



USAID/Uganda Biodiversity for Resilience Activity (B4R) Activity

REQUEST FOR PROPOSAL (RFP)

ENGINEERING SUPERVISION FOR CONSTRUCTION ACTIVITIES IN  
TWO UGANDAN PROTECTED AREAS

March 2022



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## 1. Request for Proposal (RFP)

Commodity/Service Required:	Engineering supervision for construction activities in Kidepo National Park and Kalinzu Central Forest Reserve
Type of Procurement:	Service agreement
Type of Contract:	Fixed Price
Term of Contract:	Three (3) years beginning 1 June 2022 to 1 March 2025 (approximate)
Contract Funding:	United States Agency for International Development (USAID)
This Procurement supports:	USAID/Uganda B4R
Submit Proposal to:	Email via <a href="mailto:b4r_procurement@rti.org">b4r_procurement@rti.org</a> In submission email, please format the subject line using the following: Name of Organization   USAID B4R   RFP Response  Engineering Supervision for Construction Activities
Date of Issue of RFP:	Friday, March 18, 2022, time 4:00 PM US EST
Date Questions from Supplier Due:	Thursday, March 24, 2022, time 4:00 PM US EST
Bidders Conference:	Thursday, March 31, 2022, time 9:00 – 11:00 AM US EST (4:00 – 6:00 PM Uganda Standard Time). Interested companies should use the Zoom information included in section 3.2 of the RFP to join the Zoom Meeting. Bidders Conference will be held virtually via Zoom. Participation is limited to 3 individuals per company.
Date Proposal Due:	Tuesday, April 12, 2022, time 4:00 PM US EST ** Proposals submitted after this time and date will not be considered for this procurement.
Approximate Date Purchase Order Issued to Successful Bidder(s):	June 2022

<b>Method of Submittal:</b>	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for <b>90 days</b> from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RTI-UB4R-032022

## Description of Activity/Service:

<p><b>I. Objectives of Assignment:</b></p> <p>In close coordination with the Uganda Wildlife Authority (UWA) and the National Forestry Association (NFA), the USAID/Uganda B4R Activity aims to promote ecotourism and enhance private sector engagement in the Kalinzu Central Forest Reserve, as well as to increase the capacity of UWA to deliver on their ecological and threat monitoring and enforcement capacity in</p>
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the Kidepo National Park through specific construction activities, including:

- Kalinzu Central Forest Reserve
  - One (1) Visitor Center
  - One (1) Canopy Walk
- Kidepo National Park
  - Three (3) ranger outposts at Karua, Kaekem and Imiliny
  - Five (5) boreholes at Lokumoit Gate, Kaekem, Karua/Natedekitoi, Natabe Gate and Lokorimongin
  - Five (5) low stream water crossings along Kidepo river, and at Kurao, Tongobore, Lopiripir

UWA and NFA will serve as key partners and provide oversight and support during the construction of the canopy walk and visitor center in Kalinzu CFR (NFA), and the ranger outposts, boreholes and low water stream crossings in Kidepo (UWA).

Service Expectations:

#### **Phase 1 – Inception, Planning, and Development of bidding documents**

Implementation timeframe: 9 months (1 June 2022 – 1 March 2023)

- Conduct review of construction plans, designs and drawings for each site
- Development of construction Implementation plan
- Development of Construction Service Procurement Plans
- Staffing of key and support personnel
- Assist and participate in evaluation process of Contractor procurement

#### **Phase 2 – Supervision of Construction Activities**

Implementation timeframe: 18 months (1 March 2023 – 1 September 2024)

- Management and supervision of field construction activities
- Support with construction contract administration
- Conduct construction closeout and handover

#### **Phase 3 – Defect Liability**

Implementation timeframe: 6 months (1 Sept 2024- 1 March 2025)

- Monitor and test and fix any issues with the construction
- Supervision and approval of the testing and commissioning of works for the two projects
- Monitoring, examining, and inspecting operations and performance of any facilities during the DLP
- Making arrangements for immediate stoppage or closure in the use of any part or entire facility in case of any breakdown, damage, or abnormal function

