:

- Experience measures the degree to which a firm has completed projects relevant to the subject synopsis.
- Specialized work means projects similar in scope, size, construction features, dollar value and complexity. This includes the ability to analyze existing facilities and build systems and develop economical solutions for upgrading and repair to meet new requirements.
- Similar dollar value is considered construction projects of $500,000 and greater.
- Similar complexity is considered projects of an operational likeness and similarity to this synopsis.
- Within the past five (5) years shall mean from date of package submission to five (5) years prior.

2. Submission requirements:

Submit up to three (3) relevant projects, accomplished within the past five (5) years that best demonstrate your relevant experience to the synopsis requirements. A firm is at risk of receiving a lower rating if fewer than three (3) relevant projects are submitted.

Complete and submit a data summary sheet for each project. Each project sheet may not be longer than two (2) pages in length and may include verbiage, graphics, and photos.

Projects may include government as well as private industry projects. Firms are responsible for providing project description and applicable experience in sufficient detail to permit evaluation of project relevancy.

3. Basis of Evaluation

Evaluation of this factor will be a subjective assessment of the firm's ability to clearly demonstrate technical competence.

C. Capacity to accomplish the work in the required time.

Identify the firm's past and present workload, and convey the understanding of being able to handle several tasks concurrently and within prescribed deadlines/constraints.

1. Submission Requirements:

- Provide a 1-page narrative that discusses the firm's approach to accomplishing multiple, concurrent tasks with emphasis on meeting prescribed deadlines.

2. Basis of Evaluation:

- Evaluation of this factor will be a subjective assessment of the firm's ability to clearly demonstrate an understanding of multiple project goals and requirements set for the completion of multiple, concurrent projects within prescribed deadlines.
- Higher ratings may be given for this factor when information is provided by the contractor demonstrating the capability to handle multiple projects concurrently and within prescribed deadlines/constraints.

D. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.

Past performance relates to how well a firm has performed on substantially completed projects, within the past five years.

1. Definitions:

- Past performance is a measure of the degree to which a firm satisfied its customers in the past and complied with applicable laws and regulations.
- Government agencies are defined as local, state/district, and federal entities.
- Private industry is defined as non-governmental clients
- Within the past five (5) years means from date of package submission to five (5) years prior.
- The term "substantially complete" shall mean a fully designed project with construction of the facility/project more than 80% complete.

The Offeror's **Past Performance** on contracts of similar size and scope with respect to such factors as control of costs, quality of work including accuracy of construction cost estimation, and ability to meet schedules.

E. Location in the general geographical area of the project and knowledge of the locality of the project.

1. Definitions:

- General geographical area: all work for this contract will be performed in Uganda.
- Knowledge of the locality is defined as familiarity of applicable codes and regulations in place for the areas, as well as the local climate, conditions, international building construction standards, and materials.
- Firms incorporated offices are applicable to this requirement, satellite offices and geographically separated offices do not meet this requirement.

2. Submission requirements:

Provide a 1-page narrative that discusses the firm's location and experience in the locality.

3. Basis of Evaluation:

- Subjective determination of the firm's statement of knowledge of the locality and how it was obtained relative to the requirements of this synopsis.

F. Implementation of the Design Quality Control Program

Identify the roles and responsibilities of the major personnel of the firm and depict the understanding and implementation of Quality Control procedures.

1. Submission Requirements:

Provide a 2-page narrative that discusses the firm's approach with an emphasis on the envisioned role of the design team with regard to Quality Control.

2. Basis of Evaluation:

- A subjective determination of the firm's statement of knowledge of quality Control and how it will implement Quality Control procedures relative to the requirements of this synopsis.

G. Program management process/plan

Identify the roles and responsibilities of the major personnel of the firm and depict the lines of communication envisioned for the design tasks between the firm and the Government.

1. Submission Requirements:

- Provide an organizational chart depicting the relationship between the firm and all partners and/or subcontractors/consultants to be associated with this synopsis and identifying each of the firms key positions/personnel and their role in managing work.
- Provide a 1-page narrative that discusses the firm's program management approach.

2. Basis of Evaluation:

Evaluation for this sub-factor will be a subjective assessment of the firm's ability to clearly demonstrate an understanding of the projects goals and requirements and set forth a realistic approach for the design(s).

ADDITIONAL INFORMATION

This is not a Request for Proposal; do not provide information on pricing.

USAID | UGANDA
FROM THE AMERICAN PEOPLE

REQUEST FOR QUALIFICATIONS

SOLICITATION NUMBER: SOL-617-17-000018

USAID/Uganda Pre-Proposal Competitive Architect & Engineering Services Conference

USAID will hold a pre-proposal conference to discuss the process and answer questions for the Architect & Engineering Services. The pre-proposal conference will be held on **July 6, 2017 at 3.00 p.m. Uganda local time, in Kampala, Uganda.** For security we ask you to RSVP with the name of attendee to **kampalausaidsolicita@usaid.gov** to receive venue address. It is recommended to arrive at least 15-30 minutes before the beginning of the event.

A general description/specification of the A&E Services, is contained in the Request for Qualifications posted at http://uganda.usaid.gov/ and http://www.fbo.gov

To access or download the package, please find the package on **June 23, 2017** listed on this page: https://www.usaid.gov/uganda/work-with-us

Information from the Pre-Proposal Conference will be posted on https://www.usaid.gov/uganda/work-with-us as an amendment to: RFQ NO. SOL-617-17-000018.

This solicitation, amendments to this solicitation, and announcement of contract award will be made available through the government point of entry at https://www.usaid.gov/uganda/work-with-us and http://www.fbo.gov. It is the Offeror's responsibility to check this site periodically for official updates to this solicitation. Issuance of this solicitation and the submittal of a proposal do not constitute a commitment on the part of the U.S. Government nor USAID to make an award; neither does it constitute an obligation for any costs incurred in the preparation and submission of a proposal.

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P.O. Box 7856
Kampala

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Fax: (256 - 414) 306-661
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DOS/USAID, 2190 Kampala Place
Washington DC 20521-2190
Tel: 202-216-6234

ARCHITECT-ENGINEER QUALIFICATIONS

OMB Control Number: 9000-0157
Expiration Date: 11/30/2017

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by 40 U.S.C. chapter 11, Selection of Architects Engineers, and Part 36 of the Federal Acquisition Regulation (FAR).

The Selection of Architects and Engineers statute requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact.

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)"). Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for this Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in this contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for this Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to this Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number. Self-explanatory.

24. Brief Description of Project and Relevance to this Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. Firms from Section C Involved with this Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in this Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G *(MATRIX)*

26. NAMES OF KEY PERSONNEL *(From Section E, Block 12)*	27. ROLE IN THIS CONTRACT *(From Section E, Block 13)*	28. EXAMPLE PROJECTS LISTED IN SECTION F *(Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)*									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mechanical Engineer	X	X	X	X						
Tara C. Donovan	Chief Electricial Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT *(From Section F)*	NUMBER	TITLE OF EXAMPLE PROJECT *(From Section F)*
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport, RI

Part II - General Qualifications

See the **"General Instructions"** on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. Unique Entity Identifier. Insert the unique entity identifier issued by the entity designated at SAM. See FAR part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective and the associated unique entity identifier. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines *(Function Codes)*

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories *(Profile Codes)*

Code	Description
A01	Acoustics, Noise Abatement
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis
A03	Agricultural Development; Grain Storage; Farm Mechanization
A04	Air Pollution Control
A05	Airports; Navaids; Airport Lighting; Aircraft Fueling
A06	Airports; Terminals and Hangars; Freight Handling
A07	Arctic Facilities
A08	Animal Facilities
A09	Anti-Terrorism/Force Protection
A10	Asbestos Abatement
A11	Auditoriums & Theaters
A12	Automation; Controls; Instrumentation
B01	Barracks; Dormitories
B02	Bridges
C01	Cartography
C02	Cemeteries *(Planning & Relocation)*
C03	Charting: Nautical and Aeronautical
C04	Chemical Processing & Storage
C05	Child Care/Development Facilities
C06	Churches; Chapels
C07	Coastal Engineering
C08	Codes; Standards; Ordinances
C09	Cold Storage; Refrigeration and Fast Freeze
C10	Commercial Building *(low rise)* ; Shopping Centers
C11	Community Facilities
C12	Communications Systems; TV; Microwave
C13	Computer Facilities; Computer Service
C14	Conservation and Resource Management
C15	Construction Management
C16	Construction Surveying
C17	Corrosion Control; Cathodic Protection; Electrolysis
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting
C19	Cryogenic Facilities
D01	Dams *(Concrete; Arch)*
D02	Dams *(Earth; Rock);* Dikes; Levees
D03	Desalinization *(Process & Facilities)*
D04	Design-Build - Preparation of Requests for Proposals
D05	Digital Elevation and Terrain Model Development
D06	Digital Orthophotography
D07	Dining Halls; Clubs; Restaurants
D08	Dredging Studies and Design
E01	Ecological & Archeological Investigations
E02	Educational Facilities; Classrooms
E03	Electrical Studies and Design
E04	Electronics
E05	Elevators; Escalators; People-Movers
E06	Embassies and Chanceries
E07	Energy Conservation; New Energy Sources
E08	Engineering Economics
E09	Environmental Impact Studies, Assessments or Statements
E10	Environmental and Natural Resource Mapping
E11	Environmental Planning
E12	Environmental Remediation
E13	Environmental Testing and Analysis
F01	Fallout Shelters; Blast-Resistant Design
F02	Field Houses; Gyms; Stadiums
F03	Fire Protection
F04	Fisheries; Fish ladders
F05	Forensic Engineering
F06	Forestry & Forest products
G01	Garages; Vehicle Maintenance Facilities; Parking Decks
G02	Gas Systems (Propane; Natural, Etc.)
G03	Geodetic Surveying: Ground and Air-borne
G04	Geographic Information System Services: Development, Analysis, and Data Collection
G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
G06	Graphic Design
H01	Harbors; Jetties; Piers, Ship Terminal Facilities
H02	Hazardous Materials Handling and Storage
H03	Hazardous, Toxic, Radioactive Waste Remediation
H04	Heating; Ventilating; Air Conditioning
H05	Health Systems Planning
H06	Highrise; Air-Rights-Type Buildings
H07	Highways; Streets; Airfield Paving; Parking Lots
H08	Historical Preservation
H09	Hospital & Medical Facilities
H10	Hotels; Motels
H11	Housing *(Residential, Multi-Family; Apartments; Condominiums)*
H12	Hydraulics & Pneumatics
H13	Hydrographic Surveying

