Architect–Engineer Services II for Dioxin Remediation at Bien Hoa Airbase Area (AE II) Activity

To: Offerors

From: Tetra Tech, Inc.

Issuance Date: November 14, 2024

Site Visit Date: November 22, 2024

Closing Date: November 29, 2024

Subject: ***Request for Quotations: RFQ-008-1 AE II-2024-006 Irrigation System Design Services***

Dear Offerors:

Tetra Tech, Inc. (Tetra Tech) is implementing the U.S. Agency for International Development (USAID) funded Architect–Engineer Services II for Dioxin Remediation at Bien Hoa Airbase Area (AE II) Project. The project includes the construction of a 6.4-hectare green space that will be built on the Airbase and will need to be irrigated. In addition, the client is considering adding irrigation to an existing park (referred to as SW-03 Park).

Tetra Tech is seeking a professional, registered and licensed engineering company with experience performing irrigation design services. Irrigation design services include the detailed design, engineering calculations, construction cost estimate, and technical drawing and specification preparation for large scale sprinkler irrigation systems, pump station and instrumentation controls, storage tanks, and Operation and Maintenance (O&M) plans.

Enclosed is a Request for Quotations (RFQ) for the procurement of the required irrigation design services.

Tetra Tech invites qualified companies to submit their Best and Final Offer (BAFO). All quotes must be valid for a minimum of 90 days.

Submission Requirements:

Use the following Subject line for email correspondence:
RFQ-008-1 AE II-2024-006 Irrigation System Design Services

Submission of Questions	
Questions are due no later than:	November 25, 2024 At 17:00 Bien Hoa, Vietnam local time
Email questions using correct Subject line to:	AEII.ProcureOps@tetratech.com with a cc to nanette.nelson@tetratech.com.

Submission of Quotation	
Quotation due no later than:	November 29, 2024 At 17:00 Bien Hoa, Vietnam local time
Email quotation using correct Subject line to:	AEII.ProcureOps@tetratech.com with a cc to nanette.nelson@tetratech.com.

- All responses must be in **English**.
- Prices shall be quoted in **Vietnamese Dong (VND)**.
- Submissions must be complete.
- Late submissions may be disqualified from selection.

Appendices:

Appendix A: Bill of Quantities Price Quotation
Appendix B: CW1 – LTSA Irrigation System Design Report and Drawings
Appendix C: Compendium Specification, Section 32 80 00 Irrigation System
Appendix D: Draft Contract – Example
Appendix E: A3_Prime TO Flow-Downs_Redacted
Appendix F: A4_Prime IDIQ Flow-Downs_Rev0_2023-07-10

PRE-BID MEETING

Tetra Tech will conduct a site visit during the pre-bid meeting on or about November 22, 2024. Subcontractors are encouraged to attend the site visit. Subcontractor must contact: **Tuong Ngo (Tuong.Ngo@tetratech.com)** and provide full name and contact information of up to two (2) personnel who plan to attend the site visit; information MUST be provided latest 48 hours before the time of visit. Site visit attendees are limited to Vietnamese nationals due to longer approval process for non-Vietnamese nationals. **Only pre-approved personnel will be allowed on the project's base.**

SECTION A – QUOTATION INSTRUCTIONS

The Offeror shall ***ONLY*** submit its Best and Final Offer (BAFO)/Quotation in accordance with the format provided for the Goods/Commodities or Services as specified in Section E: **Scope of Work** and Appendix A: **Bill of Quantities Price Quotation**. Completed submission documents must be delivered by email to **AEII.ProcureOps@tetratech.com** with a cc to nanette.nelson@tetratech.com**.**

Submissions must be in PDF file format. (rar files will not be accepted).

Offerors are requested to submit information and documentation with their bid that demonstrates competency, capability, and capacity to complete the work in accordance with the scope of work and technical requirements and achieve the deliverable milestones.