## Deliverables, Timelines, Special Terms and Conditions:

<b>Phase 1 – Inception, Planning, and development of bidding documents</b>		
<b>No.</b>	<b>Report</b>	<b>Due Date</b>
1	Construction Service Procurement Plans	4 weeks from award
2	Review of and Non-Objection to Construction Drawings	4 weeks from award
3	Recruitment and Onboarding of Key Personnel (KP) and support personnel	4 weeks from award
<b>Phase 2 – Supervision of Construction Activities</b>		
<b>No.</b>	<b>Report</b>	<b>Due Date</b>
1	Inception Report	1 week after beginning of construction works in both locations
2	Monthly Performance Reports	2 weeks following month end
3	Contribution to annual workplanning and Client Reporting	60 calendar days before the beginning of a new fiscal year (1 October)
4	Final construction report (after the completion of construction activities)	30 days after the completion of the construction Works
<b>Phase 3 – Defect Liability</b>		
<b>No.</b>	<b>Report</b>	<b>Due Date</b>
1	Project Completion Report (PCR; captures all construction activities after the DLP)	One month after issuance of Defects Liability Certificate

## 2. Statement of Work (SOW)

### II. Background:

The goal of the USAID/Uganda Biodiversity for Resilience (B4R) Activity, implemented by RTI International, is to assist communities, the Government of Uganda (GOU), and the private sector to conserve and manage biodiversity in target ecosystems for lasting environmental and economic sustainability and increased community and household resilience. The USAID/Uganda B4R Activity will achieve this through three interrelated outcomes:

- Economic, financial, and social investments are linked to and incentivize conservation.
- Governance arrangements benefit biodiversity and enable communities to benefit from biodiversity.
- GOU strengthens its sustainable management of targeted protected areas and biodiversity adjacent to protected areas.

The Activity is being implemented by RTI International ([www.rti.org](http://www.rti.org)), which is an organization dedicated to conducting innovative, multi-disciplinary research to improve the human condition. The USAID/Uganda B4R Activity to this effect is issuing this RFP for engineering supervision for construction activities in the Kidepo National Park and the Kalinzu Central Forest Reserve.

### III. Definitions

- a. Client: United States Agency for International Development (USAID)
- b. Prime: RTI International; main holder of prime agreement with USAID
- c. Supervisory Firm: firm responsible for carrying out the overall oversight and supervision of construction activities in the Kidepo National Park and the Kalinzu Central Forest Reserve.
- d. Contractor: entity responsible for carrying out construction work and working independently from the Supervisory Firm.

### IV. Objectives of Assignment:

In close coordination with the Uganda Wildlife Authority (UWA) and the National Forestry Association (NFA), the USAID/Uganda B4R Activity aims to promote ecotourism and enhance private sector engagement in the Kalinzu Central Forest Reserve, as well as to increase the capacity of UWA to deliver on their ecological and threat monitoring and enforcement capacity in the Kidepo National Park through specific construction activities, including:

- Kalinzu Central Forest Reserve
  - One (1) Visitor Center
  - One (1) Canopy Walk
- Kidepo National Park
  - Three (3) ranger outposts at Karua, Kaekem and Imiliny
  - Five (5) boreholes at Lokumoit Gate, Kaekem, Karua/Natedekitoy, Natabe Gate and Lokorimongin
  - Five (5) low stream water crossings along Kidepo river, and at Kurao, Tongobore, Lopiripir

UWA and NFA will serve as key partners and provide oversight and support during the construction of the canopy walk and visitor center in Kalinzu CFR (NFA), and the ranger outposts, boreholes and low water stream crossings in Kidepo (UWA).

## **V. Specific Activities and Timeline**

In view of the above, the anticipated scope of the services shall be in the following phases, with approximate durations and dates:

### **Phase 1 – Inception, Planning, and Development of bidding documents**

Implementation timeframe: 9 months (1 June 2022 – 1 March 2023)

- Conduct review of construction plans, designs and drawings for each site
- Development of construction Implementation plan
- Development of Construction Service Procurement Plans
- Staffing of key and support personnel
- Assist and participate in evaluation process of Contractor procurement

In this Phase, the Supervisory Firm shall be required to:

- a) Provide a complete review and detailed assessment to determine the detailed timeline and management plan for the construction works.
- b) Review detailed drawings & specifications to support the Prime in initiating the tendering process for the construction work, including establishing safety requirements for both construction workers and the public.
- c) Provide a Bill of Quantities (BOQ) for each construction activity.

Close coordination and collaboration by the Supervisory Firm with the B4R team will be paramount for the implementation of these activities.