List of Experience Categories *(Profile Codes continued)*

Code	Description
I01	Industrial Buildings; Manufacturing Plants
I02	Industrial Processes; Quality Control
I03	Industrial Waste Treatment
I04	Intelligent Transportation Systems
I05	Interior Design; Space Planning
I06	Irrigation; Drainage
J01	Judicial and Courtroom Facilities
L01	Laboratories; Medical Research Facilities
L02	Land Surveying
L03	Landscape Architecture
L04	Libraries; Museums; Galleries
L05	Lighting (Interior; Display; Theater, Etc.)
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)
M01	Mapping Location/Addressing Systems
M02	Materials Handling Systems; Conveyors; Sorters
M03	Metallurgy
M04	Microclimatology; Tropical Engineering
M05	Military Design Standards
M06	Mining & Mineralogy
M07	Missile Facilities (Silos; Fuels; Transport)
M08	Modular Systems Design; Pre-Fabricated Structures or Components
N01	Naval Architecture; Off-Shore Platforms
N02	Navigation Structures; Locks
N03	Nuclear Facilities; Nuclear Shielding
O01	Office Buildings; Industrial Parks
O02	Oceanographic Engineering
O03	Ordnance; Munitions; Special Weapons
P01	Petroleum Exploration; Refining
P02	Petroleum and Fuel (Storage and Distribution)
P03	Photogrammetry
P04	Pipelines (Cross-Country - Liquid & Gas)
P05	Planning (Community, Regional, Areawide and State)
P06	Planning (Site, Installation, and Project)
P07	Plumbing & Piping Design
P08	Prisons & Correctional Facilities
P09	Product, Machine Equipment Design
P10	Pneumatic Structures, Air-Support Buildings
P11	Postal Facilities
P12	Power Generation, Transmission, Distribution
P13	Public Safety Facilities
R01	Radar; Sonar; Radio & Radar Telescopes
R02	Radio Frequency Systems & Shieldings
R03	Railroad; Rapid Transit
R04	Recreation Facilities (Parks, Marinas, Etc.)
R05	Refrigeration Plants/Systems
R06	Rehabilitation (Buildings; Structures; Facilities)
R07	Remote Sensing
R08	Research Facilities
R09	Resources Recovery; Recycling
R10	Risk Analysis
R11	Rivers; Canals; Waterways; Flood Control
R12	Roofing
S01	Safety Engineering; Accident Studies; OSHA Studies
S02	Security Systems; Intruder & Smoke Detection
S03	Seismic Designs & Studies
S04	Sewage Collection, Treatment and Disposal
S05	Soils & Geologic Studies; Foundations
S06	Solar Energy Utilization
S07	Solid Wastes; Incineration; Landfill
S08	Special Environments; Clean Rooms, Etc.
S09	Structural Design; Special Structures
S10	Surveying; Platting; Mapping; Flood Plain Studies
S11	Sustainable Design
S12	Swimming Pools
S13	Storm Water Handling & Facilities
T01	Telephone Systems *(Rural; Mobile; Intercom, Etc.)*
T02	Testing & Inspection Services
T03	Traffic & Transportation Engineering
T04	Topographic Surveying and Mapping
T05	Towers *(Self-Supporting & Guyed Systems)*
T06	Tunnels & Subways

List of Experience Categories *(Profile Codes continued)*

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*
USAID/Uganda Architect and Engineering Services (Kampala, Uganda)

2. PUBLIC NOTICE DATE
06/08/2017

3. SOLICITATION OR PROJECT NUMBER
SOL-617-17-000018

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check) PRIME	(Check) J-V PARTNER	(Check) SUBCON-TRACTOR	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
a.				☐ CHECK IF BRANCH OFFICE		
b.				☐ CHECK IF BRANCH OFFICE		
c.				☐ CHECK IF BRANCH OFFICE		
d.				☐ CHECK IF BRANCH OFFICE		
e.				☐ CHECK IF BRANCH OFFICE		
f.				☐ CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ *(Attached)*

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION *(City and State)*

16. EDUCATION *(Degree and Specialization)*	17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)*

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☐ Check if project performed with current firm

b.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☐ Check if project performed with current firm

c.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☐ Check if project performed with current firm

d.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☐ Check if project performed with current firm

e.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☐ Check if project performed with current firm

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER	
21. TITLE AND LOCATION *(City and State)*	22. YEAR COMPLETED
	PROFESSIONAL SERVICES / CONSTRUCTION *(If applicable)*

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
a.			
b.			
c.			
d.			
e.			
f.			

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL *(From Section E, Block 12)*	27. ROLE IN THIS CONTRACT *(From Section E, Block 13)*	28. EXAMPLE PROJECTS LISTED IN SECTION F *(Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)*									
		1	2	3	4	5	6	7	8	9	10

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT *(From Section F)*	NUMBER	TITLE OF EXAMPLE PROJECT *(From Section F)*
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE	32. DATE

33. NAME AND TITLE

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*: SOL-617-17-000018

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (*or Branch Office*) NAME			3. YEAR ESTABLISHED	4. UNIQUE ENTITY IDENTIFIER
2b. STREET			5. OWNERSHIP a. TYPE	
2c. CITY	2d. STATE	2e. ZIP CODE	b. SMALL BUSINESS STATUS	
6a. POINT OF CONTACT NAME AND TITLE			7. NAME OF FIRM *(If Block 2a is a Branch Office)*	
6b. TELEPHONE NUMBER	6c. E-MAIL ADDRESS			

8a. FORMER FIRM NAME(S) *(If any)*	8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Function Code	b. Discipline	c. Number of Employees (1) FIRM	c. Number of Employees (2) BRANCH	a. Profile Code	b. Experience	c. Revenue Index Number *(see below)*
	Other Employees					
	Total					

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)

a. Federal Work	
b. Non-Federal Work	
c. Total Work	

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE	b. DATE

c. NAME AND TITLE

ATTACHMENT 2

SECTION C – STATEMENT OF WORK

C.1 PURPOSE

The purpose of this activity is to procure architect-engineer (A&E) design and construction management consulting (CMC) services for the USAID/Uganda Mission. The renovation/construction activities designed under this award will be carried out under a separate contract. Pursuant to FAR 36.209, the Contractor selected under this award will be ineligible for awards related to the construction.

The contractor shall provide the following, but not limited to Architect-Engineer (A&E) design and Construction Management Consulting (CMC) services for:

1. Improving health facility infrastructure in the six (6) priority districts in Northern Uganda (Apac, Dokolo, Gulu, Nwoya, Pader, and Lira) requires that health facilities are fully functional and in position to provide both basic and comprehensive emergency obstetric and newborn care (BEmONC and CEmONC respectively). Meeting the USAID/Uganda goals and objectives of the Saving Mothers Giving Life (SMGL) Phase II scale up - this supports the SMGL Phase II initiative under USAID/Uganda's Development Objective No. 3 (DO 3): Investing in People.

2. Supporting District and Local Governments' (DLGs) implementation of the Government to Government **Northern Uganda Development of Enhanced Local Governance, Infrastructure and Livelihoods (NUDEIL)** program, namely to plan for, procure and implement small infrastructure projects that will improve local delivery of services. NUDEIL was planned to serve as a catalyst for longer term development by strengthening the capacity of district government entities to plan, manage, oversee and maintain social infrastructure thereby increasing the credibility of local government with their respective constituencies. Selected NUDEIL projects found in six districts – Amaru, Gulu, Kitgum, Lamwo, Nwoya and Oyam – are still pending and require quality assurance oversight and assistance through this award for completion and certification for payment.

3. Improving infrastructure in up to five of Uganda's Protected Areas (PAs)—Lake Mburo, Murchison Falls and Kidepo Valley national parks; and Budongo and Kalinzu forest reserves—to support increased access and wildlife conservation.

   Improved infrastructure will help unlock the Ugandan Wildlife Authority's (UWA) and National Forestry Authority's (NFA) capacity to manage their estates and therefore reduce threats to biodiversity. This supports USAID/Uganda's DO1: Economic growth from agriculture and the natural resource base increased in selected areas and population groups.

   Services required but not limited to will include, closely collaborating with the Government of Uganda (GOU) entities to draft new designs and upgrade or improve existing GOU standard designs, as well as overseeing the construction of such infrastructure and facilities.

As infrastructure will be located in environmentally sensitive areas, it must be designed to mitigate any potential threats to wildlife and environmental impacts as much as possible.

Capacity building of GOU technical staff to design and oversee the construction of future facilities and infrastructure is a secondary focus of this activity. Participation of staff from the relevant Authority in the design process will also ensure up front buy-in to the designs.

C.2 BACKGROUND

Despite a rich natural resource endowment and several decades of stability and above-average economic growth, Uganda is officially classified as a relatively least-developed country.[1] Uganda's unique biodiversity sustains the overall eco-agricultural system and generates income for the GOU and communities. Improved health status for Ugandans has implications for all components of the nation's development trajectory including economic growth and regional stability. Targeted infrastructure investments will support positive development outcomes in critical areas of Uganda's health and natural resources management sectors and support improved service delivery and economic development in areas recently impacted by conflict. These critical areas are further described below.

a) Saving Mothers, Giving Life

The Government of Uganda, with support from the United States Government (USG), in partnership with the broader SMGL public-private partnership is committed to accelerating the reduction of maternal and neonatal mortality in Uganda. To galvanize support for a key set of interventions that could rapidly reduce maternal mortality, the Uganda Ministry of Health (MOH) and the USG proposed piloting a series of interventions focused around the 24 hours of birth in western Uganda. This set of interventions constituted a comprehensive approach to addressing the three delays that lead to maternal deaths, delays in 1) seeking appropriate care, 2) reaching care in a timely manner, and 3) receiving quality, respectful, normal and emergency care at a facility from a skilled birth attendant. Put simply, we believe that every woman should have access to clean, safe, normal delivery services as close to her home as practical and to lifesaving care within two hours of the onset of a complication. "Access to emergency services within two hours" has become our mantra.

SMGL Phase II scale up is now occurring in the following six districts: Gulu, Nwoya, Pader, Apac, Lira, and Dokolo, which together form a continuous geographical area in the Northern Region of the Country (see SECTION J – LIST OF ATTACHMENTS for the location of each district). These districts benefit from a referral network that is comprised of two regional referral hospitals: Lira Regional Referral and Gulu Regional Referral.

