

TO: Prospective Applicants

DATE: April 28, 2017

SUBJECT: RFA NO. ECP-RFA-17-01

**REQUEST FOR APPLICATIONS FOR CANAAN CENTER WATER SYSTEM STUDY,
DESIGN AND CONSTRUCTION SUPERVISION**

The Cooperative Housing Foundation, doing business as Global Communities, has been selected by the American Red Cross (ARC) to serve as the Prime Recipient for the Enabling Canaan Program (ECP). Global Communities is inviting qualified organizations with experience in design and construction, supervision, quality control and quality assurance of water supply system to submit their applications for the subject activity based on this Request for Applications.

Please e-mail Global Communities at infoproc@globalcommunities.org, the email subject **MUST** be **ECP Water System**, of your intent to apply at the earliest practicable date, so that we may share questions and responses, and anticipate the number of applications to be evaluated.

Any questions or requests for information should be submitted no later than **12:00 PM (EST) May 8, 2017** to Global Communities, Haiti Procurement Department via email at: infoproc@globalcommunities.org. The email subject **MUST** be **ECP Water System**. Any information given to one prospective applicant concerning this solicitation will be furnished to all such applicants as an amendment of the solicitation **May 12, 2017**.

Interested organizations should submit their applications, in hard copy or electronic format in accordance with the language of the solicitation as specified in Section 3.B. The applications must be received no later than 12:00 PM (EST) May 22, 2017.

Responding organizations are advised that this solicitation does not in any way obligate Global Communities to make an award or compensate the responding organizations for any costs associated with the preparation and submission of their applications.

Abbreviations and Acronyms	3
Section 1: Program Description	4
Section 2: Eligibility Information.....	5
Section 3: Application and Submission Information.....	6
Section 4: Application Review Information.....	9
Section 5: Award and Administration Information.....	11
Section 6: List of Attachments	12

Abbreviations and Acronyms

ARC	American Red Cross
CFO	Chief Financial Officer
DINEPA	Direction Nationale de l'Eau Potable et de l'Assainissement
ECP	Enabling Canaan Program
HQ	Headquarters
HR	Human Resources
M&IE	Meals and Incidental Expenses
NICRA	Negotiated Indirect Cost Rate Agreement
OFAC	Office of Foreign Assets Control
RFA	Request for Applications
UN HABITAT	United Nations Human Settlements Programme
USD	US Dollars

Section 1: Program Description

A. Background

The Canaan area has served as an area of refuge for an increasing number of people after the 2010 earthquake, and people living there since are suffering of a lack of access to basic services. One of the objectives of the ECP Program, funded by the American Red Cross and implemented by Global Communities, is to promote Canaan's urban development with public services and infrastructure construction.

The problem of water is the most crucial for the people who live in this new city without infrastructure. The ECP Program, together with DINEPA, has developed a plan for the creation of a drinking water network that will enable residents of the Canaan Center zone (+30,000 inhabitants) to have access to drinking water. It is also a question of creating a network in harmony with the existing network of DINEPA and plans for future extension of this Agency according to the needs of the different communities. The system should be designed with DINEPA's marketing choices in mind and in order to ensure sustainability.

An aquifer study was commissioned by GC and will serve as the basis for the Canaan Center Water Supply System study. This study has provided the opportunity to evaluate the feasibility of a system that involves the drilling of wells, The pumping of water to high-level reservoirs, the distribution of water through kiosk and / or residential network networks managed by private organizations in the framework of public-private partnerships. The study is attached Annex B. Additionally, UN Habitat commissioned an assessment "Improving the Water Supply and Sanitation Situation of the Canaan Area, Haiti – UNHABITAT, 2016". The assessment is in the attached Annex C.

Global Communities is planning to build Canaan Center Water System, based on the design, to serve the population of Canaan Center area for an estimated construction budget of \$900,000. The purpose of the RFA is to subaward qualified organizations or firms the Canaan Center Water System STUDY, DESIGN AND CONSTRUCTION SUPERVISION.

Section 2: Eligibility Information

A. Eligible Entities

Applicants who are eligible to apply are those who are technically qualified organizations or firms that are able to respond through written applications. All applicants must be legally recognized organizational entities under applicable law and authorized to operate in Haiti.

To be eligible for award of a Subgrant Agreement, in addition to other conditions of this RFA, organizations/firms must have a politically neutral mandate, a commitment to non-discrimination with respect to beneficiaries and adherence to equal opportunity employment practices. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the subrecipient to ensure compliance with these Executive Orders and laws. This provision must be included in all lower-tier subawards and contracts issued under a Subgrant Agreement.

B. Other Qualification Requirements

- Each applicant/organization must submit only one (1) application.