### **Phase 2 – Supervision of Construction Activities**

Implementation timeframe: 18 months (1 March 2023 – 1 September 2024)

- Management and supervision of field construction activities
- Support with construction contract administration
- Conduct construction closeout and handover

The Supervisory Firm shall provide the necessary staff and facilities to carry out the supervision of the construction activities for the duration of the construction works. The Supervisory Firm shall have no authority to relieve the Contractor(s) of any of his duties or obligations under the contract.

The Supervisory Firm shall assume the full responsibility of the Engineer. Upon the award of the contract(s) for the construction activities in protected areas in Uganda, the Supervisory Firm shall undertake the role of the Engineer and act as the Representative of the Prime.

The Supervisory Firm shall not have the authority to amend any contracts without prior consultation with the Prime. The Supervisory Firm will supervise the contract(s) and ensure that all its clauses are respected. Thus, the Supervisory Firm and the Contractor will carry out joint measurements for execution of the construction work. Also, the Supervisory Firm will



consult with the Prime before undertaking any engineering decisions which require the approval of additional items or increase in the contract price.

The Supervisory Firm shall execute continuous supervision of the works including monitoring of work(s) progress and adherence to standards (quality control). Specifically, these services will include, inter alia:

- a. Be responsible for supervising the execution of the construction activities and administering the Contract.
- b. Approve, if they comply with specifications and drawings, the design, specifications, and drawings of any proposed temporary or permanent works submitted by the Contractor where required.
- c. Approve Contractor's program showing the general methods, arrangements, order, and timing for all the activities in the construction activities and updated program at intervals without altering the Contractor's obligations.
- d. Ensure that completion date of the program is achieved or in event of extension of program, decide in consultation with the Prime whether and by how much to extend the Intended Completion Date.
- e. Arrange project management meetings with the Contractor and/or the Prime to review site activities and shall provide records to those attending the meeting and to the Prime and decide responsibilities of the parties for actions to be taken either at the management meeting or after the management meeting and stated in writing to all concerns.
- f. Check the Contractor's work and notify the Contractor of any defects that are found before the end of the Defects Liability Period and ensure that these defects are corrected before the end of the defect liability period.
- g. Determine the value of work executed, check the Contractor's statements, and certify the amount to be paid to the Contractor.
- h. Issue certificate of completion if considered that the works have been completed and issue a Defects Liability Certificate and certify any final payment that is due to the Contractor if it is corrected and completed; and
- i. Ensure that the Contractor provides any "as built" Drawings and/or operating and maintenance manuals as required by the contract.
- j. Check the Contractor's work for safety compliance (PPE, hazard analysis, daily briefings, operating manuals, inspections, signage, and emergency response planning)

### **Phase 3 – Defect Liability**

Implementation timeframe: 6 months (1 Sept 2024- 1 March 2025)

- Monitor and test and fix any issues with the construction
- Supervision and approval of the testing and commissioning of works for the two projects
- Monitoring, examining, and inspecting operations and performance of any facilities during the DLP
- Making arrangements for immediate stoppage or closure in the use of any part or entire facility in case of any breakdown, damage, or abnormal function

In consultation with appropriate agencies, issuance of completion certifications and final acceptance certifications to contractor(s) as per the terms and conditions of their contracts.

## II. Reporting Requirements

The Supervisory Firm shall prepare and submit the following reports and documents:

### Phase 1 – Inception, Planning, and development of bidding documents

No.	Report	Due Date
1	Construction Service Procurement Plans	4 weeks from award
2	Review of and Non-Objection to Construction Drawings	4 weeks from award
3	Recruitment and Onboarding of Key Personnel (KP) and support personnel	4 weeks from award

**Construction Services Procurement Plans:** The supervisory firm must support the development of bidding documents for construction works at each site within the protected areas.

### Phase 2 – Supervision of Construction Activities

No.	Report	Due Date
1	Inception Report	1 week after beginning of construction works in both locations
2	Monthly Performance Reports	2 weeks following month end
3	Contribution to annual workplanning and Client Reporting	60 calendar days before the beginning of a new fiscal year (1 October)
4	Final construction report (after the completion of construction activities)	30 days after the completion of the construction Works

### Phase 3 – Defect Liability

No.	Report	Due Date
1	Project Completion Report (PCR; captures all construction activities after the DLP)	One month after issuance of Defects Liability Certificate

### **III. Payment Schedule**

Payment schedule to be defined during the negotiation phase with the selected bidder. Bidders are required to include as part of their cost proposal the envisioned payment terms for the duration of the award. The envisioned payment schedule must be on a milestone basis and factor in all contractual deliverables outlined in the SOW.