The overall population of the Phase II is about 1.7 million people. This translates into over 340,000 women of reproductive age, 85,000 pregnancies and 82,000 births annually. Data suggests that institutional deliveries are lower in this area, with an average of about 46 percent of births. It is anticipated that 350 maternal deaths occur annually in the region.

[1] World Bank Data 2014

According to the Baseline Health Facility Assessment in Northern Uganda, 48 percent of all facilities, and 69 percent of upper-tier HC IV+ facilities reported that women often have to share a bed before and after delivery. Almost one-quarter of facilities (23 percent) reported that women sometimes sleep on the floor before or after delivery. Fourteen percent of all facilities and 37 percent of upper-tier facilities reported that women occasionally deliver on the floor.[2]

The United Nations has identified a series of actions or practices that indicate whether facilities are providing emergency obstetric care. These life-saving procedures are typically referred to as "signal functions". To be classified as providing basic care (BEmONC) a facility must be capable of and have performed six procedures within a certain period, typically three months. These are: administer parenteral antibiotics, administer uterotonic drugs, administer parenteral anticonvulsants for preeclampsia and eclampsia, manually remove the placenta, remove retained products, perform assisted vaginal delivery (e.g. vacuum extraction, forceps delivery), and perform basic neonatal resuscitation. For a facility to be classified as providing Comprehensive EmONC (CEmONC) two additional procedures—cesarean sections and blood transfusions—must be available and have been performed as well.

As a lesson learned from the SMGL Phase I, infrastructure improvements at select health facilities—especially at Health Centers Level IV (HC IVs) and hospitals—in addition to staff recruitment and training, made the facilities attain full functionality to manage obstetric and newborn complications. While the Government of Uganda has made numerous improvements in infrastructure, equipment, and availability of drugs and supplies, several gaps still exist. The availability and functionality of these resources varies by district and facility level. In particular, the functionality of operating theaters in HC IVs is a major gap (see baseline health facility assessment report SECTION J – LIST OF ATTACHMENTS).

Additionally, based upon lessons learned during Phase I, Phase II will expand the package of interventions to increase focus on the newborn. These include ensuring a reliable supply of newborn medicines, supplies, and equipment (e.g. topical chlorhexidine, antibiotics, newborn bag and mask resuscitators), encouraging and having dedicated areas for kangaroo care, and mentoring/training health providers on newborn resuscitation and care.

b) Northern Uganda Development of Enhanced Governance, Infrastructure, and Livelihoods (NUDEIL)

The U.S. Agency for International Development (USAID) and the Government of Uganda (GOU) through the Ministry of Finance, Planning and Economic Development (MOFPED), have developed a national response program to facilitate the integration of the conflict-affected populations of northern Uganda into the nation by generating income-producing job opportunities, increasing government services to the population, and laying the foundations for long-term sustained development in targeted districts. A streamlined funding mechanism, the Northern Uganda Development of Enhanced Local Governance, Infrastructure, and Livelihoods ("NUDEIL") program was endorsed as the most appropriate way to support this effort and on September 22, 2009, USAID Uganda approved the NUDEIL Grant 617-G-09-IL-00, to provide $47,900,000 in grant funds to GOU through MOFPED.

[2] Hutchinson, Prof. Paul; Okello, Sam; and Pirio, Patricia. *Baseline Health Facility Assessment Report for Emergency Obstetric Care in Northern Uganda.* SMGL Initiative. June 2014.

As per Article 2, "Program Financing," of Annex 1 to the Agreement (the Amplified Program Description), funding for NUDEIL may be used for activities in direct support of NUDEIL project implementation, including overall project oversight on behalf of USAID, and technical support services such as accounting, engineering and equality control provided to district governance. Per Article 3 of Annex 1, "Establishing Operational Plans and Management Arrangements – Support to District Offices and the Role of the USAID Contractor," USAID may engage contractor (or contractors), utilizing resources from within the Agreement, to provide continued technical services and support to the participating district local governments (DLGs) in the following technical areas: (I) engineering, design, quality assurance and quality control; (ii) financial accounting and management; (iii) procurement management; (iv) community and public outreach; and (v) project monitoring.

The program has been working with the DLGs through the Chief Administrative Officer (CAO) to plan for, procure, and implement small infrastructure projects that will improve local delivery of services. NUDEIL was planned to serve as a catalyst for longer term development by strengthening the capacity of district government entities to plan, manage, oversee, and maintain social infrastructure, thereby increasing the credibility of local government with their respective constituencies.

Three disbursements (Tranches one, two and three) were made to the districts over the past three years. The projects for which certification is required were implemented with funding from these disbursements.

The program has been operational in a limited geographic area of northern Uganda, in the districts of Amuru, Gulu, Kitgum, Lamwo, Nwoya and Oyam.

DLGs, and in particular the CAOs, have been the main implementing partners for NUDEIL. Leadership by local government officials, particularly the Office of the District Chairman (LC-V), has also continued to play an important role in ensuring program success and coordination with other donor efforts. A goal of the NUDEIL program is to provide district officials with the resources to take greater responsibility for enhancing the development of their districts. From April to September of 2015, USAID conducted assessments of a number of NUDEIL projects that had not been completed or certified for payment. Most of these projects have subsequently been closed out, but 28 of them are still pending and require oversight and assistance from USAID.

c) Infrastructure for Biodiversity

Uganda is among the richest countries in Africa in terms of biological diversity, an endowment that bears local, regional and global significance. Due in large part to the fact that seven of the continent's 18 biogeographic regions are found within its borders, Uganda is home to more than half of Africa's bird species and more species of primate inhabit the country than in any other place on Earth. Uganda is rich plant and animal species, some of which are globally threatened and/or endemic.[3] Owing to its diversity of ecosystems and wildlife, Uganda ranked as the top tourist destination in 2012 by the Lonely Planet.[4] And in 2013, Uganda's tourism sector generated $1.7 billion in revenue, accounting for approximately nine percent of gross domestic product.[5]

Uganda has the ninth fastest population growth rate in the world at an estimated 3.24 percent per annum.[6] As the population expands, so does the need for land, water and other resources. This

[3] USAID/Uganda Environmental Threats and Opportunities Assessment. March 2011.
[4] Lonely Planet. Lonely Planet's Best in Travel: Top 10 Countries for 2012. http://www.lonelyplanet.com/travel-tips-and-articles/76856. Accessed March 23, 2015.
[5] Second National Development Plan 2015/16-2019/20. Republic of Uganda.
[6] U.S. CIA. https://www.cia.gov/library/publications/the-world-factbook/geos/ug.html. Accessed 3/17/2015.

challenge is exacerbated by the lack of viable economic alternatives to the smallholder agriculture, which leaves people with few alternatives but to expand into wildlife habitat to obtain the resources they need to survive. In addition, a shortage of electricity and alternative fuels causes many Ugandans to depend on wood and charcoal for cooking and other household needs, which has led to some of the highest deforestation rates in Africa. In 2005 NFA measured Uganda's total forest area as 3,570,643 hectares – 27 percent less than in 1990. The lack of economic opportunities may draw people who live near PAs, particularly unemployed youth, into poaching for consumption, to supply the regional bushmeat trade, or to play a role in international wildlife trafficking syndicates.

The maintenance and protection of Uganda's wildlife and biodiversity, both within and beyond the borders of protected areas, is critical to its sustainable development and the economic benefits it provides. To better preserve biodiversity, UWA and NFA are in need of improved infrastructure to strengthen management of park lands and wildlife. Both new and renovated infrastructure will contribute to UWA's and NFA's capacity to manage their estates and reduce the threats to biodiversity described above. Given the environmental and biodiversity sensitivities of the PAs, such infrastructure must be designed to mitigate any potential threats to wildlife or environmental impacts as much as possible.

This activity will support a number of GOU national strategies, including:

- Uganda's Second National Development Plan (NDP II) 2015/16-2020/21
- The Second National Biodiversity Strategy and Action Plan (NBSAP II) of Uganda (2015 draft): *puts in place measures to reduce and manage negative impacts on biodiversity.*
- Uganda Wildlife Authority Strategic Pan (2013-2018): *to have in place adequate, appropriate and function infrastructure and enhance awareness and realization of the benefits of wildlife conservation in Uganda.*
- National Environment Action Plan (1994), National Forest Plan (2001), and the NFA Business Plan (2009-2014): *to improve the management of central forest reserves.*

Aside from USAID support to protected area management in Uganda the World Bank, through the Protected Areas Management and Sustainable Use (PAMSU) project, has supported the Ministry of Trade, Tourism and Industry with the development of tourism infrastructure in selected areas under UWA's domain. Activities completed under this project include the opening and maintaining of roads in some of the national parks, construction of a park headquarters in various parks, and the construction of the UWA Headquarters in Kampala.

The Agence Française de Développement (the French national development agency) is providing entrance gates, trails and other infrastructure in Lake Mburo and Queen Elizabeth National Parks, while the UNDP has a project in Kidepo Valley National Park. The contractor is expected to consult with these agencies to ensure that the projects complement one another.

C.3. SCOPE OF WORK

a) Saving Mothers Giving Life (SMGL)

The infrastructure rehabilitation and expansion at approximately eleven (11) health facilities; specifically, to provide full A&E design and CMC services for improving the physical functionality of their:

1) Operating theatres/delivery rooms (capable of providing comprehensive emergency obstetric surgery);
2) Maternal wards;
3) Neonatal unties;
4) Medical waste disposal;
5) Water supply; and
6) Power supply.

b) NUDEIL

Quality Assurance oversight of projects financed through the NUDEIL program and implemented by the six DLGs listed above. The contractor will work with district engineers based in NUDEIL districts and the USAID activity manager for NUDEIL to conduct the quality assurance oversign of 28 unfinished projects (see ATTACHMENT 7) that will enable districts to pay contractors, perform verification of a government assessment of completed projects and, if needed, oversee the completion of new projects.

c) Improving infrastructure in up to five of Uganda's Protected Areas (PAs)

Prepare and recommend through a project selection decision matrix, with reasonable professional justification, the most feasible design options for selected infrastructure in the five Pas listed above. An illustrative list of the types and numbers of projects to be built includes: roads, bridges, river/stream crossings; improvement of trails; embankment dams and/or water storage reservoirs for wildlife water consumption; water supply to ranger posts (five); dormitories (three); bridges (six); and education centers (three). Although the conservation agencies have their own architectural plans for some of the building structures, the A&E firm is expected to review their quality, feasibility and estimated cost and, where necessary, develop customized designs complete with specifications and cost estimates for the client. The A&E firm, along with USAID staff, will meet with the GOU to assist them in understanding the specifications and costs of the structures above and deciding which infrastructure projects should be prioritized given the limited construction budget. This will support strengthening GOU capacity to more effectively plan for capital and routine maintenance and construction in the future. To this end, the contractor will be expected to fully engage appropriate GOU technical and managerial staff throughout the design and construction management process.

