



Dear Prospective Offeror/Quoter:

The American Embassy Vientiane, Lao P.D.R. has a requirement for a contractor to provide Architectural/Engineer Services for Parking Garage Canopy. You are invited to submit a quotation.

The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Basic information, statement of work or specification and technical qualifications.
3. Late quotation rules and evaluation method.

The Embassy plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, submit your quotation.

Return the completed SF-18 to the address shown in **Block 5a of the SF-18 by 4:00 PM, local time: on November 23, 2015. Oral quotations will not be accepted and No proposal will be accepted after this time.**

Sincerely,

A handwritten signature in blue ink, appearing to read 'Deborah D. Winters', written over a circular red stamp of the American Embassy Vientiane.

Deborah D. Winters

Contracting Officer

American Embassy Vientiane

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>	THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS- SMALL PURCHASE SET-ASIDE (52.219-4)	PAGE 1	PAGES 4
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1. REQUEST NO. PR4818755	2. DATE ISSUED 10/26/2015	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
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5A. ISSUED BY United States Embassy Vientiane Thadeua Road Kilometer 9 Vientiane Lao PDR	6. DELIVER BY (Date)
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5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)	7. DELIVERY	FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)
NAME John A. Hambrick Facility Manager E-Mail: hambrickja@State.gov SITE POINT OF CONTACT: Anorath Ratanavong E-Mail: AnorathR@State.gov	TELEPHONE NUMBER AREA CODE NUMBER + 856 21 48 7 035 + 856 21 487 579	

8. TO:	9. DESTINATION
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a. NAME	b. COMPANY	a. NAME OF CONSIGNEE
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c. STREET ADDRESS	b. STREET ADDRESS
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d. CITY	e. STATE	d. STATE e. ZIP CODE
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10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) November 23, 2015	IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter
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11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Architectural/engineering firms for the design of a canopy cover to provide shade and weather protection on an existing parking structure.	1	Job		

12 DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS NUMBER %
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NOTE: Additional provisions and representations are are not attached.

13 NAME AND ADDRESS OF QUOTER	14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15 DATE OF QUOTATION
a. NAME OF QUOTER		
b. STREET ADDRESS	16. SIGNER	
c. COUNTY	a. NAME (Type or print)	b. TELEPHONE
d. CITY	e. STATE	f. ZIP CODE
		c. TITLE (Type or print)
		AREA CODE
		NUMBER

I. PROJECT SCOPE OF WORK AND OVERVIEW

The US Embassy Vientiane is seeking bids from qualified architectural/engineering firms for the design of a canopy cover to provide shade and weather protection on an existing parking structure.

DESIGN OBJECTIVES:

- The design work should satisfy the following major objectives for the Upper Level of Parking Garage:
- (1) Provide solar protection/shade for vehicles parked on the upper level of the Parking Garage.
- (2) Provide protection from rain for vehicles parked on the upper level of the Parking Garage (to include proper drainage of water off the structure).
- (3) Structure shall withstand sheering effect of typical typhoon winds experienced in Vientiane and withstand other local conditions.

PROJECT SUMMARY:

- Provide a design for a structure to shade vehicles from the sun on the upper deck of the U.S. Embassy parking garage.
- Structure design must be engineered to safely withstand all credible weather events that could occur at the U.S. Embassy site. For example, wind and storm uplift and lightning strikes.
- Structure design must match or compliment architectural style of the embassy compound.
- Structure design must not obstruct security camera views.
- If light illumination levels cannot be maintained under the structure with existing lights, then design must indicate where auxiliary lights must be installed.

DESIGN PROJECT STANDARDS:

- The project design shall conform to the following criteria:
Applicable Standards:
 - a. International Building Code (ICBO).
 - b. International Plumbing Code (ICBO).
 - c. International Mechanical Code (ICBO).

BACKGROUND:

The parking garage was not constructed with a roof over the upper level to protect vehicles from the excessive solar heat and weather.