### **IV. Staffing and Qualifications**

The following personnel are required to support the scope of work:

*Key Personnel (requires Prime and Client approval prior to engagement):*

Civil Engineer Construction Manager (1)

Minimum Qualifications below:

- a. Licensed by the Engineer's Registration Board (ERB) and Uganda Institute Professional Engineers (UIPE).
- b. BSc/BEng. Degree in Civil Engineering
- c. Masters in Engineering/Infrastructure /construction Management is an added advantage.
- d. Ten years of working experience in civil construction management projects.

*Additional Personnel:*

The Supervisory Firm should provide staff positions that will support the Civil Engineer in his work to include but not limited:

Clerk of Works – resident Engineers (3)

Minimum qualifications below:

- e. a. Five years of working experience in civil construction management projects.
- f. b. BSc/BEng. Degree in Civil Engineering or Higher Diploma in Civil Engineering

The Clerks of Works will be posted at each construction site, Two (2) in Kidepo, and one (1) in Kalinzu.

### **V. Logistics and Coordination**

The Supervisory Firm should include in their cost proposal expected and estimated costs associated to logistics, administration and travel, included but not limited to:

- a. Travel costs (Per diem based on Department of State rates for Uganda, which can be found online here: [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)).
- b. Any cost associated to the supervision of construction site, which are located in remote areas in Uganda.
- c. Communications Costs (Telephones/Fax/E-mail, Courier services etc.).
- d. Transportation costs
- e. Cost of Reports and Production of contract deliverables
- f. Investigations Costs (Provisional).

The Prime will provide the following services:

- a. With a signed Non-Disclosure Agreement, the Prime will make available all relevant documentation, previous reports, maps, designs, and drawings relevant to the construction Works.
- b. Make all necessary arrangements for facilitating the work of the Supervisory Firm and facilitate access to government authorities and other sector entities as needed.

### 3. Instructions to Bidders

#### 3.1 Proposal Submission Deadline

The proposal should be delivered electronically via email.

Electronic Technical and financial proposals should be received no later than April 12, 2022, at 4:00 PM US EST

Electronic copies should be delivered to the e-mail address: [b4r\\_procurement@rti.org](mailto:b4r_procurement@rti.org)

The email submission must include the follow format for the subject line: *Name of Organization / USAID B4R / RFP Response/ Engineering Supervision for Construction Activities*

#### 3.2 Questions & Answers

All questions concerning the contents of this RFP must be addressed in writing by email to: [b4r\\_procurement@rti.org](mailto:b4r_procurement@rti.org). Subject line on the email shall state: *USAID B4R / RFP Inquiry / RTI-UB4R-032022*. Questions must be submitted by March 24<sup>th</sup>.

Questions and answers discussed during the Bidders Conference can be found in Annex B of the RFP.

#### 3.2 Bidders Conference

Bidders Conference will be held virtually via Zoom on Thursday, March 31, 2022, time 9:00 – 11:00 AM US EST (4:00 – 6:00 PM Uganda Standard Time). Interested companies should use the following Zoom information to join the webinar. Participation is limited to 3 individuals per company.

**Where:**

Zoom Meeting

Meeting URL:

<https://rtiorg.zoom.us/j/2223501564?pwd=RIRkVE96VIJYS0laZ3AyQXVzaXRkZz09&from=addon>

Meeting ID: 222 350 1564

Passcode: 819253

**When:**

Thursday, March 31, 2022, time 9:00 – 11:00 AM US EST (4:00 – 6:00 PM Uganda Standard Time)

[Zoom International Dial-in Numbers](#)

**Zoom Meeting Agenda:**

1. Welcome & Introductions
2. Review of RFP and Expectation for Submissions
3. Review of Q&A – Previously shared with RTI
4. Additional Q&A

**Zoom Meeting Etiquettes and Guidelines:**

1. The Bidders Conference will start at 9: 00 AM. Participants are encouraged to login to the Zoom meeting 5-10 minutes before the scheduled starting time.
2. Zoom meeting attendees' must keep their microphones muted unless prompted otherwise by an RTI facilitator.
3. Zoom meeting attendees' must always keep their cameras off to safeguard internet bandwidth during the conference.
4. Questions raised during the conference must be typed and shared through the Chat function in Zoom.