C.4. OBJECTIVES

SAVINGS MONTHS, GIVING LIFE

C.4.A.1 PROJECT OBJECTIVE

The objective of the project is to enhance the physical functionality of health facilities by improving the infrastructure to the required minimum standard for providing both basic and comprehensive emergency obstetric and newborn care. Renovation/construction activities at designated SMGL Phase II sites will focus on improving the functionality of 1) operating theatres/ delivery rooms, 2) maternity wards, 3) neonatal units, 4) medical waste disposal (e.g. incinerators), 5) water supply, and 6) power supply. The following is a preliminary list of the eleven (11) proposed health facilities that were selected for infrastructure upgrades (the number and sites are subject to final negotiation

with USAID prior to award, however no more than 15 facilities will be selected for the first tranche of assessments):

No.	District	Health Facility
1.	Apac	- Apac hospital
2.		- Aduku Health Center Level (HCL) IV
3.	Dokolo	-Dokolo HC IV
4.	Lira	-Lira Regional Referral hospital
5.		-Ogur HC IV
6.		-Amach HC IV
7.	Gulu	- Gulu Regional Referral hospital
8.		-Lalogi HC IV
9.		-Awach HC IV
10.	Pader	- Pajule HC IV
11.	Nwoya	-Anaka hospital

USAID/Uganda is aware that the World Bank's Health System Strengthening Project is also renovating Anaka Hospital and Aduku HCIV. Therefore, any renovation/construction work in these sites is expected to be minimal.

C.4.A.2 GENERAL REQUIREMENTS:

The Contractor shall work closely with the MOH throughout the project phases to ensure that the infrastructure improvements meet the required minimum standard for providing both basic and comprehensive emergency obstetric and newborn care, and shall obtain approvals as indicated under this contract. The Contractor is responsible for obtaining all required data and information necessary to complete all of the tasks under this project.

During the different project design phases, including during the detailed health facilities assessment/pre-design investigation, the Contractor shall engage the district health offices, health facility directors, facility stakeholders, and local area stakeholders. This engagement includes conducting structured meetings to solicit stakeholder input on health facility infrastructure needs and local area conditions, and to share with them the proposed designs.

The Contractor shall coordinate with the MOH and other local authorities to ensure that the proposed renovation/construction activities are in compliance with the applicable design standards, codes, regulations, and development plans.

The Contractor shall obtain USAID's clearance on all deliverables listed under this contract. After USAID reviews and clears on the design submittals, no changes to the approved designs can be made without USAID's written approval. The format and number of copies of submitted documents are indicated under SECTION xx. A&E designs shall comply with the local engineering and regulatory requirements unless a specific waiver is granted by USAID/Uganda's OAA office.

General Management and Administrative Support:

The Contractor shall provide general management and administrative support, to include but not limited to the following:

1) General Advice and Support: Provide general advice and support to USAID, and other entities authorized by USAID in the implementation of this project.

2) Overall Management and Administrative Support: Provide overall management and administration of the Contract, including the provision of staff for site office(s) as required to implement this Contract.

3) Management Systems: Provide and ensure the proper, efficient, and uniform use of modern management and administration, accounting practices, information technology, communications, reporting, human resource management, property control, security, records, and other systems required to comply with the terms and conditions of the Contract.

4) Utilization of Staff and Facilities: Provide and ensure the effective, efficient, safe, and proper use of staff, office space, and other facilities as required to implement this Contract.

5) Security: Provide a reasonable level of security for all contract and subcontract personnel, facilities, and equipment.

6) Property Control: Procure, assign, and ensure the proper and efficient control and use of USAID-funded expendable and non-expendable property.

7) Data Base Development and Management: During the term of the Contract, the Contractor may be required to establish and manage data bases, which could support varied activities and analysis for the program.

8) Reports Required Under This Contract: Prepare and submit all reports required under this Contract. This function relates to the preparation and submission to USAID of all reports and other deliverables specifically specified in SECTION F this Contract.

9) Task Order Project Manager (Chief of Party) Communications with the USAID COR: The Contractor's Chief of Party shall provide weekly email updates or as required to the COR and hold monthly or quarterly (or as agreed by the COR) coordination meetings with the COR for the duration of this Contract. The Contractor shall promptly notify the USAID Contracting Officer (CO) and the USAID COR of any problems, delays, or adverse conditions, which materially impair the Contractor's ability to meet the requirements of the Contract.

Health Facilities Assessment/Pre-Design Investigation:

Following USAID's approval of the list of health facilities selected for infrastructure upgrades, the Contractor shall conduct a detailed site assessment for each of the health facilities and document the rehabilitation/construction works required for the facilities to meet MOH standards for providing both basic and comprehensive emergency obstetric and newborn care. The assessment

shall cover the following infrastructure: 1) operating theatres, 2) delivery rooms, 3) neonatal units, 4) medical waste disposal (e.g. incinerators), 5) water supply, and 6) power supply. **The assessment shall include a detailed assessment of the building structures, electrification, and plumbing.** The assessment should entail a complete report of all the required work for each of the six (6) infrastructure areas, at each of the health facilities (recognizing that some of the work might not be implemented because it could lead to an overly expensive rehabilitation/expansion or a budget over-run). The decision to include or exclude such work will be determined by USAID. Site visits will be coordinated between the Contractor and representatives from MOH, District Offices (e.g. district engineers), and each health facility. The Contractor shall visit the sites and submit for review and approval a detailed report that includes, but is not limited to, the following:

1) Field surveys of existing buildings within the health facility limits and areas of any proposed buildings/structures.

2) Field verifications of existing services (e.g. location of electrical and mechanical installations, sewage facilities, etc.) making sure there are no obstacles on any proposed construction location.

3) Facilities Assessment: The Contractor shall conduct a detailed assessment of the functionality and condition of the following: 1) operating theatres, 2) delivery rooms, 3) neonatal units, 4) medical waste disposal, 5) water supply, and 6) power supply at each health facility.

4) Site Photographs: The Contractor shall include at least 12 high quality digital photos per site, documenting the site pre-existing conditions including information on where photos were taken (shown on a site plan) and any related information.

5) Environmental Concerns: The contractor shall include as part of the site assessment the identification of any potential environmental concerns. The site assessment shall include an initial screening for potential environmental impacts. Completion of site specific Environmental Mitigation and Monitoring Plans (EMMP) shall be prepared as part of the assessment and design component of this Contract in accordance with the Initial Environmental Examination (See SECTION J – LIST OF ATTACHMENTS).

6) Cost Estimate: The contractor shall include as part of the site assessment a preliminary estimate of the cost of construction works at each of the health facilities. The cost estimate shall be based on locally available materials, equipment, and labor.

7) Health Facilities Assessment Report: The Contractor shall submit a consolidated assessment report for all of the sites, including recommended infrastructure upgrades for each health facility. The report shall include heath facility site data, site plans, description of existing health facilities and their conditions, and photo documentation. The format and contents of this report shall be pre-approved by USAID. The assessment report and recommendations will be submitted to the COR for review and approval before initiating detailed planning, design, and cost estimation.

8) General Advice and Support Related to the Health Facilities Assessment: Provide general advice and support to USAID and other entities authorized by USAID in the implementation of the health facilities assessment.

9) Coordination with Stakeholders: Coordinate activities with appropriate stakeholders including the concerned beneficiaries in order to verify the requirements for the facility.

Note: The Contractor must submit the Final Health Facility Assessment to USAID for review and approval before continuing to the Design Phases.

Architect-Engineer Design Services:

Soil Investigations for Facility Expansions/Structures:
The Contractor shall be fully responsible for selecting and appointing a soil investigation sub-contractor. The Contractor shall verify the land to be used for any building expansions/external work in terms of size, location, and any other information and drawings, which might be required and shall define the soil investigation project.

The Contractor shall obtain the MOH approval for the final soil investigation report.

Concept Design Services:
The Contractor shall develop site-specific designs for each health facility, which will be considered 35% design progress and shall be cleared by USAID and the MOH. This task shall include preparation of drawings and a conceptual design report. The drawings and report shall take into consideration the relevant factors; which include, but are not limited to:

1) Location (new structures/facility expansions):
   - Accessibility
   - Environmental quality
   - Land availability (for potential future expansion)
   - Proposed new structure/expansion fits within the overall site master plan and has no negative impact on existing health facility functions
   - Appropriate land topography
   - Minimize external works (retaining walls, excavation and filling)
   - Connecting to existing utilities and services (e.g. electric/water)

2) Orientation (new structures/facility expansions):
   - Minimize exposure to undesirable sunlight
   - Make maximum use of prevailing winds for ventilation
   - Provide for adequately designed window-shades (fixed or movable)
   - Preserve existing vegetation, especially trees

3) Spatial Requirements:
   - Improved functionality, circulation patterns, and efficient space usage within the existing health facility and with the proposed renovation/expansions
   - USAID/Uganda will not build/renovate any structures requiring multi-story construction.
   - Appropriateness of additional spaces and external spaces

4) Environmental Standards:
   - Appropriate acoustic standards ensured (minimal/no reverberation, sound transmission)
   - Optimal light conditions (sizing and orientation of openings; consideration of contrast and glare as design factors)
   - Climate features of a given site should be taken into consideration, e.g. ventilation, solar radiation, average temperatures
   - Color – both from an environmental/psychological and maintenance point of view

5) Cost and Value Engineering:

The Contractor shall make its best effort to propose options that achieve the project and design requirements at the lowest cost without sacrificing quality. The design options proposed by the Contractor shall be supported by cost analysis for each of the options, comparing the cost of the proposed items to the average price of similar projects in Uganda and justification of any increase in the health facility cost. The estimated cost of construction shall be developed during early stages of the conceptual designs and is to be updated throughout the design stages. The construction costs resulting from the Contractor A&E designs shall not exceed the allocated budget by USAID.