PROJECT LOCATION:

United States Embassy Vientiane
Thadeua Road Kilometer 9
Vientiane Lao PDR

II. BIDDING PROCESS:

Interested parties should submit their bids by **4:00 PM, local time: on November 23, 2015** or
PROCUREMENT POINT OF CONTACT: E-Mail: VientianeProcurement@state.gov

Please deliver to:

GSO-Procurement Section
United States Embassy Vientiane
Thadeua Road Kilometer 9
Vientiane Lao PDR

Bids must contain

- Quotation for providing design, drawings and construction cost estimate
- Pictures and description of prior architectural/engineering experience
- Rough conceptual sketch of proposed roof design

SITE VISIT:

As part of the bidding process, we will invite all interested parties to come to the Embassy for a site visit on **Monday, November 9, 2015 at 2:00 pm**. Potential visitors should **RSVP by Thursday, November 5, 2015**.

During the site visit, potential bidders should conduct site investigation to verify project requirements, estimated design and construction costs, and existing condition of the structure(s), site and utilities.

Potential bidders are requested to visit the site and inspect as required to field verify the condition of the various structures, validate project scope, and to provide a preliminary construction estimate for all required work herein. This means the A/E shall investigate and validate each and every work item need as listed in this scope. Visually inspect the facilities to determine the real problem(s) and assess from a professional architect/engineer perspective of the situation. Determine the appropriate solution or solutions to effectively and economically resolve and restore the components back to normal operating condition without additional follow-up work. Discuss with the customer to ensure no other information useful for the assessment is missing. Identify opportunities to minimize the costs of the building and site; visual impact of the building. Provide written recommendations to OBO and the Embassy of any required additional work, or changes to the present scope through better alternatives.

The A/E who is selected shall be required to make his own field investigations to verify dimensions, building construction type and other information (Building utility entrances, drainage, adjacent topography, etc.) shown on Embassy furnished reference drawings and documents.

PROJECT MANAGER & CONTRACTING OFFICER'S REPRESENTATIVE [COR]:

John A. Hambrick
Facility Manager
U.S. Embassy Vientiane
Thadeua Road Kilometer 9
Vientiane, Lao PDR
TEL: 856 21 48 7035
E-Mail: hambrickja@State.gov

SITE POINT OF CONTACT:

Anorath Ratanavong
TEL: 856 21 48 7579
E-Mail: AnorathR@State.gov

PROCUREMENT POINT OF CONTACT: E-Mail: VientianeProcurement@State.gov

III. DETAILED SCOPE OF WORK OF FINAL DESIGN PRODUCT

The A/E selected shall make the following submissions as a minimum:

A. TASK 1, CONCEPTUAL DESIGN SUBMITTAL (35%) (Original, and 4 copies):

- a. Conceptual Report detailing recommended method of repairs and alternative recommendations to the project scope. The Conceptual report shall include photographs, sketches and drawings descriptive of the scope.
- b. Plans, elevations, sections and details as required that indicates a work scheme. Include Demolition drawings indicating the extent of material and equipment to be removed.
- c. Any required permit applications
- d. Estimated cost of work.
- e. Outline Specifications.
- f. Preliminary Construction Phasing.
- g. Electronic CADD work and specifications on CD-Disk. Label disk "TASK 1, CONCEPTUAL DESIGN SUBMITTAL (35%)".

B. DRAWINGS:

Drawings including sketches, schematics, conceptual, etc. shall be in a form suitable to the stage of design. CAD drawings will conform to the National CAD Standards published by the National Institute of Building Sciences. The drawings and models will be checked for both graphic clarity and professional layout practices and computer file structure correctness.

Drawings shall be in AutoCAD platform (ACAD 2000 Templates or later) without conversion; layering, lettering, line weight, symbols, schedules shall be in conformance with current National CAD Standards (NIBS). All CAD drawings shall be supplied in DWG format and readable by the DOS-supported CAD desktop software (Autodesk AutoCAD). Being 'readable' means the ability to open a file without any errors (such as proxy, font substitution, xref resolution, etc.) and with objects, layers, and other file properties remaining intact.

C. CONSTRUCTION COST ESTIMATE:

The A/E shall prepare an electronic cost estimate, using Microsoft Excel, for each Task to be submitted for review to reflect an estimate of total construction costs for the project. The estimate shall provide sufficient detail using descriptive building component line items with corresponding unit's for quantities, materials and labor. Total costs shall include contractor overhead, profit and taxes.