

**August 17, 2017**

**Request for Proposal**

**Architectural and Engineering Services**

**Catholic Diocese of Jeremie, Haiti**

# Introduction

Catholic Relief Services (CRS) Haiti, a non-profit relief and development agency, located at No. 1 Delmas 81, Port-au-Prince, Haiti is soliciting proposals for Architectural and Engineering (A/E) services for the design upgrade of Youth Vocational Center and Cultural Center in Jeremie. This A/E contract will be executed on a unit rate basis with guaranteed minimum and maximum price.

# Background

Catholic Relief Services (CRS) is an international non-governmental organization supporting relief and development work in over 93 countries around the world. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. CRS programs assist persons based on need, regardless of creed, ethnicity or nationality. CRS works through local church and non-church partners to implement its programs. CRS has been in Haiti for over 62 years with its first office opening in Les Cayes, and now with a central office in Port-au-Prince and sub-office Jérémie. CRS/Haiti’s signature program areas are in 1. Health and social services, 2. Emergency response and recovery, and 3. Agriculture and livelihoods; additional programs include urban programming, education and youth.

# Pre-qualification

To be considered as eligible to submit a proposal, a firm must be legally licensed under applicable laws in Haiti or in the United States. Firm must have demonstrated prior experience in designing various infrastructure building projects in accordance with all applicable codes, standards, rules and regulations for the United States and the Republic of Haiti.

# Scope of Work

Scope of services and responsibilities for this proposed contract are as follows:

1. Develop a Detailed Engineering Design Drawing (DEDD) for Youth Vocational Center.

* Conduct a technical assessment to evaluate the condition of existing building in line with the request of Youth Pastor to provide a second floor for youth vocational courses.
* Check the possibility of shifting the function of the ground floor into second floor, i.e, bring the vocational classrooms at ground floor and the library, offices and conference room at second floor
* Based on these needs, develop a concept design drawing for approval
* Upon CRS and Catholic Diocese approval, the A&E firm would prepare a detailed engineering design drawing for architectural, structural, electrical, plumbing/sanitary with material specification. These drawing documents will be used to run a tender, and eventually for construction purposes.

1. Develop a Detailed Engineering Design Drawing (DEDD) for Cultural Center.

* Conduct a technical assessment to evaluate the condition of existing building in line with the request of the Diocese to rehabilitate the movie theater, kitchen and canteen, perimeter fence and receiving/waiting area.
* Develop a concept design drawing for selected areas to be upgrade for CRS and Diocese approval
* Upon CRS and Catholic Diocese approval, the A&E firm would prepare a detailed engineering design drawing for architectural, electrical, plumbing/sanitary with material specification. These drawing documents will be used to run a tender, and eventually for construction purposes.

1. Deliverables for both Center

* Prepare a separate floor plans for each of the selected areas where major upgrade is expected as indicated above.
* In addition, prepare an elevation drawings for selected areas where major upgrade is expected. For example, if second floor will be added, an elevation plan should be drawn for both ground floor and second floor
* Prepare a cross sectional and longitudinal section of the new building (added floor and ground floor function)
* Prepare an isometric view of the new Youth Vocational Center
* Prepare a kitchen plan with cabinet details, electrical and plumbing system included for the cultural center
* Prepare an interior design of movie theater in coordination with the Priest Residence felt needs
* Other miscellaneous design works as agreed upon with CRS representative/s during the site visit.

1. **Form of Proposal**

Proposals must consist of the following information in the order indicated below:

* Cost Basis
* Cost of services breakdown showing proposed billing rates per person -hour for all staff personnel assigned to the project, an estimate of direct project overhead expenses, etc. All general overhead and profit should be included in the above billable rates.
* Any other proposed costs should be also listed in the table.
* Initial estimate of expected maximum total person-hours and/or project duration.
* Is it understood that during the implementation of A&E scope of work in Jeremie, A&E staff would avail CRS in country transport from the project site to designated hotel or guest house.
* Cost basis should be presented as shown in the example below:

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| --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  |  |
| **Item** | **Description** | **Unit** | **Unit Rate** | **Estimated Quantity** | **Total** |
|  |  |  |  |  |  |
| i) | Senior Architect | hr | $ XXX.XX | XXX | $ X,XXX.XX |
| ii) | Architect |  |  |  |  |
| iii) | Draftsman |  |  |  |  |
| iv) | Printing, mailing and Administration |  |  |  |  |
| v) | Transportation cost from Port-au-Prince (point of origin) to Jeremie per visit |  |  |  |  |
| vi) | Miscellaneous Expenses (to specify) |  |  |  |  |
| vii) | … |  |  |  |  |
| viii) | … |  |  |  |  |
| **Estimated Total Price** | |  |  |  |  |
|  |  |  |  |  |  |

1. **Period of Consultation**

Beginning of Work on September 15, 2017

Durancy of consultant’s work: 1 month from September 15th, 2017 to October 15th, 2017.

# Submission of Proposal and Point of Contact

Proposal will be acceptable in electric format and should be emailed to Chris Bessey at [christopher.bessey@crs.org](mailto:darren.hercyk@crs.org) cc to James Beighle at [james.beighle@crs.org](mailto:james.beighle@crs.org).

CRS Haiti point of contact is Christopher Bessey. Chris cellular phone number is (+509) 3702-8795. All communications to CRS and Catholic Diocese of Jeremie should address thru Chris.