



REQUEST FOR PROPOSAL (RFP)

DESCRIPTION: Engineering Services for the Design of Sewage Force Main from Main Lifting Station to Treatment Plant in Sebha, Libya	DATE: 02 October 2018
	REFERENCE: RFP/LBY/ SLCRR/20118/93

Dear Sir / Madam:

We kindly request you to submit your Proposal for Engineering Services for the Design of Sewage Force Main from Main Lifting Station to Treatment Plant in Sebha, Libya

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before 16th October 2018, 14:00 hrs. (Tunisia time) and via email, courier mail or fax to the address below:

UNDP Libya
UNDP Libya, Palm City Residences, Unit 228, Janzour Area, Tripoli, Libya
Attention: Procurement Unit
Proposals submitted electronically to be sent at tenders.ly@undp.org

Your Proposal must be expressed in the English Language and valid for a minimum period of 90 days from the date of deadline for submitting the offers.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Ermira Basha,
Operations Manager,
UNDP Libya

Description of Requirements

Context of the Requirement	Engineering Services for the Design of Sewage Force Main from Main Lifting Station to Treatment Plant in Sebha, Libya
Technical Component	<p>UNDP's project 'Strengthening Local capacities for Resilience and Recovery' is a three-year EU funded initiative, aiming at supporting local authorities in Libya to respond to the many conflict and human mobility induced challenges - by strengthening the local resilience and recovery mechanisms - that impact negatively citizens' access to essential services, sources of livelihoods, the social cohesion and security of communities.</p> <p>Based on joint analysis conducted by the Joint Technical Working Group (JTWG) for the sewage networks and the health and environmental risks that may result from the imminent failure of the main sewer lines in Sebha, the project will provide support in solving the problem of sewage flooding in the city via the implementation of a 2000 m long sewage pipeline from the main lift station (Bardy) to the sewage treatment plant. The design of the sewerage pipeline aims to comply with the modern Standards. The designer should consider population growth, the environmental and climatic conditions, and the actual flow to the sewage water treatment plant (inlet).</p> <p>UNDP is seeking services of a professional Design/or Build contractor, hereafter called the contractor, to survey and design a high-density polyethylene (HDPE) sewage pipeline between the lifting station Bardy and the treatment plant (about 2000 m long). The new pipeline, including appurtenance structures and fittings, shall be designed to convey effectively all current and future sewage wastewater collected and pumped in the existing lifting station to the treatment plant. The design shall include Scope of Work and Bill of Quantities (BoQ) to be used for the construction of the new sewage pipeline.</p>
Technical Component of the proposal should include	<p>The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:</p> <p>a) <u>Description of the Firm and the Firm's Qualifications:</u> A brief description of your firm/institution and an outline of recent experience on projects of a similar nature, including experience in the country and language concerned. You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability and financial and managerial capacity to provide the services.</p> <p>b) <u>Understanding of the Requirements for Services, including Assumptions:</u> Include any assumptions as well as comments on the data, support services and facilities to be provided by the Government as indicated in the TOR, or as you may otherwise believe to be necessary.</p> <p>c) <u>Proposed Approach, Methodology, Timing and Outputs:</u> Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person-months in each specialization that you consider necessary to carry out all work required.</p> <p>d) <u>Proposed Team Structure:</u> The composition of the team which you would propose to provide in the country of assignment and/or at the home office, and the work tasks (including supervisory) which would be assigned to each. An organogram illustrating the reporting lines, together with a description of such organization of the team</p>

