

## Expression of Interest (EOI)

#### Amendment #2

## Architectural and Engineering (A&E) Services

USAID/Ecuador "Tu Municipio Responde" (TuMUNI) Activity.

EOI Release Date:	5 February 2024
Applicant Questions Due Date:	14 February 2024
Q&A Publication Date:	26 February 2024
EOI Closing Date:	4 March 2024, at 5:00 PM Local Time
EOI Submission Email:	adquisiciones@ecuadortumuni.org
Completion of Pre-Selection	15 March 2024
Process:	
Anticipated Request for	1 April 2024
Qualifications (RFQ) Release	
Date:	

#### Annexes:

ANNEX A – Past Performance Reference Template ANNEX B – Questions & Answers (Q&A)

### **Background**

TuMUNI is a five-year Activity implemented by RTI International (<a href="www.rti.org">www.rti.org</a>) to expand citizens' access to critical public services, including water, sanitation, and hygiene (WASH), by strengthening the capacity of local governments for the effective, transparent, and citizen-responsive provision of local services in up to 30 municipalities.

To this effect, TuMUNI is inviting qualified, licensed, and legally registered Ecuadorian A&E firms to respond to this request for Expression of Interest (EOI) for the provision of professional architectural or/and engineering services. This EOI process will pre-qualify applicant firms to be considered for three intended solicitations corresponding to construction activities in three implementation regions in Ecuador. The anticipated A&E services shall include planning, assessment, development, design, construction quality oversight of water supply and sanitation services, and capacity building.

The EOI forms part of a 2-step procurement process, where step 1 will prequalify A&E firms based on their technical qualifications, capabilities and past performance, and in step 2 the pre-

qualified A&E firms will be invited to provide a full proposal including estimated cost of services as a response to the Request for Proposal (RFP).

### **Objective of the A&E Service**

The objective of the A&E service is to review the pertinent documents on the ground; conduct site visits; undertake detailed assessments, studies, and investigations; conduct surveying and mapping, tests, evaluations, consultations, comprehensive planning; prepare designs, plans, and specifications; conduct soil engineering; and prepare drawings, bills of quantities and cost estimates for rehabilitation and/or expansion of rural water supply and sanitation services. In addition, the scope of work includes supervision of construction of works by local construction contractors which will include civil works, pipe laying, supply, and installation of electromechanical equipment etc. and post construction monitoring and capacity building. Major water and sanitation infrastructure planned to be covered under the A&E service include:

- Emergency repair or rehabilitation of existing pre-urban water supply services,
- New small-scale piped water systems construction, or expansion of existing distribution systems, including safely managed drinking water services.
- Construction or rehabilitation of sanitation infrastructure, such as institutional sanitation facilities or rehabilitation of latrines; and,
- Upgrades or new equipment supply and installation for treatment and distribution systems to promote energy efficiency.

In view of the above, the A&E services shall include three phases:

- 1. **Phase I:** Conduct detail assessments, study and designs; and develop bidding document(s).
- 2. **Phase II**: Construction supervision; and
- 3. **Phase III:** Defect liability period for final inspection and verification, capacity building on Operation and Maintenance, and final handover

#### **Geographic Location**

TuMUNI will operate in up to 30 municipalities in three Ecuadorian regions, as 15 municipalities in the Amazon region, 7 municipalities in the Andean region, and the remaining 8 municipalities in the Coastal region. A&E services are organized in three lots (1 per region) as defined below:

- 1. **Lot 1:** Archidona, Arajuno, Cuyabeno, Huamboya, Logroño, Loreto, Mera, Morona, Pastaza, Putumayo, Santa Clara, Sucua, Taisha, Tena and Yacuambi.
- 2. **Lot 2:** Eloy Alfaro, Jama, Manta, Pajan, Pedernales, San Vicente, Santa Elena and Sucre
- 3. Lot 3: Ambato, Colta, Guamote, Pangua, Pujili, Riobamba and Sigchos.

## Eligibility/Criteria for Selection

Interested and qualified A&E firms must provide information demonstrating their professional qualifications and proven experience in A&E services to successfully complete the work as listed above.

- **Eligibility:** Applicant firms should submit proof of legal registration in Ecuador (RUC), insurance documentation, and valid professional certificates or license for proposed

Engineers for the service. The A&E firms shall be familiar and experienced with national and local building and regulatory requirements of Ecuador.