### 3.3 RFP Changes and Addendum

At any time prior to the deadline for submission of proposals RTI may, for any reason, whether at its own initiative or in response to a clarification requested by a bidder, modify the RFP documents by issuing an addendum.

Any addendum issued shall be part of the RFP documents and shall be communicated by e-mail to all bidders. To afford prospective bidders reasonable time in which to take an addendum into account in preparing their proposals, RTI may extend the deadline for submission of proposals.

### 3.4 Eligibility

This Request for Proposal (RFP) is open to all firms meeting the following criteria.

Applying firms should provide evidence of the required qualifications and relevant experience, including:

- a. Evidence of license and registration to do business in Uganda
- b. Evidence of being a well-established company that likely will be in business 5+ years from now based on history
- c. Evidence of current insurance policies, including Workers compensation, General Third Party Liability, Professional Liability, and Automobile Liability. Insurance coverage must be provided by reputable international carriers with preference of United States or United Kingdom underwriter or equivalent.

### 3.5 Declaration of Ineligibility

Bidders shall not be under a declaration of ineligibility for award of a contract or for corrupt or fraudulent practices issued by the U.S. Government or USAID.

### 3.6 Conflict of Interest

Bidders must not have a conflict of interest. Any bidder found to be in a conflict of interest will be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in the proposal process if they:

- Have controlling shareholders in common;
- Receive or have received any direct or indirect subsidy from any of them;
- Have the same legal representative for purposes of a proposal;
- Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on a proposal of another bidder, or influence the decisions of RTI regarding the RFP process;

- Participated as a subcontractor or otherwise in preparing the design or technical specifications of the goods and related services or projects that are subject of this RFP.

### 3.7 Validity

Bidders must indicate that the proposals shall remain valid for 90 days (ninety days) from the due date for receipt of proposals as indicated on page 1 of this RFP. In exceptional circumstances, prior to expiry of the original offer validity period, the project may request that the bidder extend the period of validity for a specified additional period. The bidder agreeing to the request will not be required to modify its proposal. During this period, you shall keep available the key technical staff proposed for the assignment. RTI shall on its part, make its best effort to complete negotiations by the date specified under Approximate Date Purchase Order Issued to Successful Bidder(s) on the first page of this RFP.

### 3.8 Delivery and Completion of Statement of Work

The winning bidder must complete all work, issue completion certifications and submit all required deliverables by no later than March 2025 or other date agreed upon during negotiations.

### 3.9 RTI/USAID/Uganda B4R Not Bound to Accept Any Proposal

The USAID/Uganda B4R Activity is not bound to accept any of the proposals submitted.

### 3.10 Payment Terms

Refer to RTI purchase order terms and conditions found in:

<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>

Payment can be made via wire transfer or other acceptable form. Bidders may propose alternative payment terms and they will be considered in the evaluation process.

### 3.11 Anti- Kick Back Act of 1986.

Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to [ethics@rti.org](mailto:ethics@rti.org). You may report a suspected violation anonymously.

### 3.12 The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889

RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

#### 4. Preparation of Proposals

The bidder is requested to submit a technical and a financial proposal.

##### 4.1 Language

The proposal, as well as all correspondence and documents relating to the offer, shall be in English. Supporting documents and printed literature furnished by the bidder must be presented in the English language. If any documents are presented in another language, then they must also be translated into English. In all cases, for purposes of interpretation of the proposal, the English language text shall prevail.

##### 4.2 Technical Proposal

In preparing the technical proposal, you are expected to examine all terms and instructions included in this RFP. Failure to provide all requested information shall be at your own risk and may result in rejection of your proposal.

During preparation of the technical proposal, the bidder must give particular attention to the following:

- a. The estimated number of key technical staff-days required for the assignment is clearly listed by position.
- b. The key technical staff proposed for the assignment should be listed by name, position.
- c. Proposed international staff must have experience outside their own country, preferably under conditions similar to those prevailing in Uganda.
- d. No alternative to key technical staff listed in Section IX. Staffing and Qualifications may be proposed.