Offerors are required to submit the following as Attachments with their bid submission:

1. **Part A - Price Quotation:** The populated Excel file and a signed and stamped PDF copy of "Appendix A Bill of Quantities Price Quotation"
   The Offeror must ensure the BOQ includes all costs, fee, and insurance necessary to meet the terms of this subcontract and complete the proposed work.
2. **Part B - Work Plan:** A Work Plan including methodology, schedule, competent personnel, and coordination proposed to complete the work within the period of performance.
3. **Part C - Qualification Statement:** Qualification statement with evidence of past performance and successful completion of similar work.
4. **Part D - SAM UEI / Registration:** A copy of the Offeror's System for Award Management (SAM) registration or Unique Entity Identification (UEI) number. If Offeror is not currently registered, a commitment to obtain a UEI number, at a minimum, is required prior to award.
5. **Part E - Other:** Any other attachments the Offeror considers necessary.

Offeror is required to submit all RFQ Bid Submission Requirements listed in this Solicitation.
Appendix A: Bill of Quantities Price Quotation: The Offerors shall ***ONLY*** submit a signed and stamped electronic copy of their quotes no later than the due date for submission of quotation as specified above.

Offerors are ***required*** to examine all instructions, and the specifications contained in this Request for Quotation**. "FAILURE TO DO SO WILL BE AT THE OFFEROR'S RISK."**

The completion and submission to Tetra Tech of the above item will constitute a Quotation and will indicate the Offeror's agreement to the terms and conditions in this RFQ and in any attachments/appendices hereto. "**ISSUANCE OF THIS RFQ DOES NOT COMMIT TETRA TECH TO MAKE AN AWARD."**

Quotations should include a separate line item(s) for any tax(es) and / or shipping/delivery costs of items to Tetra Tech's office at the Bien Hoa Airbase.

Tetra Tech reserves the right to request references and / or solicit references ourselves, and to include those references in our vendor selection process.

SECTION B - TYPE OF AWARD

The award will be a Fixed Price Subcontract to complete the work and submit the deliverables specified in Section E.

The BOQ will be used to establish progress payments for the deliverable milestones.

SECTION C - EVALUATION CRITERIA

Quotations will be reviewed for:

1. Cost reasonableness based on the Offeror's **Price Proposal**
2. Thorough understanding of the technical scope and requirements based on the Offeror's **Work Plan**. At a minimum the following must be included in the Work Plan:
    a. Methodology that explains the planned approach to complete the work.
    b. Personnel, org chart, and resources planned to complete the work including CVs of personnel.
    c. Schedule to complete the work within the period of performance including review and approval processes.
3. Past performance and experience successfully completing similar work based on the **Qualification Statement** prepared and submitted by the Offeror. Evaluation will consider examples of prior relevant work, company license and registration, personnel practicing certifications, and other information demonstrating competency and capability to perform the work.

The SW-03 Park Irrigation System Design Services will be evaluated using the above criteria, and a decision will be made whether or not to award the work.

SECTION D - PERIOD OF PERFORMANCE

The period of performance is approximately eight (8) months including approval period starting on/around January 6, 2025.

The schedule provided with the Work Plan will be used for internal milestones.

Site access will be coordinated through Tetra Tech and Air Defense – Air Force Command (ADAFC). Subcontractor will be required to provide necessary information that is certified and ready for submission. **Offerors shall include one (1) month for base access process before being able to access the site.**