6) Operations and Maintenance:

The Contractor shall make its best effort to propose options that minimize operations and maintenance costs. The Contractor shall include an estimate of the costs of operating and maintaining the proposed infrastructure designed.

7) Green Design:

To the extent possible, the Contractor shall incorporate “green building” design concepts. Below are illustrative areas to be considered during the design:
   - Use of energy and water saving devices and features
   - Maximize the use of natural ventilation and daylight
   - Address potential impacts of climate change and variability in designs when relevant and supported by climate information from historical records, recent trends, and future projections.

8) Proposed Systems and Materials:

Selected systems and materials shall be identified at this stage. These systems and materials shall be:
   - Available locally and from different sources, spare parts and after sale services also available locally at a reasonable price
   - Durable, easy to maintain and operate
   - Cost effective in terms of initial and long term maintenance costs

9) Timeliness:

The Contractor shall ensure full compliance with the timelines for completing tasks and for deliverables as indicated under this contract and as in the approved work plan.

10) Other Considerations:

- The Contractor shall comply with regulations and standards concerning earthquake-resistant design
- The designs shall take into consideration people with disabilities in every aspect (e.g. regarding footpaths, staircases (ramps), sanitary facilities, doors etc.). All new construction must comply with the standards for accessibility set forth in the provision "Standards for Accessibility for the Disabled in USAID Construction Contracts" (see 302.3.5.14).

Detailed Design Services:

The Contractor shall prepare the architectural, structural, electrical and mechanical detailed design for each site, which shall be submitted to USAID and MOH for clearance at 95% design progress. This task shall include preparation of drawings and a detailed design report. The contractor shall provide an updated Estimated Cost of Construction and updated estimated cost for Operating and Maintenance of the infrastructure/renovations works designed. The detailed designs shall include (but are not limited to) the following documents:

1. Architectural Works:
   - Site plan 1/200: the site plan shall clearly indicate all existing and proposed structures, works and utilities at the health facility site
   - Plans, elevations and sections 1/100
   - Furniture plans 1/100
   - Architectural details for external and internal works (variable scale) where needed
   - Finishing schedules
   - Any other plans or details as needed

2. Structural Works:
   - Soil investigation report
   - Footing plans 1/100
   - Structural reinforcement plans for slabs, beams, columns and staircases.
   - Structural details

3. Electrical and Mechanical Works:
   - Detailed plans of electrical works 1/100 (including wiring, panels, power supply, lighting points, infrastructure for equipment, etc)
   - Detailed plans of mechanical works 1/100 (including Heating, Ventilation and Air-conditioning (HVAC), firefighting, water distribution, drainage sanitary and plumbing works)
   - Coordination plans with all architectural, furnishing, electrical and mechanical elements and systems

Preparation of Solicitation Documents and Participation in the Bidding Process:

After USAID and MOH clearance of all conceptual and final design drawings, the Contractor shall prepare all tender documents required for the 100% design submittal. Design packages will be delivered in the form of a complete bid package for the solicitation of the construction. The tender documents will be prepared in the format approved by USAID. The Contractor shall prepare:

1) Tendering Requirements and contract documents according to USAID approved format

2) Design Drawings

3) Technical Specifications: shall be specific to the project, clear, concise, complete, correct and consistent

4) Bills of Quantities (BoQs)

5) Cost estimates at the preliminary and final design stages, and priced BoQs per health facility

6) Advise and assist USAID in reviewing proposals/bids and draft recommendations for awards.

7) Assist USAID with pre-proposal/pre-bid meetings for construction activities and the preparation and issuance of meeting minutes as well as drafting any necessary addenda and responses to offerors' questions.

8) Review and advise on claims and disputes as necessary. This includes support services for participation in litigation or alternative dispute resolution of claims.

Note: Any deviations or changes from the cleared 35% designs shall be cleared by USAID.

C.4.A.3 CONSTRUCTION MANAGEMENT/SUPERVISION/COMPLETION

Construction Management

The Contractor shall provide a full range of CMC services, to include but not limited to the following:

1) Coordinate with District Officials/Engineers to review the Contractor's work plans and schedules for completeness and accuracy and make recommendations to the CO/COR for approval of these submittals. Subsequent to this review the contractor will make recommendations to the CO on the issuance of the final notice to proceed to begin construction.

2) Participate in pre-construction meetings and prepare meeting minutes.

3) Review and advise the COR on quality control issues and plans. Notify the COR of non-compliance with current industry, USAID or GOU quality standards in a timely manner.

4) Review and make approval recommendations to the COR of shop drawings and submittals provided by the construction contractor.

5) Maintain project construction records, which include but are not limited to shop drawings, submittals for materials, warranties, product literature, and maintenance procedures. Prepare correspondence, certificates, notices and instructions as required for the signature of the COR.

6) Review records of the construction contractor's construction schedules and ensure that they comply with construction contract documents. Submit these schedules to the COR and recommend acceptance or rejection.

7) Advise USAID of possible problem situations (technical, legal, political, or otherwise) and construction contractors' actions, of which the contractor has become aware, that may adversely impact project implementation.

8) Participate in periodic construction implementation meetings and such additional meetings as necessary, to resolve issues impacting projects costs and schedules. If necessary, inform the COR in writing of all issues that may affect projects and suggest methods of resolution.

9) Review construction contractors' payment invoices and make appropriate recommendations for payment to the COR. Certify that completed works covered by invoices have been carried out in accordance with the requirements of the construction contracts, or otherwise indicate any deficiencies in the completion of the works.

10) Promptly examine construction contractor claims for extensions of time, payments for extra work, and other similar matters. Promptly submit appropriate recommendations to the COR.

11) In coordination with District Officials/Engineers, monitor construction and advise the COR on the progress of construction works by developing a Quality Assurance surveillance and monitoring plan. Ensure the contractor's quality control plan is sufficient to meet the requirements and intent of the approved design and to maintain control over costs and safety. Provide weekly progress highlights and detailed monthly progress reports. Reports should describe the value of completed works, problems that may require COR attention, actions taken to date by the A&E firm, the likelihood that completions could be delayed or advanced, and whether circumstances reported could affect projects costs. Reports shall include, but not be limited to, documentation of test results, mitigation of issues in environmental assessments, and project progress photographs.

12) Assist the Contracting Officer (CO) in keeping track of the status of warranties/guarantees for all awarded construction contracts and alert the Contracting Officer in writing 30 days prior to the expiration of the warranty in case the CO needs to request an extension.

13) Review all construction contractors' and manufacturers' standard manuals for delivered infrastructure, facilities, and installed equipment. Prior to facility or infrastructure handover, the contractor will promptly advise the COR and Contracting Officer regarding the validity and completeness of such manuals, noting any inconsistences, errors, or omissions.

14) Monitor, report, and take necessary measures to ensure that the construction complies with any Environmental Assessments and EMMPs and include this information in monthly reports as well as in final reports.

15) The contractor is expected to play a major role in the review analysis and in making recommendations to USAID in the event of a possible claim or litigation between the Government and the construction contractors. Also, and in the event of litigation or any alternative process between the said parties for the resolution of claims undertaken or defended by USAID, provide expert opinion and recommendations to protect USAID interests such as preparing for and serving as a witness in any public or private hearing or other forum related to projects.

16) During periods for the remedy of project defects, provide inspection services to verify completion of all work in accordance with construction contract specifications and monitor, report, and take the necessary measures to assure proper closeout of the construction contract for the project.

17) Provide miscellaneous supporting services related to projects as requested by USAID. Such services can include additional engineering and design and construction management, support to USAID that is not mentioned in the descriptions of services above but within standard A&E/CMC practices related to scope as work detailed herein.

18) Review the construction contractor's health and safety plan and make recommendations to the COR for approval or revision.

Construction Contract Completion

1) In a timely manner, conduct the necessary inspections and determine the remaining works to be completed. Inspections should be conducted together with relevant USAID and GOU staff. When remaining works are satisfactorily completed, promptly provide a recommendation regarding the issuance of Certificates of Substantial or Final Completion by USAID and/or relevant GOU entities.

2) Upon completion of works, review, certify, and ensure that as-built drawings as well as any other documentarian required in the construction contracts are submitted properly.

3) Review any required operation and maintenance (O&M) manuals before submission to USAID.

4) Prepare an assessment of the construction contractor's overall performance to include but not be limited to quality of work, schedule maintenance, cost controls, and other relevant data necessary to give a performance record for future consideration.

NUDEIL

C.4.B.1 PROJECT OBJECTIVE

USAID/Uganda is seeking services to oversee and provide assistance for projects financed through the Northern Uganda Development of Enhanced Governance, Infrastructure, and Livelihoods (NUDEIL) program and implemented by the local district governments of Amuru, Gulu, Kitgum,

Lamwo, Nwoya and Oyam. The Contractor will work with district engineers based in NUDEIL districts and the USAID activity manager for NUDEIL to help conduct quality assurance oversight of unfinished projects (see ATTACHMENT 7) to enable districts to pay contractors, perform verification of a government assessment of completed projects, and if needed, oversee the completion of new projects.

The provision of oversight and support to district government offices including but not limited to the Financial Management and Engineering Offices in the districts of Amuru, Gulu, Kitgum, Lamwo, Nwoya and Oyam will include the following tasks:

Unfinished Projects

1) Quickly mobilize and develop a timeline and plan in consultation with USAID and NUDEIL districts to pave the way for completion and payment for 28 NUDEIL projects not yet completed from the three tranches of prior funding (see ATTACHMENT 7). Tasks will include oversight and supervision of procurement documents and construction, and ensuring that projects are in compliance with GOU and USAID requirements under the NUDEIL Operational Plans and ATTACHMENT 6.

2) For the thirteen projects that have ongoing works:
    - Six of the thirteen are ongoing on the original terms of the contract. For these projects, the Contractor shall conduct supervision of the work through the defects liability period, bring contracts up to date, and make recommendations to USAID whether to allow payments to be made to the construction contractor.
    - Seven of the thirteen have contracts with modifications that require USAID approval. The Contractor shall review the scopes of work, make sure they are in compliance with GOU and NUDEIL requirements and standards, and make recommendations to USAID whether to approve the modification. Once the scopes of work have been approved, the Contractor shall conduct supervision of the work through the defects liability period, bring contracts up to date, and make recommendations to USAID whether to allow payments to be made to the construction contractor.