	<p>structure, should support your proposal.</p> <p>e) <u>Proposed Project Team Members</u>: The curriculum vitae of the professional members of the team.</p>
No. of copies of Proposal that must be submitted [if transmitted by courier]	<p><u>One original and one copy</u>, submitted in a hard copy.</p> <p>The offer shall be composed of two separate sealed envelopes, including one for technical proposal (one original and one copy)</p>
Proposal Submission Address	<p>UNDP Libya Palm City Residences, Unit 228, Janzour Area, Tripoli, Libya Attention: Procurement Unit: Tender Reference: RFP/LBY/ SLCRR/20118/93</p>
Conditions and Procedures for electronic submission and opening	<p>Offers should be submitted electronically with proof of postage dated prior to the deadline. The financial offer should be provided separately to the technical proposal.</p> <p>The financial proposal should be password protected and the password should not be sent to UNDP unless requested by UNDP if the proposal is deemed technically qualified. You will have 24 hours to respond to the request for password from UNDP.</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: tenders.ly@undp.org</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF files only,</p> <p><input checked="" type="checkbox"/> Financial offer</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 10 MB</p> <p><input checked="" type="checkbox"/> Max. No. of transmissions: 5 (five) for technical proposal and 1 (one) for financial proposal</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one)</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for the Technical Proposal "Engineering Services for the Design of Sewage Force Main from Main Lifting Station to Treatment Plant in Sebha, Libya"</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for the Financial Proposal: Financial Proposal for "Engineering Services for the Design of Sewage Force Main from Main Lifting Station to Treatment Plant in Sebha, Libya"</p>
List and Description of Expected Outputs to be Delivered	<p>UNDP is seeking for qualified offerors to provide Engineering Services for the Design of Sewage Force Main from Main Lifting Station to Treatment Plant in Sebha, Libya, as per TOR (annex 2 of this RFP)</p>
Person to Supervise the Work/Performance of the Service Provider	<p><i>Project Manager of Strengthening Local Capacity for Resilience and Recovery in Libya Project</i></p>
Frequency of Reporting	<p><i>Company will be reporting to Project Manager on regular weekly basis, and/or as agreed during contract negotiating stage</i></p>
Progress Reporting Requirements	<p>Refer to TOR</p>
Location of work	<p><input checked="" type="checkbox"/> <i>Sebha, Libya and Firm/institution's Location</i></p>
Expected duration of work	<p>30 Days</p>
Target start date	<p>25 October 2018</p>
Travels Expected	<p>As per the TOR</p>
Special Security Requirements	<p>Firm/institution will take full responsibility over the safety and security of the people involved in contract implementation</p>
Facilities to be Provided by UNDP (i.e., must be excluded)	<p>N/A</p>

from Price Proposal)	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required Offeror must provide work implementation timeline for each design element
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required Provide evidence that the proposed personnel possess necessary expertise, skills and certifications.
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<i>Preliminary Design Report – 40%</i> <i>General Design – 30%</i> <i>Complete Design Submittal – 30%</i>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>Project Manager of Strengthening Local Capacity for Resilience and Recovery in Libya Project</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm: 280 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan: 210 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel: 210 points <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. Where "x" is the price of the lowest proposal, and "y" is the price of any other proposal. The percentage score for price allocated to the lowest proposal will be 30 points, and to any other proposal x/y times 30.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR (Annex 2)

<p>Contact Person for Inquiries (Written inquiries only)</p>	<p>Please refer all queries to procurement.ly@undp.org 5 days prior to offer submission deadline</p> <p><i>Note: This email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Required Documents that must be submitted to Establish Eligibility of Proposers</p>	<p>a) Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.</p> <p>b) Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation. International Bidders must provide proof of registration to operate in Libya or Registration of Libyan Partner organization/company with whom the implementation of the contract will be carried out.</p> <p>If the bidder is a Joint Venture (JV) or a Consortium, provide legal agreement to that effect. Further, the proposal should indicate who is the lead entity in the JV/Consortium and detailed distribution of activities/tasks must be provided.</p> <p>c) Past relevant contracts indicating Client name, duration of the contract, value of the contract and brief description of outputs delivered by the offeror</p> <p>d) At least two references letters' from the top clients (in terms of contract value) which was executed within the past three years</p> <p>e) All information regarding any past and current litigation during the last five (5) years, in which the offeror is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</p> <p>f) Structure of the proposed team; Names and relevant positions of the key personnel that will perform the services.</p> <p>g) Detailed breakdown of proposed implementation timeline.</p> <p>h) Bank Statements for the past three years, and or audited statements.</p> <p>i) Written confirmation from each personnel that they are available for the entire duration of the contract</p>

Evaluation Criteria

The submitted proposals will be subject to a preliminary examination to verify the authenticity and completeness of proposals, and then a detailed evaluation will be conducted.

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared.

Only proposals that achieve above the minimum of 490 points (i.e. at least 70% of the total 700 points) on the substantive presentation shall be reviewed for price.

The technical proposal is evaluated based on its responsiveness to the Term of Reference (TOR).