##### 4.3 Components for the Technical Proposal

The technical proposal shall provide the following and any additional information

1. A brief description of the Subcontractor's organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm involvement.
2. A Construction Implementation Plan that covers the management and oversight of planned construction activities in the SOW. The Construction Implementation Plan must include the following components:
  - a. Detailed Workplan
  - b. Organizational Chart or Staffing Plan that details the composition of the proposed staff team, the tasks to be assigned to each, and level of effort (days to be worked and charged to the subcontract to complete the task).
  - c. (for implementation of the scope of work, including but not limited to oversight of construction activities)
  - d. *Site Supervision and Quality Assurance Approach*: The Supervisory Firm must describe, in appropriate detail, its plan to provide adequate oversight of all



construction work accomplished by direct hire personnel and strict adherence to relevant design codes and specifications.

- e. *Construction Health and Safety Plan*: The Supervisory Firm must describe, in appropriate detail, its plan to ensure the safety and avoid negative health impacts to all workers, beneficiaries, and community members associated with this project. In addition, the Recipient must identify one member of its project team as the primary health and safety manager/point of contact.
  - f. *Construction Schedule*: The Supervisory Firm must include a concise (“roll up”) master project schedule in Gantt chart format showing the planned start date and completion date for work at each construction project site and include plans for ongoing scheduling.
  - g. *Environmental Due Diligence Plan*: Considering that the construction sites are located in protected areas, the Supervisory Firm must describe in detail its plan to monitor and implement environmental management and mitigation actions included in the Scoping and Environmental and Social Impact Assessment reports. In addition, the Recipient must identify one member of its project team as the primary environmental compliance manager/point of contact.
  - h. *Quality Management Plan*: The Supervisory Firm must include procedures for quality control and assurance during both the design and construction phases.
3. Curriculum vitae must be enclosed for all proposed technical and managerial personnel, detailing credible and reputable experience
  4. Estimate of total days required by all technical staff for the completion of each listed deliverable.
  5. The Bidder’s comments, if any, on the data, services and facilities to be provided by RTI and indicated in the SOW.
  6. Description of experience and proposal for working in remote areas in Uganda and collaborating with government agencies at a national and district level.
  7. Applicants must submit at least 3 past performances for supervision of construction activities. **Past Performances can include supervisory activities in protected areas and/or supervisory activities of a similar scope (See Annex A).**

#### 4.4 No Financial Information

The technical proposal shall not include any financial information.

#### 4.5 Financial Proposal

The financial proposal should list the costs associated with the Assignment. These normally cover remuneration for staff (foreign and local, in the field and at headquarters), travel meals, lodging, local and international transportation as applicable; communications, printing of reports, etc. The financial proposal should include the total days required by all technical staff for the completion of each listed deliverable.

#### 4.6 Currency, Taxes, Duties and Prices

Prices for products and services offered shall be quoted in local currency excluded from any Sales Tax, Value Added Tax, custom tax or any other levy taxes. The project will work with the winning bidder to secure a tax exemption letter or establish VAT reporting procedures, where applicable.

The bidder shall be entirely responsible for payee withholding tax and the Program shall remit accordingly.

## 5. USAID/Uganda B4R Provision

- The Key Personnel position is expected to work from the USAID/Uganda B4R Kampala office.
- Access to the USAID/Uganda B4R Kidepo office in coordination with USAID/Uganda B4R staff.

## 6. Proposal Preparation Cost

The bidder shall bear all costs associated with the preparation, submission of its Proposal as well as negotiations for the contract. In no case shall USAID/Uganda B4R be responsible or liable for those costs, regardless of the conduct or outcome of this bidding process.

- Bidders shall submit proposals which comply with these documents. Alternatives will not be considered.
- The Proposal shall contain no alterations, omissions or additions, except those to comply with instructions issued by USAID/Uganda B4R, or as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the Proposal.

## 7. Submission of Proposals

- Bidders shall submit one technical proposal and one financial proposal. An authorized representative of the bidder shall sign both the technical and financial proposals. The authorization shall be in the form of a written power of attorney attached to the proposal, or any other means proving that the representative was authorized to sign. The signed technical and financial proposals shall be marked "Original".
- In the event of any discrepancy between the copies of the proposals, the original shall govern. The proposal shall contain no interlineation or overwriting except as necessary to correct errors made by the bidders themselves. Any such corrections shall be initialed by the person or persons signing the proposal.
- Each technical and financial proposal shall be in a separate file.
- Financial proposals must be submitted in an excel document with different tabs, included but not limited to summary of cost per line item and detailed budget.
- As stated above, bidders shall submit copies of the bids to: [b4r\\_procurement@rti.org](mailto:b4r_procurement@rti.org)
- Any proposal received by USAID/Uganda B4R after the deadline for submission of proposals will be rejected and not considered for review and evaluation.