3) For nine projects that have been abandoned by the construction contractor:
    - Assist with the development and approval of scopes of work, make sure they are in compliance with GOU and NUDEIL requirements (as detailed in ATTACHMENT 6) and standards, ensure districts are properly putting out bids in accordance with government and USAID requirements. Once a construction contractor has been selected, the Contractor shall conduct supervision of the work through the defects liability period, and make recommendations to USAID whether to allow payments to be made to the construction contractor.

4) For the six road projects that are completed but require additional work:
    - Design or review designs of the culverts described in the Annex, make sure they are in compliance with GOU and NUDEIL requirements and standards, ensure districts are properly putting out bids in accordance with government and USAID requirements. Once a construction contractor has been selected, the Contractor

shall conduct supervision of the work through the defects liability period, and make recommendations to USAID whether to allow payments to be made to the construction contractor.

Assessment of Completed Projects

1) Provide assessment, quality assurance and verification of 15 percent of completed works randomly chosen from tranches 1, 2, and 3. This task will help USAID verify the contents of a report to be produced by the GOU documenting the status of all of the projects, repairs that are needed, and the estimated cost of those repairs. The Contractor will:

a) Build relationships with district local governments and contractors
The Contractor will meet with key district political and technical officers and contactors to clarify specific roles and responsibilities of the Program. To facilitate the introductions, the contractor will request that USAID write to each District Office to explain the nature of the work.

b) Review the contracts, specifications and project records
After meeting with the local officials, the Contractor will then review the contracts, drawings, and specifications to gain an understanding of the nature of each subproject. They will review the payment information to understand what work has been paid and what has not been paid.
The Team will make note of any documented change orders or contract variances.

c) Verify the status of each project
Upon completion of the initial analysis of the documentation, the Contractor will then conduct site visits to each project. To facilitate a quick and smooth verification of completed projects or completed parts, the team will try to conduct these site visits with the district local government teams, ideally the district engineering officer.
During the site visit, the Contractor will:
    - Record GPS coordinates at all visited sites and confirm that they match NUDEIL GPS coordinates for the sites
    - Confirm that the works on sites match the described works in the contract documentation
    - Conduct a rapid visual assessment of the quality of the works and note any significant deterioration
    - Complete a review form

d) Compile a status report for each project
Based on the results of the analysis of the documentation and the site visits, the Contractor will finalize its recommendations for each project. The results of the investigation and the recommendations will be compiled into a report that includes the following:
    - Project details: project name, contractor, location, GPS, short description of the works
    - Project status: percentage complete, observations from the site visit
    - Payment status: details on the invoices paid to date and those that are outstanding
    - Recommendations for closing out the project

If the documentation is complete and the works appear to match the contract, then the recommendation would be for USAID to authorize the payments. If there are issues that need to be resolved, these will be clearly documented.

To allow for the rapid close-out of the projects that do not have complications, the Contractor will submit an interim report after completing the visits in each district with the projects that can be easily closed while it continues to work on the more difficult projects.

INFRASTURUCTURE FOR BIODIVERSITY

C.4.C.1 PROJECT OBJECTIVE

Protected areas in Uganda would greatly benefit from improved basic infrastructure that will help park staff better operate and manage PAs and Central Forest Reserves. This activity seeks to support the infrastructure needs in the biodiversity sector through the provision of high quality, environmentally sound, and properly designed and constructed infrastructure and facilities.

Overall objectives:

1. Improve the monitoring and management of wildlife and forest resources in target PAs by increasing access for ranger patrols and enhancing and increasing water supplies for both park staff and wildlife; and

2. Increase the capacity of UWA and NFA to plan, design, construct and operate infrastructure and facilities that support ongoing PA management.

Given the high level of environmental sensitivities and biodiversity concerns within PAs, environmental and biodiversity protection, as well as the mitigation of negative impacts, must play a central role in the design and construction management of the activities discussed herein.

This activity will contribute to and closely coordinate with the USAID/Uganda Biodiversity Program and NFA support activities.

C.4.C.2 GENERAL REQUIREMENTS:

Through this contract, the A&E firm will work with and provide support to USAID and UWA, NFA and other GOU entities whose role is related to the activities to be undertaken to improve the selected infrastructure. The exact infrastructure and facilities for which the contractor will provide A&E and CMC services will be identified through close coordination and discussions with the receiving and/or relevant GOU organizations. While USAID will identify such facilities to the contractor, the contractor, in close coordination with relevant GOU entities, is expected to play a major role in identifying and planning the infrastructure and facilities to be implemented.

Design packages will be delivered in the form of complete bid packages for the solicitation of selected infrastructure/facilities. All design package documents must be technically sound and comply with relevant industry design and construction standards and codes, as well as USAID's own environmental, safety, and other requirements for infrastructure and/or construction activities. During the design phase, the contractor will consult with relevant GOU entities to ensure the

proposed activities are in compliance with the applicable GOU design standards, codes, regulations and development plans unless a specific waiver is granted.

During the construction phase, the contractor will provide CMC services, performing all required tasks including: overseeing all construction, working directly with the construction contractor(s) to ensure infrastructure and facilities are constructed safely and responsibly to meet design specifications; performing final inspections of completed works against design plans; and other related tasks. Throughout this process, the contractor will keep USAID informed of the progress of implementation.

The contractor must provide personnel with the requisite knowledge, ability, skills, facilities, equipment, materials and other resources necessary to perform the tasks included or implied in this Statement of Work in an efficient and effective manner. Services to be provided under this award are expected to include, but may not be limited to full architectural and/or engineering design packages, including all related documentation, for roads, bridges, water dams, water storage reservoirs, water conveyance infrastructure and other infrastructure or facilities as identified. In addition, the contractor will provide CMC services for all projects designed under this award, as well as other construction activities as identified by USAID. The contractor may also be requested to provide other infrastructure- or construction-related tasks, such as operation and maintenance training, infrastructure planning activities, warehouse and inventory management training, or other tasks as identified by USAID.

General Management and Administrative Support:

The Contractor shall provide general management and administrative support, to include but not limited to the following:

1. General Advice and Support: Provide general advice and support to USAID, and other entities authorized by USAID in the implementation of this project.
2. Overall Management and Administrative Support: Provide overall management and administration of the Contract, including establishing staff, managing and maintaining an Engineering and Construction Management office in Kampala, as well as temporary project site offices during the provision of CMC services, as appropriate and approved by USAID.
3. Management Systems: Provide and ensure the proper, efficient, and uniform use of modern management and administration, accounting practices, information technology, communications, reporting, human resource management, property control, security, records, and other systems required to comply with the terms and conditions of the Contract.
4. Utilization of Staff and Facilities: Provide and ensure the effective, efficient, safe, and proper use of staff, office space, and other facilities as required to implement this Contract. Local and/or international professional and support staff shall be mobilized to meet the project needs. Employment of local engineering and construction management subcontractors is highly encouraged and recommended for the purpose of supporting the local economy, efficient acquisition of local permits and approvals, minimizing cost of services, and providing capacity building opportunities for local firms.
5. Security: Provide a reasonable level of security for all contract and subcontract personnel, facilities, and equipment.

6. Property Control: Procure, assign, and ensure the proper and efficient control and use of USAID-funded expendable and non-expendable property.
7. Data Base Development and Management: During the term of the Contract, the Contractor may be required to establish and manage data bases, which could support varied activities and analysis for the program.
8. Reports Required Under This Contract: Prepare and submit all reports required under this Contract. This function relates to the preparation and submission to USAID of all reports and other deliverables specifically specified in SECTION F this Contract.
9. Task Order Project Manager (Chief of Party) Communications with the USAID COR: The Contractor's Chief of Party shall provide weekly email updates or as required to the COR and hold monthly or quarterly (or as agreed by the COR) coordination meetings with the COR for the duration of this Contract. The Contractor shall promptly notify the USAID Contracting Officer (CO) and the USAID COR of any problems, delays, or adverse conditions, which materially impair the Contractor's ability to meet the requirements of the Contract.

Specific services that the contractor shall provide include, but are not be limited to, the following:

1. Provide support in connection with the identification of potential infrastructure projects in the areas listed below that meet USAID and GOU goals and objectives, as previously discussed. Such support may include the preparation of cost estimates; prospective schedules for project completions; review previous standard or specific designs of potential infrastructure or facilities; serve as a source of information and data; evaluate alternative approaches; assessments of the sustainability of the benefits; identify and overcome obstacles in order to achieve project objectives; and offer advice concerning the practicality of undertaking specific projects. ***Note: The Contractor must submit a Biodiversity Infrastructure/Facility Assessment that includes a prioritized list of recommended infrastructure/facilities to USAID for review and approval before continuing to the Design Phases.***
2. Complete full design packages for identified projects. These packages shall be delivered to USAID in the form of completed bid-packages for the solicitation of the construction of the projects. They will include all design and construction-related documentation, including, but not limited to, design plans, bills of quantities, cost estimates, technical specifications (these shall be specific to the project, clear, concise, complete, correct and consistent), and any other documents required for the construction works solicitations.
3. When developing the design packages, undertake all necessary assessments and research, such as hydraulic or hydrologic analysis, geotechnical/geological analysis and identification of possible borrow sources of construction materials, archeological surveys of areas to be flooded, weather, exiting and/or required utilities, environmental assessments, surveying, incorporation of seismic risks, or any other required research, as appropriate. This includes the conducting of environmental reviews and preparation of mitigation measures and environmental assessments in accordance with 22 CFR 216. Additionally, all projects should comply with USAID disability access requirements, outlined in the USAID Policy on Standards for Accessibility for the Disabled in USAID-Financed Construction.
4. Prior to developing new designs, gather all available designs for such activities from GOU organizations, such as standard or previously completed designs, and will assess these for

application or adaptation prior to beginning new designs. To the extent possible, responsible, and reasonable, the contractor will use GOU designs prior to developing new designs.

5. To the extent possible, the Contractor shall incorporate "green" design concepts. Below are illustrative areas to be considered during the design:
    - Use of energy and water saving devices and features
    - Maximize the use of natural ventilation and daylight
    - Address potential impacts of climate change and variability in designs when relevant and supported by climate information from historical records, recent trends, and future projections.
6. For each facility, develop a plan to obtain geo-referenced dataset for GIS applications. This dataset will be populated during construction. USAID wants to be able to incorporate geographical/spatial data into management, evaluation, and planning. Thus, GIS metadata and data will soon be required for most construction projects. The dataset should include reference model/coordinate system, coordinates of salient features and area, size, construction material type (eg, asphalt versus concrete road), and other spatially relevant features. Contact the Mission GIS office for further guidance. This can be part of any CADD development or documentation.