Section 3: Application and Submission Information

A. General Instructions

1. Applicants are requested to submit an application directly responsive to the terms, conditions, and clauses of this RFA. Applications not conforming to this solicitation may be categorized as unacceptable, thereby eliminating them from further consideration.
2. Any application received in response to this solicitation will be reviewed strictly as submitted and in accordance with the evaluation criteria specified in Section 4, Application Review Information.
3. The person signing the application must have the authority to commit the Applicant to all the provisions of the application.
4. Global Communities is not obligated to make an award or to pay for any costs incurred by the applicant in preparation of an application in response hereto.
5. Language – All applications must be in English.
6. Applications must be clearly and concisely written and must describe and define the applicant's understanding and compliance with the requirements contained in Section 1 of RFA, Program Description. The application should clearly address each of the evaluation criteria set forth in Section 4 of this RFA. All pages of each volume (cost and technical) must be sequentially numbered and identified with the name of the application and the RFA number.
7. Global Communities reserves the right to accept or reject any application, and to cancel the solicitation process and reject all applications, at any time prior to award, without thereby incurring any liability to applicants or any obligation to inform applicants of the grounds for Global Communities action.

B. Submission Instructions

1. Applications must be received no later than **12:00 PM May 22, 2017**. Applications must remain valid for a minimum of sixty (60) days.
2. The Applicant may submit its proposal by the following means: electronically or printed version.
 - i. Electronically – the applicant **MUST** insert in the email subject: **ECP Water Supply System**. Internet email with up to 2 attachments (5 MB total limit) per email compatible with MS WORD, Excel, and Adobe Acrobat in a MS Windows environment to:

infoproc@globalcommunities.org

- ii. Printed version: This envelope must mention the following:
Name of the Applicant
To: Rose Danielle Charles, Procurement Officer
Global Communities, 15 Rue Tertulien Guilbaud, Christ Roi, Port-au-Prince
ECP Center Water Supply System

The overall proposal shall consist of two (2) physically separated parts, as follows: Volume I – Technical Proposal; and Volume II – Cost Proposal. Technical Proposals must not make reference to pricing.

C. Technical Application Format

The Technical Application must be organized so that it follows the technical evaluation factors listed in Section 4. The Technical Application must not exceed **ten (10) pages** in length, including graphics and charts but excluding resumes and annexes and Cost Proposal. The pages that exceed this page limitation will not be evaluated. Any additional annexes not required by this RFA will not be evaluated. Applications shall be submitted in Word format, written in English single-spaced, using Times New Roman font size 12 with each page numbered consecutively, and have at least one inch margins on the top, bottom and sides.

The Technical Application must include:

1. Technical Approach (limit 5 pages excluding drawings and plans). The technical approach must provide a clear and succinct picture of how the Applicant will fulfill his mandate. In addition to the text, the Applicant should submit a detailed Gantt Chart.
2. Key Personnel (limit 1 page, excluding resumes).

The Applicant must propose individuals for key personnel positions who are highly qualified and are able to fulfill the responsibilities as described below. The Applicant shall submit a complete and current resume for each proposed key personnel (not exceeding 2 pages each). These resumes must clearly describe the individuals' education, experience, and professional credentials. Key Personnel positions are as follows:

- i. Project Director: Responsible for overseeing all technical and administrative matters of the project, represents the company in high-level meetings and is empowered to make decisions on behalf of the company. Qualifications: Civil Engineer, Hydrologist, Mechanical Engineer, Wash Engineer or related fields, at least 15 years of experience.
 - ii. Technical experts: The applicant should submit experts for each of the different fields of the water system design: hydraulics, mechanical, civil works. Qualifications: Engineer in related fields, at least 10 years of experience.
3. Past Performance of the Organization (limit 2 pages)

The Applicant must submit a list of all contracts, subcontracts or grants within the last three (3) years involving similar or related programs. The information for these awards must include the performance location, award number (if available), a brief description of the work performed, and a point of contact list with current telephone numbers and email addresses. This list shall be attached as an annex to the Technical Application, which will not count against the page limit.

Global Communities reserves the right to obtain past performance information from other sources including those not named in applications.

4. Organizational Capabilities (limit 2 pages).

The Applicant shall demonstrate the following:

- i. The specialized competence the organization possesses with regard to the requirements described in Section 1 of this RFA.
- ii. Organizational systems and procedures are adequate related to: personnel policies and recruitment, travel policies; financial management; project management; contract administration; progress reporting; and other areas in order to successfully comply with requirements and accomplish the expected results

D. Cost Application Format

The applicant must propose costs that it believes are realistic and reasonable for the work in accordance with the applicant's technical application. The applicant should submit a breakdown of the cost showing details for personnel, travels, logistics, tax, benefits... per each deliverable and activities/works detailed in the statement of work.

Global Communities may ask the applicant to provide more details, if needed.