### 7.1 Modification of Proposal

Except as otherwise decided by USAID/Uganda B4R, modifications to proposals must be received not later than the closing date and time specified for receipt of proposals made in response to the request for proposals. Modifications must be made by written notice signed by the authorized representative. The modified document must clearly identify the proposals being modified, the nature of the modification, the reference of the request for proposals as well as the closing date and time for receipt of proposals. Modifications must be delivered in writing and via email with the reason (s) for modification.

No proposal may be modified by the bidder after the proposal submission deadline.

### 7.2 Withdrawal of Proposal

Proposals may be withdrawn by written notice duly signed by the authorized representative submitted via email.

### 7.3 Rejection

The USAID/Uganda B4R reserves the right to accept or reject any part of any proposal, and to accept or reject any or all proposals without penalty.

## 8. Proposal Review and Evaluation

A two-stage procedure shall be adopted in evaluating the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation. Only those firms that score more than 70% in the technical proposals will have their financial proposals reviewed.

The final score shall be a combined technical/financial score, as indicated below.

### 8.1 Review of Proposals

USAID/Uganda B4R will review the technical proposals, including withdrawals shortly after the deadline for submissions of proposals as noted under clause 7.

### 8.2 Process to be Confidential

Information relating to the examination, clarification, evaluation and comparison of proposals and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process. Any effort by a bidder to influence USAID/Uganda B4R's processing of proposals or award decisions will result in the rejection of the bidder's proposal.

### 8.3 Evaluation

Best offer proposals are requested. Award will be made to the most responsive bid. USAID/Uganda B4R reserves the right not to accept the proposal with the lowest cost. Award will be made based on the criteria below. The USAID/Uganda B4R reserves the right to conduct negotiations and/or request clarifications prior to award.

- Technical offer will be allocated 80% of the total score.
- Financial offer will be allocated 20% of the total score.

Overall proposal score will be equal to the sum of technical and financial score. The contract will be awarded to the highest bid score.

The points given to the technical evaluation criteria are:

I.	Adequacy and quality of the proposed methodology and work plan	30
II.	Specific experience of the Supervisory Firm relevant to the Assignment	20
III.	Key Experts' qualifications and competence for the Assignment:	30
a.	Civil Engineer Construction Manager	15
b.	Clerk of Works – resident Engineer I	5
c.	Clerk of Works – resident Engineer II	5
d.	Clerk of Works – resident Engineer III	5

The points given to the financial evaluation criteria are:

I.	Cost Realism:	10
II.	Identified cost efficiencies:	10

Total weight: 100 %

### 9. Negotiations

Prior to the expiration of the validity of the proposal, USAID/Uganda B4R shall notify in writing or by email the successful bidder that submitted the proposal with the highest combined technical and financial score, that its proposal had been retained, and invite it to negotiate the contract. Sufficient time shall be allotted to the negotiation process. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.

The negotiations shall be concluded with a review of the draft form of the contract. USAID/Uganda B4R and the successful bidder shall finalize the contract to conclude the negotiations. If negotiations fail, USAID/Uganda B4R shall invite the bidder that received the second highest score to contract negotiations.

## 10. Contract Award

After completing negotiations, USAID/Uganda B4R shall award the contract to the selected bidder. Simultaneously, USAID/Uganda B4R will also notify all bidders who submitted proposals.

USAID/Uganda B4R will award the contract, subject to USAID/Uganda B4R and/or Client approval, to the bidder(s) who's Proposal has been determined to be substantially responsive to the RFP.

The selected bidder is expected to commence the assignment in June 2022.

### 10.1 Contract Award Type

The contract to be signed will be Firm Fixed Price.

### 10.2 Right to Accept or Reject Any or All Proposals

Notwithstanding any considerations, USAID/Uganda B4R reserves the right to accept or reject any Proposal and to annul the RFP process and reject all Proposals at any time prior to award of a contract without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder (s) of the grounds for the action.