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Specific Experience of the Firm relevant to the assignment	40%	280
2.	Technical Approach, proposed Methodology and Management Work Plan	30%	210
3	Personnel	30%	210
Total			700

Section 1. Specific Experience of the Firm relevant to the assignment		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	30
1.2	General Organizational Capability which is likely to affect implementation: Financial stability - 15 points loose consortium, holding company or one firm -20 points strength of project management support - 15 points	50
1.4	Quality assurance procedures and risk mitigation measures	30
1.5	Relevance of: Demonstrated expertise and experience of Hydraulic and Engineering Services for the design and construction in civil, mechanical, hydraulic engineering, etc – 45 points Experience in development of compressive Scope of Works, Bill of Quantities, hydraulic analysis, pipeline design, and Drawing and Designs – 40 points Similar design projects completed in the past – at least 3 similar projects 45 points Experience with projects in the Middle East Region or related area -20 points Work for UN/ major multilateral/ or bilateral programmes 20 points	170
Total Section 1		280

Section 2. Technical Approach, proposed Methodology and Management Work Plan		Points obtainable
2.1	To what degree does the Offeror understand the task?	40
2.2	Have the important aspects of the task been addressed in sufficient detail?	20
2.3	Are the different components of the project adequately weighted relative to one another?	30

2.4	Is the conceptual framework adopted appropriate for the task?	40
2.5	Is the scope of task well defined and does it correspond to the TOR?	50
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	30
Total Section 2		210

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		30
3.2	Qualifications of key personnel proposed		
3.2 a	Project Manager/Senior Civil Engineer		45
	- Bachelor's Degree in the field of structural design or relevant field;	10	
	- At least 7 years of relevant work experience in the similar field;	25	
	- Fluency in English	10	
3.2 b	Sewage Pipeline Planner		45
	- Bachelor Degree in the field of Architectural planning or relevant field	10	
	- At least 5 years of relevant work experience in the similar field;	15	
	- Minimum of 2 years of work experience in MENA region;	10	
	- Fluency in English and Arabic.	10	
3.2 c	Civil Engineer		40
	- Bachelor Degree in the field of Civil Engineering or relevant field;	10	
	- At least 5 years of relevant work experience;	15	
	- Minimum of 2 years of work experience in MENA region;	10	
	English and Arabic language skills.	5	
3.2d	Mechanical Engineer		
	- Bachelor Degree in the field of Mechanical Engineering or relevant field	10	25
	- At least 5 years of relevant work experience in mechanical design	10	
	English and Arabic language skills	5	
3.2e	Land Surveyor		
	Bachelor Degree in the field of Civil Engineering or relevant field	10	25
	-At least 5 years of relevant work experience in surveys	10	
	English and Arabic language skills	5	
Total Section 3			210

Terms of Reference

Engineering Services for the Design of Sewage Force Main from Main Lifting Station to Treatment Plant in Sebha, Libya

1. Background:

UNDP's project 'Strengthening Local Capacities for Resilience and Recovery' is a three-year EU funded initiative, aiming at supporting local authorities in Libya to respond to the many conflict and human mobility induced challenges - by strengthening the local resilience and recovery mechanisms - that impact negatively on citizens' access to essential services, sources of livelihoods, the social cohesion and security of communities.

Based on joint analysis conducted by the Joint Technical Working Group (JTWG) for the sewage networks and the health and environmental risks that may result from the imminent failure of the main sewer lines in Sebha, the project will provide support in solving the problem of sewage flooding in the city via the implementation of a 2000 m long sewage pipeline from the main lift station (Bardy) to the sewage treatment plant. The design of the sewerage pipeline aims to comply with the modern Standards. The designer should consider population growth, the environmental and climatic conditions, and the actual flow to the sewage water treatment plant (inlet).

2. Specific context:

The existing three sewage pipelines extend between the main lifting station *Bardy* and the sewage treatment plant located at about 2 000 m away. All city sewage wastewater collected in the main lifting station and pumped by three submersible 70 KW sewage pumps via three sewage pipelines. At present, only one pipeline out of the three existing pipelines is functioning but beyond its capacity and cannot convey all wastewater generated within the lifting station. Furthermore, this pipeline is severely damaged and suffering from frequent blockages and leakages, and hence, there is a high risk that this pipeline may collapse at any time.