Primary criteria for selection of the A&E firm include the following:

- Past Performance: Applicant firms must submit 5 relevant past performance of similar scope and services, preferably in the three regions of implementation of TuMUNI, in the past 8 years. The past performance should outline the information of similar works successfully completed by the applicant firm. Each past performance must include: the project title; client name; duration of services, cost, brief description of services provided; and contact details of person knowledgeable of works performed in the last five years. Past Performance format is included in Annex A.
- Professional Qualifications: The applicant firm must submit the relevant education, training, registration, certifications, experience, and longevity with the firm for all proposed key personnel. The Key personnel positions and associated qualifications are outlined in Table 1. The information for each proposed Key Personnel must be presented in form of a resume/CV.

**Table 1: Minimum Qualifications and Experience of Key Personnel** 

Position	Minimum qualifications and Experience
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Superintendent (1 staff)	<b>Education:</b> BSc degree in Civil or Water Engineering or other relevant discipline. Master's degree in a relevant discipline will be added advantage. Shall be licensed and/or registered with the SENESCYT (Secretaría de Educación Superior, Ciencia, Tecnología e Innovación).
	Work experience: Minimum of 15 years working experience. Out of these, at least 10 years of experience in study, design and construction supervision of urban and semiurban water supply and sanitation infrastructure projects in Ecuador. Experience as Project Manager or Team Leader on not less than three similar previous projects in Ecuador
Site Engineer (1 staff per region)	Education: BSc degree in Civil or Water Engineering or other relevant discipline. Master's degree in a relevant discipline will be added advantage. Shall be licensed and/or registered with the SENESCYT (Secretaría de Educación Superior, Ciencia, Tecnología e Innovación).  Work experience: Minimum of 10 years working experience. Out of these, at least five years of experience in study, design and construction supervision of urban and semiurban water supply and sanitation infrastructure projects in Ecuador.
Environmental Specialist (1 staff)	Education: BSc degree in Environmental Science/ Engineering or equivalent.  Work experience: Minimum of 10 years working experience. Out of these, at least five years of experience in assessment, creation, development and monitoring of Environmental Management & Mitigation Plans for urban and preurban water and sanitation supply services, and Water Quality Monitoring.

Applicants invited to submit complete proposals will be notified and provided additional information of the further procurement actions associated with this EOI. This is not an RFP, do not submit information on pricing.

#### **Submission Guidelines**

A complete EOI packet must include:

- a) Proof of legal/registration status to operate in Ecuador (i.e., RUC), valid professional liability indemnity insurance; copies of valid professional certifications/memberships (i.e., SENESCYT)
- b) Short introduction and/or company profile
- c) Five past performance reviews for projects/services of a similar nature and scope as the ones outlined in this EOI in the past 8 years.
- d) CVs/Resumes for all proposed and qualified key personnel.
- e) The applications must specify the interested lot(s) (region of implementation).
- f) If currently available, evidence of insurance coverage (please see "Other Terms and Conditions" and "Q&A" Question #9):
  - o Professional Liability Insurance
  - Commercial General Liability Insurance
  - Automobile Insurance

Applications to the EOI should be in Spanish and may not exceed **5 pages**. Note that the cover page, executive summary, and items a), c), d) and f) above are not included in this page limitation requirement, which is intended for item b) and e) above. Pages that exceed the above noted page limitations will not be evaluated. Additional pages over the maximum allowed will be removed and not evaluated by the TuMUNI team.

Submit a complete EOI in PDF format via email to adquisiciones@ecuadortumuni.org. Include the reference number *AE EOI-0001* | *[Name of Applicant]* in the subject line of the submission. The application should be addressed to: *Attention: Chief of Party, USAID TuMUNI Activity.* 

Applicants can prepare and submit their EOI for one Lot or all three Lots, but submissions should be separate for each Lot.

#### Question & Answers (Q&A):

Any questions regarding this EOI may be sent to <a href="mailto:adquisiciones@ecuadortumuni.org">adquisiciones@ecuadortumuni.org</a> by February 14, 2024. The Q&A will be advertised and made available to all interested applicants on February 26, 2024, through the RTI Opportunities Site (<a href="https://www.rti.org/current-opportunities">https://www.rti.org/current-opportunities</a>).

## **Other Terms and Conditions**

Successful applicants will be required to comply with all applicable USAID and RTI International regulations and policies, including, but not limited to, the following:

a. Unique Entity Identifier (UEI) - A UEI is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the US federal government. For any A&E firm to be awarded a contract resulting from this solicitation, applicants will be required to provide a Unique Entity Identifier (UEI) number at the time of the award. If the applicant already has a UEI number, it should be included in their proposal. While the UEI number is not a mandatory requirement at the point of submitting the proposal, however, it will be required before an award can be made. Due to delays in issuance of UEI numbers,

applicants are encouraged to begin the registration process early so as not to delay receiving a contract.