### 10.3 Start Date of Services

The signing of the agreement for this RFP is anticipated to be on or about June 2022. This date is tentative and will depend upon required contracting approvals from USAID/Uganda B4R home office and the Client where applicable.

### 10.4 Marking and Branding

The winning bidder shall comply with the requirements of the USAID "Graphic Standard Manual" available at [www.usaid.gov/branding](http://www.usaid.gov/branding), or any successor branding policy.

11. Acceptance Signature Block

Acceptance:

Bidder agrees, as evidenced by signature below, that the bidder's completed and signed solicitation, bidder's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: (Bidder Company Name)

Signature: \_\_\_\_\_

Title:

Date:



## ANNEX A – Past Performance Reference Template

Reference submitted by:

<b>Name of Client</b>		
<b>Address</b>		
<b>Brief Description of Services Provided</b>		
<b>Start Date (Month/Year)</b>	<b>Completion Date (Month/Year)</b>	<b>Local currency and U.S. Dollar Value of Services</b>
		UGX USD
<b>Name, Position for Client Reference Contact</b>		<b>Telephone and Email</b>

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

#	Questions	Responses
1	We would like to know whether this tender is restricted to local engineering firms, or the local firms can associate with international partners?	This opportunity is not restricted to local or international. All interested parties are invited to respond with their approach.
2	Given the EOI's preference towards FIDIC contracting experience and the necessity for procurement support outlined in the RFP, can the requirements for the Civil Engineer Construction Manager's Ugandan registrations be changed to "preferred" to allow for a greater pool of acceptable candidates. Additionally, requiring a certified engineer/engineering services typically would require a Brooks Act procurement which is not in line with the RFP.	<p>The EOI that was issued has since been canceled. The RFP for the supervisory firm has been issued and that is what should be referenced.</p> <p>The Brooks Act is in reference to the design, architecture, and engineering of the work; while the firm identified through this RFP will provide oversight over those things, they will not be directly doing that work as the design and architecture has already been completed by USAID.</p>
3	The eligibility requirements state that the offeror must be registered to do business in Uganda. However, will a US registered A&E firm, who is not a direct holder of the Ugandan business registration but will partner with a registered Ugandan engineering firm who will provide full-time field staff be considered eligible to pursue this contract?	<p>RTI will update this requirement in the amended RFP to be released with the Q&amp;A answers.</p> <p>Offerors are reminded that their technical and cost proposals need to describe this relationship clearly (and costed accordingly).</p>
4	The past performance requires that the consultant shows experience working in natural areas. This type of work is very uncommon and severely limits competition. Could RTI please reduce this requirement to allow the offeror to provide example experience of similar technical scope, which better aligns to the requirements. Then in the technical approach, require the contractor to show how they will support RTI in ensuring that construction is safety completed and limits impact to the natural surroundings.	The RTP states that Past Performances can be submitted for supervisory construction activities in protected areas and/or similar in scope. RTI has revised the RFP clarifying that Past Performances of similar scope are acceptable under this RFP.
5	Is the supervisory firm responsible for drafting/following an EMMP, WQAP, Climate Risk Assessment, and material testing protocols?	Yes. The firm would be responsible for all these documents as it relates to the construction.
6	<p>Can you provide additional information around the boreholes (scale/type of service/etc.)?</p> <p>For example, are you looking for just boreholes or entire water systems?</p>	<p>RTI is unable to provide detailed information regarding the boreholes at this time due to client confidentiality restrictions.</p> <p>The boreholes will be separate units and not connected to any building or structures. The anticipated scope for boreholes would include drilling works, installation of pump, and water quality analysis.</p>
7	What codes were used in drafting the existing engineering designs?	RTI is unable to provide additional information regarding the codes currently due

		to client confidentiality restrictions.
9	Pg. 8, Article V, Supervisory Firm to provide: a, b, and c, would require engagement of other professionals. wanted clarity on this.	At a minimum, the supervisory firm must include all staff positions outlined section IV - Staffing and Qualifications of the Scope of Work. In addition, the firm may propose and provide the additional necessary staff to carry out the supervision of construction. Please note that additional positions proposed by the bidder cannot be considered as Key Personnel.
10	RTI Clarification	Canopy walk will be 500m and will be free standing structures not attached to trees
11	RTI Clarification	Cost of construction and materials should not be included in proposals