3. Scope of work:

UNDP is seeking services of a professional Design/or Build contractor, hereafter called the contractor, to survey and design a high-density polyethylene (HDPE) sewage pipeline between the lifting station *Bardy* and the treatment plant (about 2000 m long). The new pipeline, including appurtenance structures and fittings, shall be designed to convey effectively all current and future sewage wastewater collected and pumped in the existing lifting station to the treatment plant. The design shall include Scope of Work, Bill of Quantities (BoQ) and Engineering Estimates to be used for the construction of the new sewage pipeline.

The contractor shall retain the services of a qualified professional team to design a new force main system. The designer shall use modern software to design the sewage pipeline in compliance with requirement of the relevant Codes and Standards and the available budget. The contractor shall furnish all needed human resources for the design of a new efficient sewer force main.

Throughout the survey and design period, the contractor will be required to coordinate with UNDP Project Manager and the Technical Working Group formed by the General Water and Waste Company (GWWC).

Design tasks shall include the following:

a-Topographic Survey and Site Development:

The contractor shall perform a topographic survey to collect and document all necessary information and technical data pertinent to the design of the new sewage force main. The surveying work shall include preparation of necessary plans and details of the proposed grades, pipe line profile and elevations, pipeline route, pipeline alignment, levels, coordinates, locations of valves and fittings, depth of trench excavation, backfilling level, location of manholes and annex structure etc. The contractor shall investigate all boundaries, subdivision plats, right-of-ways, easements and other available survey elements, which may affect the physical boundaries of the project. The survey shall establish the position and alignment of bridges, highways, pipes, buildings, and other man-made objects in the path of pipeline.

b-Hydraulic Design and Analysis:

The contractor shall collect all necessary hydraulic data pertinent to the design of a new sewage force main system from main lifting station to the treatment plant including surge analysis to assess the effect of hydraulic transients on the pumping system and the pipeline, and to evaluate options on surge protection methods.

The design should include hydraulic design calculations, determination of sewer sections and gradients, pipes slope, pump system curves, characteristic curves, operation point, air relief valves types and locations, check valves and blow-off valves as necessary, head and flow profile and type of material and equipment etc.

The contractor shall also carry out sensitivity analysis to evaluate the effects of change of major parameters such as pipe loss, operating levels on the pumping system and build up a mathematical model on computer Sewer CAD software for the proposed system.

The contractor shall investigate and analyze the status of the existing force main system from main lifting station to the treatment plant to identify space needs and operational requirement, at the existing level of services and future needs. This will include site evaluation, facility conditions, status of the existing pumps in the lift station including, wet well, bar screen, sluice gates, lifting crane, control, generator, programming etc. The contractor shall propose any necessary rehabilitation works on the existing mechanical and electrical equipment in the lifting station to ensure efficient construction, maintenance and operation of the new force main system.

DESIGN SUBMITTAL SCHEDULE:

Design submittals milestones are described in section "Submittal Procedures and Schedule for Design". The successful contractor will be required to submit a complete design for the rehabilitation of the sewage pipeline that meets design criteria and the specified timeframe.

Submittal Procedures and Schedule for the Design:

As a minimum, design submittals shall be submitted at the following intervals:

Preliminary design report	within 15 calendar days from NTP
General design	within 10 calendar days following approval of preliminary design report
Complete Design including specifications	within 5 calendar days following approval of general design
Total Design Period	30 calendar days from NTP

DESIGN DATA AND SUBMITTALS:

- a. Contractor furnished design submittals are the various design documents which primarily consist of field investigations, calculations, design analysis, drawings and specifications.
- b. For each design submittal, the contractor shall submit all non-administrative modifications issued for the Contract as part of the Design Submittal package to enable UNDP to validate.
- c. The contractor shall clearly label and date all design submittals.
- d. It is crucial that each submittal is complete and includes all components identified below as well as any other pertinent.
- f. The sole responsibility of ensuring that the design submittals comply with contract documents remains with the contractor. UNDP retains the right to comment on the design at any stage, and the lack of UNDP comments at a given review cannot be used as a basis for the contractor to fail to address UNDP's comments on subsequent reviews, regardless of design stage.
- g. As a minimum, design submittals shall be submitted at the intervals described in the submittal procedures and schedule of design.