To obtain a UEI number, please visit <a href="www.sam.gov">www.sam.gov</a> to begin the registration process. Watch a video on how you can obtain a UEI.

https://youtu.be/0uv1YNAsINk?si=7Wr7 AdQu56zveS8

- **b.** Representations and Certifications and other RTI internal certifications.
- c. Anti-Kick Back Act of 1986.
- **d.** Conflict of Interests Prohibition (including familial or financial)
- **e.** The John S. McCain National Defense Authorization Act for fiscal year 2019 Section 889.
- f. Contract Terms: The Subcontract Terms and Conditions are listed on our website at: https://www.rti.org/sites/default/files/standard\_subaward\_term\_and\_conditions\_v1\_11.pd f, and may be different from the final subcontract terms and conditions. Note that insurance and/or performance bond requirements will be outlined in the Request for Qualifications and the Subcontract.

**Disclaimer**: The publication and Request for Expressions of Interest does not constitute an award commitment on the part of TuMUNI nor commit the project to pay costs incurred in the preparation of and submission of an EOI. Further, TuMUNI reserves the right to reject any or all EOIs received. Similarly, an invitation for further negotiations or to submit a full application is not a commitment to fund that application.

# **ANNEX A – Past Performance Reference Template**

Name of Client		
Address		
Brief Description of \$	Services Provided	
Start Date	Completion Date	U.S. Dollar Value of
(Month/Year)	(Month/Year)	Services
Name, Position for C	lient Reference Contact	Telephone and Email

## ANNEX B – Questions & Answers (Q&A)

#	Question	Anower
1	Question Is it feasible to participate as an Individual Consultant (NATURAL PERSON, with RUC and RUP of Consulting)?	It is not possible to participate as an individual consultant. This request for EOI is intended for Firms.
2	Can you participate with a CONSORTIUM formed solely for this purpose (Architecture and Engineering Service, Activity: Tu Municipio Responde" (TuMUNI) of USAID/Ecuador)?	Yes, as long as the joint venture is composed of Firms, and if subsequently invited to respond to the Request for Qualifications, provide evidence of entering into an association or consortium.
3	Should an architect necessarily participate in the team?	Not necessarily. Please refer to the minimum requirements for key personnel.
4	Can companies that are registered in the Régimen General as NATURAL PERSONS participate?	Please refer to question #1.
5	In "Appendix A", documented works must present the work order, the delivery certificate, or invoice; Is any of the 3 valid?	Either of such documents is valid but not required. Each past performance must include: the project title; client name; duration of services, cost, brief description of services provided; and contact details of person knowledgeable of works performed in the last eight years.
6	Where you refer to "valid professional license of the engineers proposed for service", are you referring to the qualification record delivered by the senescyt or is the university qualification diploma acceptable?	This refers to the official registry with the Secretaría de Educación Superior, Ciencia, Tecnología e Innovación (SENESCYT).
7	Does the legal representative of the Consulting Firm necessarily have to be the Construction Manager (Key Personnel)?	Not necessarily. Please note the title of the first key personnel in Table 1 has been amended from Construction Manager to Superintendent.
8	We have certificates of participation in a study as subcontractors, can it be included as experience?	Yes, such experience is valid.
9	What is Professional Liability Indemnity Insurance?	A&E firms will be required to obtain, if they do not have so already, Professional Liability Insurance, General Liability Insurance, Auto Liability Insurance (if driving is within the scope of work for the winning vendor or vendors), and Workers Compensation (as required by Ecuadorian law). The minimum amounts of coverage will be based on the intended scope and size of the related construction work and will be furthered specified in the Request for Qualifications and Subcontract Agreement. Although a certificate of insurance or evidence of coverage is not required at the time proposals are due, evidence of insurance coverage will be required prior to beginning work.  Regarding the type of insurance coverage, the following is a general description:  Commercial General Liability – coverage for bodily injury, property damage, products and completed operations, and personal injury arising from the contractor's activities  Professional Liability (or E&O – Errors and Omissions) – coverage for claims of negligence or misconduct that arise from professional services or advice provided  Auto Liability Insurance – coverage for property damage or bodily injury arising out of the use of an automobile
10	Are the contracting terms specific for consulting firms or you can participate as a natural person, where the requested technical team is supported by a Letter of Commitment to participate in TuMUNI projects, taking into consideration that in the Eligibility item on page. 3 of the documents it says verbatim: "Eligibility: Applicant firms should submit proof of legal registration in Ecuador (RUC), ()" This means that the enabling document would only be the RUC and you could participate as a natural person or would a letter of Association or Consortium be acceptable to register upon qualification by RTI International.	Please refer to question #1.
11	With regards to the Objective of the A&E Service: "() In addition, the scope of work includes supervision of construction of works by local construction contractors which will include civil works, pipe laying, supply, and	This refers to the supervision of works.