Section 4: Application Review Information

A. General

Applications will be evaluated in accordance with the Evaluation Criteria set forth below. These criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants are advised to organize the narrative sections of their applications in the same order as the Evaluation Criteria.

An application may be eliminated from consideration before a detailed evaluation is performed if the application is considered obviously deficient as to be totally unacceptable on its face or which prices are inordinately high or unrealistically low. In the event an application is rejected, the applicant will be sent a notice stating the reason(s) that the application was not be considered for evaluation.

B. Competitive Range:

Global Communities may establish a Competitive Range composed of only the most highly rated applications. Global Communities may exclude an application from competitive range if it is so deficient as to essentially require a new technical application. Global Communities may exclude an application from competitive range so unreasonably priced, in relation to more competitive applications, as to appear that there will be little or no chance of becoming competitive. Global Communities may exclude an application from the competitive range requiring extensive discussions, a complete re-write, or major revisions such as to allow an applicant unfair advantage over those more competitive applications.

C. Basis for Award

Technical and cost factors will be evaluated as described below.

1. The evaluation factors presented below will serve as the basis upon which applications will be evaluated. The relative weight accorded to each factor is expressed in points with 100 points possible.
2. Applicants are reminded that Global Communities is not obliged to make an award on the basis of lowest proposed cost or highest technical evaluation score. Although for this RFA technical merits are considered more important than cost relative to deciding who might best perform the work, cost factors and Global Communities prime recipient budget must also be considered. Therefore, after the final evaluation of applications, Global Communities will make the award to the applicant whose proposal offers the best value to Global Communities and USAID, considering both technical and cost factors.

3. Evaluation Criteria:

- a. Technical Approach (**30 points**) – The extent that the Offeror’s proposal demonstrates a clear and effective overall technical approach to performing the requirements described in the Statement of Work - Annex A. The Offeror is encouraged to propose a compressed work schedule with explanation, leading to an earlier “Issue for Tender to Construction Contractor”.
- b. Qualifications of Proposed Personnel (**10 points**) – Demonstrated expertise, experience, and availability of personnel to meet the requirements of the STATEMENT OF WORK.
- c. Capabilities and Relevant Experience of the Organization (**20 points**) – Demonstrated organizational capabilities and experience as follows:
 - i. Organizational competence relative to the STATEMENT OF WORK, including knowledge of and experience working in Haiti and/or with DINEPA (*10 points*).
 - ii. Capabilities mobilizing short-term technical assistance experts and teams (*10 points*).
- d. Past Performance of the Organization (**15 points**) – Quality of product or service, including cost control, timeliness of performance, and meeting goals and targets, and customer satisfaction with performance.
- e. Cost Proposal (**25 points**) – The lowest reasonable price cost proposal will receive the highest score for cost. Higher priced cost proposals will receive a correspondingly lower score. To assist in evaluation and comparison of cost proposals, Global Communities may ask an Offeror for clarification or further breakdown of the Offeror’s price.

Section 5: Award and Administration Information

A. Anticipated Award Schedule

The anticipated start date of the award is **June 1, 2017** for a period of three months from the date of award for the study and design component. The supervision component starts upon the start of the Construction Contactor and continues until construction works completion.

B. Implementation Mechanism

Global Communities anticipates awarding a Fixed Amount award or Standard subgrant, to the successful applicant.

C. Reporting

The sub-awardee shall be required to submit invoices detailing the deliverables and activities/works (per the Statement of Work) completed per the payment schedule that will be detailed in the subaward and for the life of the project. This invoice must be signed by the Project Director and approved by Global Communities Program Director.

Other reporting requirements are detailed in the Statement of Work- Annex A.

Section 6: List of Attachments

- Appendix A – Statement of Work for Engineering Services.
- Appendix B – An evaluation (study) of the Plaine du Cul-de-Sac aquifer and its potential to serve Canaan. See **NOTE** below.
- Appendix C – UN Habitat assessment “Improving the Water Supply and Sanitation Situation of the Canaan Area, Haiti – UNHABITAT, 2016”. See **NOTE** below.
- Appendix D – Two Maps and Google Earth KML file outlining the target area. See **NOTE** below.
- Appendix E – Drone imagery and digital surface model to estimated 50cm accuracy – American Red Cross, 2016. (Shape file - DXF format). See **NOTE** below.
- Appendix E – Canaan water distribution kiosks (tap/glass symbol) and household/private reservoirs (reservoir symbol) on Open Street Map – updated by the American Red Cross, 2016 (<http://www.openstreetmap.org/#map=13/18.6630/-72.2791&layers=H>).

NOTE: For access to the appendixes, please email infoproc@globalcommunities.org, the subject of the email subject **MUST** be **ECP Water System**, requesting access instructions.