PRELIMINARY DESIGN REPORTS SUBMITAL

Preliminary design report shall include the description of design criteria to be utilized, preliminary flow computations, design calculations, calculated system curves, water hammer (surge) protection analysis/recommendation, identification of right-of-way requirements, number of property owners involved, listing of permit requirements, and geotechnical investigation.

1. Geotechnical Report, indicating appropriate information for various site characteristics, soil parameters as determined by certified lab tests, allowable soil bearing capacities, correlation with foundation or pipe bedding design parameters, and any changes in foundation or pipe bedding design of structures furnished in the Contract; estimated settlement for building foundation or pipe loads; and all other project feature changes due to the Geotechnical Report conclusions.

2. Preliminary site plan to provide a general overall understanding of the project site and surrounding area; demolition plan for existing site features (if required); and a preliminary grading and drainage plan with existing grades.

The review of this submittal is primarily to ensure that the contractor has at a minimum developed the sub-surface investigation.

NOTE: This work shall be completed no later than 15 calendar days from Notice to Proceed (NTP). Failure to do so at the satisfaction of UNDP shall constitute grounds for withholding of all progress payments.

GENERAL DESIGN SUBMITAL

This design submittal presents all information necessary to site-adapt the fully designed and detailed structures, pipeline and other project features as applicable. Any modifications to the designs provided should be identified no later than this submittal.

NOTE: This design work shall be completed no later than 25 calendar days from Notice to Proceed (NTP). Failure to do so at the satisfaction of UNDP shall constitute grounds for withholding of all progress payments.

COMPLETE DESIGN SUBMITAL

This submittal is to ensure that the design is in accordance with all the TOR requirements and any directions provided the contractor by UNDP during the design process. The only effort remaining between the Final Design submittal is the incorporation of UNDP review comments. For Site Adapt facilities, the contractor shall provide a complete set of drawings.

As a minimum the submittal shall contain:

1. The design package must include: a. civil and hydraulic design, b. structure; c. electrical; d. mechanical, where applicable.
2. The Design Analysis which shall contain all explanatory material giving the design rationale for any design decisions which would not be obvious to an Engineer reviewing the Final Design submittal;
3. Construction Specifications/Bill of Quantities complete;
4. Construction Drawings complete;
5. Surveying Drawings complete;
6. Hydraulic profile and system curve complete;
7. Once the design documents have been cleared for construction by the UNDP Engineer, the contractor shall clearly identify each document by annotating it as "Cleared for Construction."

NOTE: This design work shall be completed no later than 30 calendar days from Notice to Proceed (NTP). Failure to do so at the satisfaction of UNDP shall constitute grounds for withholding of all progress payments.

SPECIFICATIONS:

DRAWINGS:

COMPUTER ASSISTED DESIGN AND DRAFTING (CADD)

a. Computer Assisted Design and Drafting (CADD) is required. Only personnel proficient in the preparation of CADD drawings shall be employed to modify the contract drawings or prepare new drawings.

b. The CADD deliverables shall meet the requirements of International Standards.

SUBMITTAL FORMAT

a. The contractor shall furnish all softcopy design submittals and as-built using software applications in either DWG format (Auto Desk, AutoCAD Release 2009 or newer). Use of unregistered or student-copy of software applications to prepare design drawings is not permitted.

b. In addition, the contractor is required to submit the softcopy design submittals in PDF (Adobe Acrobat) format and DWG discipline designation and drawing file.

c. CD media submitted containing the softcopy design submittals shall be organized per the instructions by UNDP.

d. Format the folders, content and structure in the following manner:

DRAWING BORDER SHEET SIZE

All drawings shall be prepared in size ANSI D border sheets (610mm x 813mm). Hardcopy design submissions may be printed on half size drawing sheets (ANSI B, 279.5mm x 431.5mm) for purposes of saving paper and ease of review. All final contract drawing sets (as-built) shall be submitted on ANSI D border sheets,(A3,A1).

SEQUENCE OF DESIGN DRAWINGS

The sequence of drawings in the submittal set shall be as shown below:

1. General
2. Hazardous Materials
3. Survey/Mapping
4. Equipment
5. Process/functionality
6. Mechanical
7. Hydraulic and pipes
8. Other Disciplines
9. Shop Drawings
10. As Built
11. Operations

DRAWING FOLDER STRUCTURE

CADD files shall be organized in folder names that correlate with the A/E/C CADD Standards sequence as indicated above.

