

July 23, 2013

Dear Vendors,

Subject: Attn: G6K - RFP - Solicitation, PR2642573 - PAS Architectural Design & Engineering Consultancy Services

The U.S. Embassy, Kabul, Afghanistan is pleased to invite all qualified vendors for an (RFP) Solicitation, for Architectural Design & Engineering Consultancy services for the Public Affairs Section (PAS).

1. Background

From FY 2010 through FY 2013, the Public Affairs Section (PAS) of the U.S. Embassy in Kabul, Afghanistan has awarded eight (8) grants to build a variety of structures primarily on the campuses of universities throughout Afghanistan. These include five Media Operations Centers and two women's dormitories. A complete list of construction projects can be found in Appendix A.

2. Objectives

The objective of this contract is to provide engineering services to include inspection, monitoring, and evaluation of ongoing construction operations performed by the Construction Contractor (CC) at each of the designated construction sites in Appendix A to ensure quality control; to report on any deficiencies in either design or construction; to identify potential safety or security hazards on construction sites; and to monitor CC's construction schedule to assure timely project completion.

3. Requirements

The contractor shall provide consultancy services to include:

1. Developing an overall Project Control Document with a detailed project plan.
2. Developing and managing a quality assurance program to ensure all construction work is performed in accordance with the terms and conditions of the construction contract.
3. Performing inspections of the work and enforcing contract QC requirements.
4. Observing, inspecting and evaluating the construction work to ensure that proper standards of construction quality and contract compliance are being met by the CC.
5. Identifying architectural and engineering problems in either design or construction.
6. Identifying and providing early notification to the COR of any potential schedule slippages.

7. Monitoring the CC's construction schedule to assure timely project completion.
8. Advising the COR of any situation which might make the Government liable for claim action by the CC.
9. Monitoring and reviewing contract site conditions to identify potential unsafe practices and security concerns.
10. Assisting in the evaluation of contractor proposed substitutions
11. Reviewing drawings, specifications, and other project documents.
12. Providing construction monitoring services.
13. Putting into effect a quality control program that will require contractors and consultants to thoroughly review and coordinate all project data prior to submittals.
14. If necessary, developing a corrective action plan that identifies any deficiencies in either drawings or actual construction with recommendations for rectification.
15. Providing Contracting Officer's Representative (COR) with a Quality Assurance/Quality Control (QA/QC) program indicating the method of controlling the quality of all work produced by the Contractor and consultants.
16. Performing other similar duties as may be assigned by the COR.

4. Reviews and Reports

- 4.1 Project Control Document
- 4.2 Initial Assessment of Construction Sites
- 4.3 Corrective Action Plan
- 4.4 Quality Assurance/Quality Control

5. Staffing

5.1 General Staffing Requirements

- 5.1.1 Education and Experience
- 5.1.2 Rosters
- 5.1.3 Changes in Staffing

6. Administrative Tasks

- 6.1 Record Keeping
- 6.2 Project Control Document (PCD)
- 6.3 Invoicing
- 6.4 Meetings
- 6.5 Contractor's Project Manager

7. Quality Management and Data Collection Plans

7.1 Quality Management

7.1.1 The Plan will include an identified monitoring system covering all the services listed in this RFP and SOW. The system of monitoring to ensure that contract requirements are being met will include:

7.1.1.1 An inventory of activities to be monitored, including frequency of monitoring, samples of forms to be used in monitoring, and title/level and qualifications of personnel performing monitoring functions.

7.1.1.2 A system for ensuring that services meet requirements for timeliness, accuracy, completeness, consistency and conformity as defined in the RFP SOW.

7.1.1.3 Assurances that professional staff rendering services under the contract have met the necessary pre-requisites.

7.1.1.4 Methodology for identifying and preventing deficiencies in the quality of service before the level of performance becomes unacceptable, including a description of the Quality Improvement strategy and intervention methods.

7.1.1.5 Procedures for taking any corrective action, if needed, including a commitment to provide to Kabul PAS upon request a record of all reviews, the corrective action taken, the time the problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action.

8.2 Data Collection

The Contractor shall establish and implement a Data Collection Plan to collect, manage, and submit data and reports as directed by Kabul PAS COR. This will include collecting, managing, and submitting the data described in this SOW.

8.2.1 The Contractor's Plan shall include a description of specific measures and data analysis methods that are currently in place and/or those to be delivered to ensure the collection and reporting of required data as described in this SOW.

8.2.2 The Contractor's Plan shall include a description of how data accuracy problems will be managed and resolved including a description of current data collection, data entry, data analysis, data reporting, and/or other data accuracy problems and actions already taken.

8.2.3 The Contractor shall agree to participate in regular collaborative meetings where data and progress will be reviewed. These meetings will serve as the basis for making any mid-course service corrections to the PCD, Project Schedule, and/or the agreed upon SOW.

9. Schedule

Contractor shall agree to the following key deliverables schedule, not inclusive of all deliverables:

1. Develop PCD; establish method to monitor and continuously update the document.
2. Establish weekly Project Status Report.

3. Establish working relationship with key Kabul staff to provide on-going support and guidance.
4. Deliver Business/viability assessment report for each of the government identified organizations.
5. Develop corrective action/improvement plan.
6. Write monthly reports on the status of organizations implementing the corrective action/improvement plan.
7. At conclusion of contract write final report documenting the results of the various corrective action/improvement plans.

10. Place of Performance

Place of performance will be in the cities in Afghanistan listed in Appendix A.

11. Period of Performance

Period of performance shall be for **eighteen (18) months** to commence from the date of Notice To Proceed (NTP) letter.

12. Contract Discrepancy Report

Verbal notification of a Contract discrepancy will be made to the Contract Project Monitor as soon as possible whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by Kabul PAS and the Contractor. The Kabul PAS COR will determine whether a formal Contract Discrepancy Report (CDR) shall be issued. Upon receipt of this document, the Contractor is required to respond in writing to the Kabul PAS COR within five workdays, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the CDR shall be submitted to the Kabul PAS COR within 10 workdays.

13. Appendix A – List of Construction Sites for Inspection

1. Kabul University Media Operations Center, Kabul
2. Kabul University Women's Dormitory, Kabul
3. Balkh University Media Operations Center, Mazar-i-Sharif
4. Balkh University Women's Dormitory, Mazar-i-Sharif
5. Kandahar University Media Operations Center, Kandahar
6. Nangarhar University Media Operations Center, Jalalabad
7. Herat University Media Operations Center, Herat