onstruction monitoring and capacity building ()", the question here is whether supervision is the same as an inspection or does it refer to accompaniment and resolving doubts that could size during the execution of activities in the field.  The properties of th		installation of electro-mechanical equipment etc. and post	
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	21		Please refer to question #6
unar misurance documentation and valid certificates of	31		Ficase relet to question #0.
		mat modiance documentation and valid certificates of	

	professional license of the proposed engineers" must be	
	presented, please clarify what insurances and what	
	license this refers to, or if the presentation of the title and	
	the certificate from SENESCYT meets this requirement	
32	Under Submission Guidelines, a "valid professional	Please refer to question #9.
	indemnity insurance" must be presented, please clarify	
	which document this refers to.	
33	It is possible to present a consortium commitment	Please refer to question #1.
	between several professionals to be able to fulfill the	
	experience; once the process has been awarded, the	
	constitution of the same would be carried out.	
34	Is the experience of a comprehensive road engineering	If the referenced project addresses the requirements of this
	design project, in which the water-sanitation components	EOI, then yes it can be included.
	required in this EOI exist, creditable?	
35	Can experience acquired as a construction site	If the experience relates to the nature of the work described in
	superintendent of a project similar to the one in this EOI	the EOI, then yes, such experience is valid.
	be accredited.	
36	Are EOIs only directed to established companies or are	Please refer to question #1.
	natural persons with the indicated experience also	7.10400 10101 10 44004011 // 11
	accepted?	
37	In addition to the above, will consortia or associations of	Please refer to question #1.
J.	professionals (established for this project) also be	The second of the second in the
	accepted, with the intention of adding the required	
	experiences and capabilities?	
38	Regarding the experience of companies wishing to	Please refer to question #13.
30	participate in the process of expressions of interest, it is	i loade relei to queduoti #10.
	stated that companies must have experience in the last	
	five (5) years, in the most cordial way we request that the	
	time of performance be extended to fifteen (15) years.	
20	It is requested to take into account comprehensive	Cush anging gring projects which include components as
39		Such engineering projects which include components as
	engineering projects, which include water and sanitation	described in the EOI would be considered valid experience.
40	infrastructure components.	Discouration #0
40	The Submission Guidelines require valid professional	Please refer to question #9.
	liability indemnity insurance. Please indicate what this	
	requirement corresponds to.	
41	We understand that in order to have better proposals, it	Correct, as long as the association is composed of firms.
	will be accepted that they can be presented in	
	Association between two consulting companies that	
	contribute experiences (past performance) for the benefit	
	of the projects. Is our assertion correct?	
42	In order to provide greater opportunities for participation	Please refer to question #13.
	of the Consulting Firms, we request that the previous	
	performance of the companies cover the last 15 years, as	
	the 15 years of experience required for the Construction	
10	Manager.	
43	We understand that experiences in study, design and	Correct.
	supervision of construction projects that include urban	
	and semi-urban water supply and sanitation infrastructure	
	in Ecuador will be accepted as past performances of the	
	Consulting Firms, with the purpose of providing greater	
L	opportunities for participation. Is our assertion correct?	
44	We understand that experiences in study, design and	Correct.
	supervision of construction projects that include urban	
	and semi-urban water supply and sanitation infrastructure	
	in Ecuador will be accepted as work experience for the	
	Construction Manager, with the purpose of providing	
	greater opportunities for participation. Is our statement	
	correct?	
45	We understand that for the Construction Manager	Correct.
	position, experience as a Project Manager or Team	
	Leader or Project Director will be accepted. Is our	
	assertion correct?	
46	We understand that the experience in study, design and	Correct.
	supervision of construction projects that include urban	
	and semi-urban water supply and sanitation infrastructure	
	in Ecuador will be accepted as work experience for the	
	Site Engineer, with the aim of providing greater	
	opportunities. Of participation. Is our assertion correct?	