Projects supporting biodiversity management anticipated under this award may include, but are not limited to, the following:

Embankment Dams for Water Storage: UWA would like to construct one or more earthen dams to increase water availability to wildlife in the drier areas of Kidepo Valley National Park. UWA has selected areas within the park for the location of these dams. The contractor must perform all hydrologic, hydraulic, surveying, and other research required to develop a sound, sustainable design. This research will also inform a design that can satisfy the requirements of supplying adequate water to wildlife throughout the longest dry season in the area without drying up before the rains return. In addition, the contractor should include procedures that will enable UWA to carry out periodic maintenance of these dams. The dams designed should be safe for animals to use without drowning or injuring themselves, and should minimize disease transmission to the extent possible.

Water supply to ranger outposts: To enable UWA rangers to effectively monitor wildlife in the focus PAs, ranger posts need to be strategically located, accessible via roads, and have reliable and safe drinking water supplies to contribute to the rangers' health and hygiene. UWA has proposed drilling boreholes in various strategic locations in Kidepo in order to provide access to clean drinking water for park rangers. The contractor shall determine the feasibility of such locations, and develop alternative borehole locations of potable water supply and conveyance designs to achieve project goals. Ultimately, the designs should represent the most effective method for supplying potable water to these outposts. The designs and specifications should comply with all the laws, regulations and policies in Uganda related to water, and should consider seasonal variations in water supplies. If a potable water source cannot be identified, the contractor must propose on-site treatment options that are relatively easy to construct and to maintain.

Bridges and other river/stream crossings: River crossings will improve accessibility for ranger patrols within the PAs throughout the seasons, which will improve management of remote areas. . Some key stream crossing sites are situated in sandy and boggy areas and will require detailed surveying,

geotechnical and hydraulic analysis, and other research to inform sound and sustainable designs. The designs and specifications should be in full compliance with the GOU's Ministry of Works and Transport requirements and codes.

Roads and Patrol Trails: UWA and NFA intend to create new roads, as well as rehabilitate others in the PAs. The contractor, in consultation with these organizations, will be required to map out these roads and prepare recommendations for the most feasible options for each new or rehabilitated road design and specifications must be in compliance with the GOU's Ministry of Works and Transport requirements and codes.

Detailed Design Services for new built infrastructure:

The Contractor shall prepare the architectural, structural, electrical and mechanical detailed design for each selected building site, which shall be submitted to USAID and the GOU for clearance at 95% design progress. This task shall include preparation of drawings and a detailed design report. The contractor shall provide an updated Estimated Cost of Construction and updated estimated cost for Operating and Maintenance of the infrastructure/renovations works designed. The detailed designs shall include (but are not limited to) the following documents:

4. Architectural Works:
    - Site plan 1/200: the site plan shall clearly indicate all existing and proposed structures, works and utilities at the health facility site
    - Plans, elevations and sections 1/100
    - Furniture plans 1/100
    - Architectural details for external and internal works (variable scale) where needed
    - Finishing schedules
    - Any other plans or details as needed

5. Structural Works:
    - Soil investigation report
    - Footing plans 1/100
    - Structural reinforcement plans for slabs, beams, columns and staircases.
    - Structural details

6. Electrical and Mechanical Works:
    - Detailed plans of electrical works 1/100 (including wiring, panels, power supply, lighting points, infrastructure for equipment, etc)
    - Detailed plans of mechanical works 1/100 (including Heating, Ventilation and Air-conditioning (HVAC), firefighting, water distribution, drainage sanitary and plumbing works where relevant)
    - Coordination plans with all architectural, furnishing, electrical and mechanical elements and systems

Preparation of Solicitation Documents and Participation in the Bidding Process:

The contractor shall support procurement of the construction contract as follows:

1) Assist in the preparation of cost estimates for projects selected by USAID.

2) Assist USAID with pre-proposal/pre-bid meetings for construction activities and the preparation and issuance of meeting minutes as well as drafting any necessary addenda and responses to offerors' questions.
3) Advise and assist USAID in reviewing proposals/bids and draft recommendations for awards.
4) Review and advise on claims and disputes as necessary. This includes support services for participation in litigation or alternative dispute resolution of claims.

C.4.C.3 CONSTRUCTION MANAGEMENT/SUPERVISION/COMPLETION

Construction Management

The Contractor shall provide a full range of CMC services, to include but not limited to the following:

1) Coordinate with District Officials/Engineers to review the Contractor's work plans and schedules for completeness and accuracy and make recommendations to the CO/COR for approval of these submittals. Subsequent to this review the contractor will make recommendations to the CO on the issuance of the final notice to proceed to begin construction.

2) Participate in pre-construction meetings and prepare meeting minutes.

3) Review and advise the COR on quality control issues and plans. Notify the COR of non-compliance with current industry, USAID or GOU quality standards in a timely manner.

4) Review and make approval recommendations to the COR of shop drawings and submittals provided by the construction contractor.

5) Maintain project construction records, which include but are not limited to shop drawings, submittals for materials, warranties, product literature, and maintenance procedures. Prepare correspondence, certificates, notices and instructions as required for the signature of the COR.

6) Review records of the construction contractor's construction schedules and ensure that they comply with construction contract documents. Submit these schedules to the COR and recommend acceptance or rejection.

7) Advise USAID of possible problem situations (technical, legal, political, or otherwise) and construction contractors' actions, of which the contractor has become aware, that may adversely impact project implementation.

8) Participate in periodic construction implementation meetings and such additional meetings as necessary, to resolve issues impacting projects costs and schedules. If necessary, inform the COR in writing of all issues that may affect projects and suggest methods of resolution.

9) Review construction contractors' payment invoices and make appropriate recommendations for payment to the COR. Certify that completed works covered by invoices have been carried out in accordance with the requirements of the construction contracts, or otherwise indicate any deficiencies in the completion of the works.

10) Promptly examine construction contractor claims for extensions of time, payments for extra work, and other similar matters. Promptly submit appropriate recommendations to the COR.

11) In coordination with District Officials/Engineers, monitor construction and advise the COR on the progress of construction works by developing a Quality Assurance surveillance and monitoring plan. Ensure the contractor's quality control plan is sufficient to meet the requirements and intent of the approved design and to maintain control over costs and safety. Provide weekly progress highlights and detailed monthly progress reports. Reports should describe the value of completed works, problems that may require COR attention, actions taken to date by the A&E firm, the likelihood that completions could be delayed or advanced, and whether circumstances reported could affect projects costs. Reports shall include, but not be limited to, documentation of test results, mitigation of issues in environmental assessments, and project progress photographs.

12) Assist the Contracting Officer (CO) in keeping track of the status of warranties/guarantees for all awarded construction contracts and alert the Contracting Officer in writing 30 days prior to the expiration of the warranty in case the CO needs to request an extension.

13) Review all construction contractors' and manufacturers' standard manuals for delivered infrastructure, facilities, and installed equipment. Prior to facility or infrastructure handover, the contractor will promptly advise the COR and Contracting Officer regarding the validity and completeness of such manuals, noting any inconsistences, errors, or omissions.

14) Monitor, report, and take necessary measures to ensure that the construction complies with any Environmental Assessments and EMMPs and include this information in monthly reports as well as in final reports.

15) The contractor is expected to play a major role in the review analysis and in making recommendations to USAID in the event of a possible claim or litigation between the Government and the construction contractors. Also, and in the event of litigation or any alternative process between the said parties for the resolution of claims undertaken or defended by USAID, provide expert opinion and recommendations to protect USAID interests such as preparing for and serving as a witness in any public or private hearing or other forum related to projects.

16) During periods for the remedy of project defects, provide inspection services to verify completion of all work in accordance with construction contract specifications and monitor, report, and take the necessary measures to assure proper closeout of the construction contract for the project.

17) Provide miscellaneous supporting services related to projects as requested by USAID. Such services can include additional engineering and design and construction management, support to USAID that is not mentioned in the descriptions of services above but within standard A&E/CMC practices related to scope as work detailed herein.

18) Review the construction contractor's health and safety plan and make recommendations to the COR for approval or revision.

Construction Contract Completion

1) In a timely manner, conduct the necessary inspections and determine the remaining works to be completed. Inspections should be conducted together with relevant USAID and GOU staff. When remaining works are satisfactorily completed, promptly provide a recommendation regarding the issuance of Certificates of Substantial or Final Completion by USAID and/or relevant GOU entities.

2) Upon completion of works, review, certify, and ensure that as-built drawings as well as any other documentarian required in the construction contracts are submitted properly.

3) Review any required operation and maintenance (O&M) manuals before submission to USAID.

4) Prepare an assessment of the construction contractor's overall performance to include but not be limited to quality of work, schedule maintenance, cost controls, and other relevant data necessary to give a performance record for future consideration.

C.5 QUALITY ASSURANCE REVIEWS AND QUALITY CONTROL

Contractor shall draft plan for quality assurance reviews and quality control following A&E quality assurance best practices which include but are not limited to: proposing well-developed communication channels, documentation standards, checklists outlining processes, decisions about amount and type of review are made on a risk-based scale, plan for sign offs.

C.6 PLANS AND REPORTS

All plans and reports are to be delivered electronically, in searchable, editable formats to the COR and Contracting Officer at USAID/Uganda. All due dates are indicated in SECTION F.

C.6.1 Annual Work Plan

The Contractor must prepare and submit an Annual Work Plan coordinated with and updating the overall project Critical Path Method, subject to written COR approval, and consisting of the following content:

1) Critical path benchmarks, inputs (for example, LOE by prime and subs), and outputs contributing to achievement of each task.

2) Gantt chart (or Critical Path Method, as appropriate) that sets out all tasks to be completed, individual responsibilities for task completion, task durations, critical paths for task completion, and the corresponding deliverables.

3) Plan to address environmental concerns and mitigation efforts in protected areas.

4) A detailed budget with an analysis of available pipeline, costs to be incurred for achieving the

project outputs.

Amendments to the Annual Work Plan may be proposed by either USAID or the A&E Contractor and are subject to written approval by the COR. The A&E Contractor must ensure consistency between all terms of this Task Order and the Annual Work Plan and notify the USAID CO immediately of any discrepancies. In an annex to the Annual Work Plan, the Contractor must include a Procurement Plan indicating milestones for completion of required procurements, if any, necessary to carry out the work. The Procurement Plan must include a budget for commodities and services to be procured and methods of procurement. Procurements over $500 are subject to advance written CO approval.