DRAWING SCALES

The scales indicated on the following list shall be the guide in determining the scale for all drawings. Bar scales on drawings are preferred as printed copies may lose their plotted scale through generational copying. The firm/institution may, at its option, make exceptions to the scales indicated, if approved in writing by the UNDP.

TYPICAL DRAWING SCALES

SITE PLAN 1:200 1:400 1:500 1:600 1:700 1:1000

DETAILS 1:5 1:10 1:20

QUALITY CONTROL:

The contractor shall organize the Quality Control Program during project implementation. The Quality Control Program shall include all mandatory testing and inspections to ensure compliance with design, drawings, specifications and safety requirement.

SCOPE OF PROPOSAL AND SCHEDULE OF PAYMENT

The scope of proposal and the schedule of payments are based on the template of the Financial Proposal of the solicitation documents. The unit prices shall be exclusive of VAT.

TASKS	Deliverables	Expected Timeframe	Percentage of payment
1. Preliminary Design Report	Preliminary design report shall include the description of design criteria to be utilized, preliminary flow computations, design calculations, calculated system curves, water hammer (surge) protection analysis/recommendation, identification of right-of-way requirements, number of property owners involved, listing of permit requirements, geotechnical investigation and cost estimate based	Within 15 calendar days after NTP	40%

	on unit costs for major elements of work		
2. General Design	This design submittal presents all information necessary to site-adapt the fully designed and detailed structures, pipeline and other project features as applicable. Any modifications to the designs provided should be identified no later than this submittal.	Within 10 calendar days after approval of preliminary design report	30%
3. Complete Design Submission	This submittal is to ensure that the design is in accordance with all the TOR requirements and any directions provided the contractor by UNDP during the design process	Within 5 calendar days after approval of the general design	30%

Qualifications and Experience of the firm:

- Minimum 7 years of relevant work experience in the field of design and construction.
- Demonstrated expertise and experience of Hydraulic and Engineering Services for the design and construction in civil, mechanical, hydraulic engineering, etc. (supporting material on the subject to be provided, at least one);
- Experience in development of compressive Scope of Works, Bill of Quantities, hydraulic analysis, pipeline design, and Drawing and Designs supporting material on the subject to be provided, at least two)
- Experience in the MENA region or related area (Statement of Satisfactory Performance from top 2 clients to be provided);
- Three similar projects in design/or construction completed in the past - supporting material on the subject to be provided, copies of three similar contracts.

Qualifications of Contractor Key Staff:

The minimum technical staff required for performing design and construction of the force main shall be as follows:

Project Manager/ Senior Civil Engineer:

- Bachelor's Degree in the field of structural design or relevant field;
- At least 7 years of relevant work experience in force main design;
- Fluent in English Language.

Sewage Pipeline Planner:

- Bachelor's Degree in the field of Architectural planning or relevant field
- At least 5 years of relevant work experience in pipeline design;
- Minimum of 2 years of work experience in MENA region;
Fluency in English and Arabic.

Civil Engineer:

- Bachelor's Degree in the field of Civil Engineering or relevant field;
- At least 5 years of relevant work experience;
- Minimum of 2 years of work experience in MENA region;
- Fluency in English and Arabic.

Mechanical Engineer:

- Bachelor's Degree in the field of Mechanical Engineering or relevant field;
- At least 5 years of relevant work experience in mechanical design
- Fluency in English and Arabic.

Land Surveyor:

- Bachelor's Degree in the field of Civil Engineering or relevant field

- At least 5 years of relevant work experience in surveys;
- Fluency in English and Arabic

Duration of the Contract:

The contract (design for construction and operation) is expected to be completed within 1 month, effective the date of signing the agreement.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹)

[insert: Location].

[insert: Date]

To: Sultan Hajiye, Country Director, UNDP Libya

Dear Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

Service Provider must provide:

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price <i>(Lump Sum, All Inclusive)</i>
1	Preliminary Design Report	40%	
2	General Design	30%	
3	Complete Design Submission	30%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
Project Manager/Senior Civil Engineer				
Sewage Pipeline Planner				
Mechanical Engineer				
Civil Engineer				
Land Surveyor				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]