47	We understand that experiences with evaluation, development and monitoring of Environmental Management and Mitigation Plans for projects that include urban and pre-urban supply and sanitation services, and with Water Quality Monitoring, will be accepted as work experience for the Environmental Specialist in order to provide greater opportunities for participation. Is our assertion correct?	Correct. In addition, the minimum qualifications and experience for the Environmental Specialist have been amended to include experience in assessment, creation, development and monitoring of Environmental Management & Mitigation Plans
48	Please indicate the scope, values, temporality and coverage of the "valid professional liability indemnity insurance" requested from the consulting firm, since its achievement requires high values.	Please refer to question #9.
49	It is understood that experiences in study, design and supervision of construction projects that include water-sanitation components in Ecuador will be accepted as work experience for the Construction Manager. Please confirm if this statement is correct.	Correct.
50	It is understood that experiences in study, design and supervision of construction projects that include water-sanitation components in Ecuador will be accepted as work experience of the Site Engineer. Please confirm if this statement is correct.	Correct.
51	It is understood that experiences in study, design and supervision of construction projects that include watersanitation and/or Water Quality Monitoring components will be accepted as work experience for the Environmental Specialist. Please confirm if this statement is correct.	Correct.
52	It is understood that the experiences in study, design and supervision of construction projects that include water-sanitation components in Ecuador will be accepted as previous experiences for the Consulting Firms. Please confirm if this statement is correct.	Correct.
53	We request that the submission of "valid professional liability indemnity insurance" be omitted, and instead, the awarded bidder submit a Faithful Performance Guarantee.	No. Please refer to question #9. Short listed firms will subsequently be made aware of additional requirements relating to guarantees.
54	In case of presenting the EOI as an Association, please clarify how the UEI Unique Entity Identifier would be obtained.	In the case of a joint venture, the joint venture would need to obtain a UEI separately in its own name. When applying in SAM.gov, designate the entity type as "joint venture" with the individual partners listed as the immediate owners.
55	With the understanding that the pandemic caused by Covid 19 has led to the development of a very small, almost zero, number of drinking water and sewerage projects in our country, we respectfully request that the Consulting Firms accept past performances of the companies that cover at least the last 10 years and not only the last 5, similar to the years of experience required for key personnel	Please refer to question #13.
56	Can the associative commitment be presented, in case two architecture firms want to present themselves?	Yes, as long as those entities entering into an association are consulting firms.
57	If the company manager has more than 15 years of experience in sectors related to what is requested, but the company has existed for fewer years, is he also eliqible?	Yes, as long as the requirements in Table 1: Minimum Qualifications and Experience of Key Personnel are met.
58	If the company does not have professional liability indemnity insurance, can the insurance subscription	Yes, please refer to question #9.
59	commitment be submitted to participate in the process?  In reference to the Expression of Interest (EOI), is the contracting and presentation of proposals done per lot or is it a single proposal and contract for the three lots?	There should be one single EOI, within which the applicant should indicate the lot or lots of interest.
60	Is it necessary to attach to the proposal the documents described in the Other Terms and Conditions section, even noting that you suggest starting the process to obtaining the Unique Entity Identifier (UEI), but the remaining (b), (c), (d), (e) do they need to be processed?	It is not necessary to attach the documents described in the other terms and conditions section. However, it would be helpful if you started the application process for the UEI number. That process can be started at <a href="https://sam.gov/">https://sam.gov/</a>
61	In the document it mentions the need to present projects similar to the objectives of the expression of interest. An Annex has been proposed with the information to be	No. Please use the template provided.

	presented. Question: Is it possible to present the same information but in table form, in a table that is more horizontal?	
62	Do we attach the supporting documents "actas" in a single compiled document?	Such documents are not necessary for the purposes of the EOI.
63	If the applicant applies for two lots, is the reference number still the same?	There should be one single EOI, within which the applicant should indicate the lot or lots of interest.
64	If applying for two lots, should the experience, cover letter and others be repeated in two separate emails?	There should be one single EOI, within which the applicant should indicate the lot or lots of interest.
65	Is the deadline to send the EOI by email February 26th? If so, if you are so kind, you can clarify what the dates of March 4 and March 11, 2024, correspond to.	The due date for EOI responses has been revised to March 4th. The pre-selection process will be completed by March 15 <sup>th</sup> . The Request for Qualifications (RFQ) will be published on April 1 <sup>st</sup> .