Work plans for the assessment of completed NUDEIL projects and NUDEIL Tranche 4 will be submitted to USAID when requested.

C.6.2 Bi-weekly Progress updates

The Contractor shall provide bi-weekly updates, in the form of emails, to the USAID COR. Theses updates should, at a minimum, provide a brief status update for all ongoing or upcoming activities, including both design and CMC works. Any current or potential problem areas should be presented along with recommendations of their resolution. All other updates or areas of concern related to activity implementation should be presented and address as well. Additional items to be included may be added by the COR as needed.

C.6.3 Monthly Progress Meetings and Reports

The contractor shall hold monthly meetings with USAID to discuss progress and resolve problems for each of the design packages and/or construction management activities. Prior to and in conjunction with such meetings the Contractor must submit to the COR and Contracting Officer a brief Monthly Progress Report (not to exceed 10 pages). The report will serve as a key tool by which USAID/Uganda monitors the performance of the Contractor. Minimum content includes:

1) Executive Summary of current activities.

2) Presentation of major problem areas, current or foreseen, together with recommendations for resolving these problems and attendant schedules for their resolution, and persons/parties responsible for the required actions.

3) Anticipated activities for the coming month.

4) Presentation of progress accomplished versus progress scheduled in narrative as well as in table and graph format. In addition, summary schedule updates are to be included. When appropriate, a discussion is to be included for any significant potential or actual cost escalation and/or slippage in schedule and the steps being taken to avoid such or make recovery.

5) Summary of current environmental protection and/or mitigation efforts

6) USAID indicator reporting.

7) Log accounting and summary of progress for each individual design and/or construction management activity.

8) Project photos.

9) One "project story" narrative, highlighting a specific activity underway, no longer than 250 words.

10) Specific to NUDEIL activities, monthly reports must include an annex detailing individual certifications completed and payments made in each target district to be submitted to the USAID COR, NUDEIL program manager and District Government officials. This annex will be in matrix format and will include basic information such as project name, location, GPS coordinates, estimated cost, certified payment value, final cost, and percentage complete. The matrix will also contain information on sites visited for certification where certification could not be made and what the basis was for finding that the payment request could not yet be certified. The report should be disaggregated by district. The Contractor must participate at regular NUDEIL management meetings, if district-level NUDEIL meetings are held.

Final details on the format of the format of this report will be developed in consultation with the COR upon award of the contract.

C.6.4 Quarterly Financial Accruals Report
The Contractor shall submit to the COR a report on expenditures accrued during the previous federal fiscal quarter reporting period and projected accruals for the next federal fiscal quarter.

C.6.5 Construction Activity Completion Reports
Within 30 days after substantial completion of each construction activity, the contractor shall submit an Activity Completion Report to the USAID COR.

C.6.6 Final Report
The contractor shall, no less than 30 days prior to the completion date of the contract, provide an assessment of the project's success at implementing the project activities. The report shall provide details on at least the following elements:

a. Impediments faced in implementing the strategies developed;

b. An assessment of the sustainability of any activities supported through this project;

c. An assessment of current conditions in each of the key component areas;

d. Lessons learned and recommendations to USAID/Uganda should it ever engage in similar work activities; and

e. A summary of handover activities and closeout coordination with GOU organizations and USAID.

The final report shall also provide a summary of financial expenditures and remaining balance, if any, under the contract. One copy of the report shall be sent to the Contracting Officer and one copy to the COR.

Schedule of Tasks and Reporting Schedule
The A&E Contractor shall submit reports, and the reporting scheule or outputs as itemized below to the COR. All reports and other deliverables shall be in the English language.

Periods for planning and reporting must conform to the USG Fiscal Year (October 1 to September 30).

	Schedule of Tasks and Reporting Schedule	**Content Description**	**Due Date**	**Review/ Acceptance Period**
1	Annual Work Plan	C.8.1	30 days after award date and subsequently, September 1, each year (firm due date)	One week
2	Bi-weekly Progress Updates	C.8.2	NLT 20th of each calendar month reporting on previous two weeks	N/A
3	Monthly Progress Reports	C.8.3	NLT 5th of each calendar month reporting on previous calendar month (firm)	One week
4	Quarterly Financial Accruals Reports	C.8.4	Twentieth day of December, March, June and September (firm due date)	One week
5	Draft Health Facilities Assessment		**120 days post award**	
6	Final Health Facilities Assessment		**150 days post award**	
7	Draft Biodiversity Infrastructure/Facility Assessment		**150 days post award**	
8	Final Biodiversity Infrastructure/Facility Assessment		**180 days post award**	
9	Conceptual Designs Submittal (35%)		**TBD based on Work plan submitted**	
10	Detailed Designs Submittal (95%)		**TBD based on Work plan submitted**	
11	Tendering Packages (100%)		**TBD based on Work plan submitted**	
12	Construction Management Stage/Construction Completion Reports	C.8.5	**TBD based on Work plan submitted**	
13	NUDEIL Projects Assessment Report	C.8.6	**TBD based on Work plan**	

			submitted	
14	Final Report	C.8.7		

C.7 UWA AND NFA TECHNICAL STAFF DEVELOPMENT

To the extent possible, the contractor shall work directly with GOU technical staff when performing technical tasks, such as design works, cost-estimate development, construction supervision activities, etc. Building the capacity of GOU organizations to implement design, CMC, and construction activities efficiently and effectively is a major goal of this award. Significant effort should be made to provide support and on-the-job training to relevant GOU technical staff to build such capacity.

C.8 LOCAL SUBCONTRACTING

While the Contractor is responsible for the on-time, on-budget completion of the statement of work, the use of an experienced, qualified Ugandan A&E firm as a subcontractor for this work is essential for success in the Ugandan context to the maximum extent possible. The prime Contractor must determine the complementary subcontractor expertise required to support the navigation of the myriad of local construction requirements, and identify and take action to mitigate the risks of cost overruns and delays during design, tender and construction.

The Contractor must provide oversight of its subcontractor(s).

C.9 GENDER CONSIDERATIONS

It is essential that the Contractor be cognizant and considerate to gender specific issues, priorities and norms in the Ugandan context. All activities must be gender sensitive, including during the assessment, design, and construction phases.

C.10 ENVIRONMENTAL COMPLIANCE

1) Section 117 of the Foreign Assistance Act of 1961, as amended, requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.3.11.2.b and 204 (http://www.usaid.gov/policy/ads/200/), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. The recipients' environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this RFA.

    a. In addition, the recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter will govern.

    b. No activity funded under this contract will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in an Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). Hereinafter, such documents are described as "approved Regulation 216 environmental documentation."

2) Initial Environmental Examinations (IEE) have been approved for the Program that will fund this contract. These IEEs cover activities expected to be implemented under this contract. USAID has determined that a NEGATIVE WITH CONDITIONS DETERMINATION applies to Improving Health Facility infrastructure that supports the Saving Mothers Giving Life, and NUDEIL activities. This indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The recipient will be responsible for implementing all IEE conditions pertaining to activities to be funded under this award. USAID has recommended a POSITIVE DETERMINATION for Infrastructure for Biodiversity activity. This indicates that the activity pose significant adverse environmental impacts. Therefore the activity cannot proceed until an Environmental Assessment is developed and duly approved.

3) As part of its initial Work Plan, and all Annual Work Plans thereafter, the recipient in collaboration with the USAID Contract Officer's Representative (COR) and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, will review all ongoing and planned activities under this contract to determine if they are within the scope of the approved Regulation 216 environmental documentation.

    a. If the Contractor plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it will prepare an amendment to the documentation for USAID review and approval. No such new activities will be undertaken prior to receiving written USAID approval of environmental documentation amendments.

    b. Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation will be halted until an amendment to the documentation is submitted and written approval is received from USAID.

    c. The recipient will be responsible for periodic reporting to the USAID Contract Officers' Representative, as specified in the Schedule/Program Description of this solicitation.

4) When the approved Regulation 216 documentation is an IEE that contains a Negative Determination with Conditions the recipient will prepare an environmental mitigation and monitoring plan (EMMP) or project mitigation and monitoring (M&M) plan describing how the recipient will, in specific terms, implement all IEE and/or EA conditions that apply to proposed project activities within the scope of the award. The EMMP or M&M Plan will include monitoring the implementation of the conditions and their effectiveness. If the approved Regulation 216 documentation contains a complete EMMP or project mitigation and monitoring (M&M) plan, the recipient does not need to complete a new plan. Guidance is available to assist with the EMMP and M&M process at http://www.encapafrica.org/meoEntry.htm.
    a. Integrate a completed EMMP or M&M Plan into the initial work plan.

b. Integrate an EMMP or M&M Plan into subsequent Annual Work Plans, making any necessary adjustments to activity implementation in order to minimize adverse impacts to the environment.

5) A provision for sub-grants is included under this solicitation requiring the recipient to use the Environmental Review Form (ERF) or Environmental Review (ER) checklist to screen grant proposals to ensure the funded proposals will result in no adverse environmental impact, to develop mitigation measures, as necessary, and to specify monitoring and reporting. Use of the ERF or ER checklist is called for when the nature of the grant proposals to be funded is not known well enough to make an informed decision about their potential environmental impacts, yet due to the type and extent of activities to be funded, any adverse impacts are expected to be easily mitigated. Implementation of sub-grant activities cannot go forward until the ERF or ER checklist is completed by the recipient and approved by USAID. The recipient is responsible for ensuring that mitigation measures specified by the ERF or ER checklist process are implemented and addressed in annual reports. Guidance is available to assist with the ERF and ER checklist process at http://www.encapafrica.org/meoEntry.htm
    a. The Contractor will be responsible for periodic reporting to the USAID COR as specified in the Activity Description.

6) USAID anticipates that environmental compliance and achieving optimal development outcomes for the proposed activities will require environmental management expertise.

7) Cost and technical proposals must reflect environmental documentation preparation costs and approaches where applicable. This may include costs towards the preparation of Environmental Assessments and an environmental mitigation and monitoring plans (EMMP) during the post award stage. The Contractor will be expected to comply with all conditions specified in the approved IEE.

8) USAID anticipates that environmental compliance and achieving optimal development outcomes for the proposed activities will require environmental management expertise. The contractor should include their approach to achieving environmental compliance and management**,** to include: illustrative budget for implementing and monitoring the environmental compliance activities; EA /EMMP.

[END OF SECTION C]