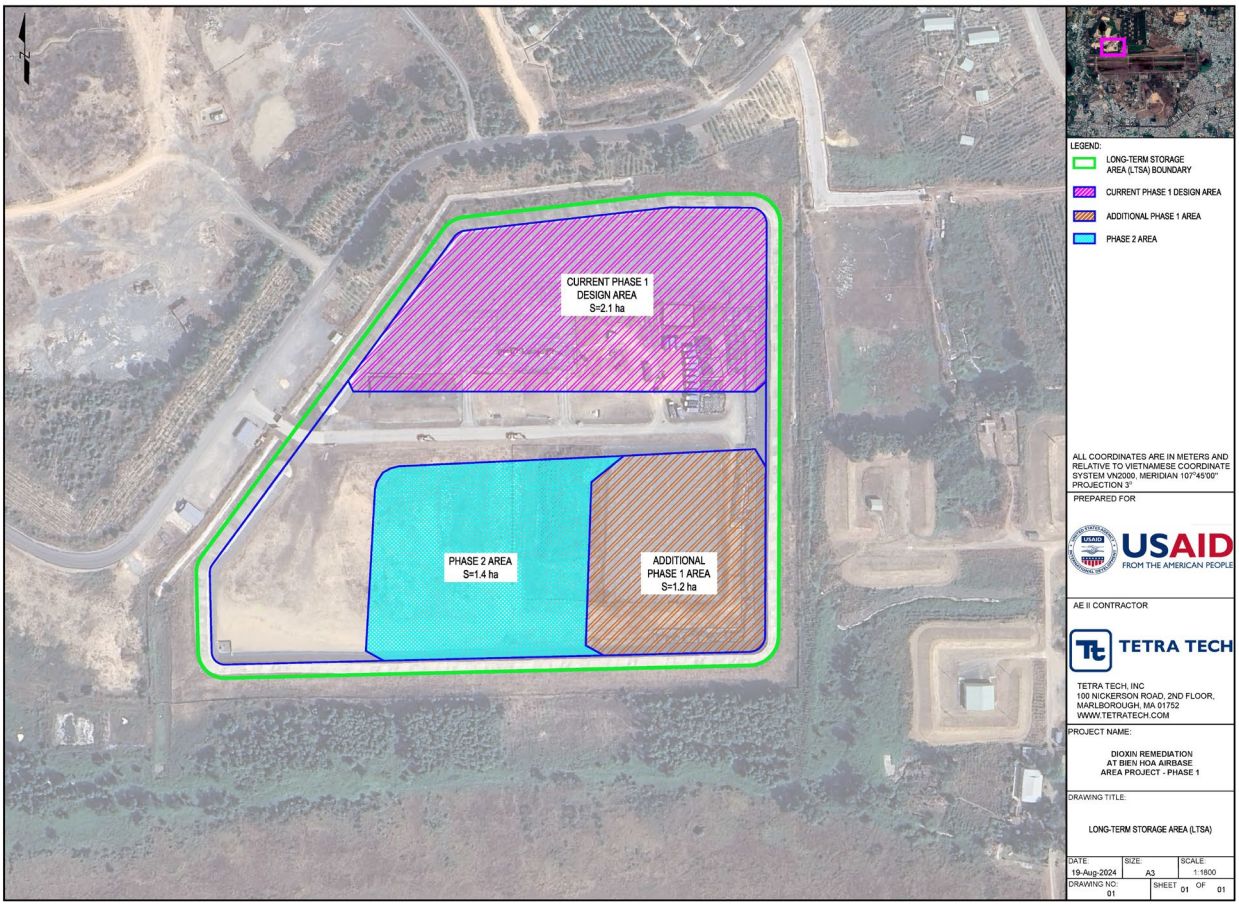
SECTION E – SCOPE OF WORK

E.1 Background

The Long Term Storage Area (LTSA) is approximately 6.4 hectares and was built in 2022 to store low dioxin contamination material excavated from both on-airbase and off-base areas. To ensure the stored contaminated material does not pose any risk of exposure to the external environmental, a final cover over the contaminated material is planned. Part of the final cover includes an integrated irrigation system that will stabilize the final cover and protect the liners installed over the contaminated material. The cover will be installed in two phases. The first phase is underway and will end in September 2026 and is managed by Civil Work Phase 1 (CW1) Contractor. Phase 2 will start in late 2026 and be completed in 2030 (See **Figure 1**).

The LTSA irrigation system design for Phase 1 has been prepared (See Appendix B). Phase 1 area has been extended approximately 1.2 hectares compared to the current phase 1 design area (which covers approximately 2.1 hectares). The objective of this subcontract is to review current design of Phase 1 and update it, while also developing a comprehensive design for Phase 2, covering approximately 1.4 hectares. Additionally, the subcontractor shall prepare an Operation & Maintenance (O&M) plan for the irrigation system.

Figure 1. LTSA PLAN



In addition, the Bien Hoa airbase features a park located in the SW-03 area, which falls under the management of Regiment 935. Currently, the park lacks an irrigation system, leading to inadequate watering of the area. As a result, grass and trees are not thriving, and the vegetation is unable to grow in optimal conditions. To address these issues, this subcontract Scope of Work (SOW) outlines the requirements for the design and installation of a comprehensive irrigation system that will cover the entire park.

The SW-03 park spans approximately 2.5 hectares and is shown in **Figure 2**

Figure 2 SW-03 Park Plan

Irrigation system design shall include system of stainless steel and HDPE pipes connected to network of automatic irrigation heads. Design shall include layout, specifications, electrical and instrumentation, and pumps necessary to provide daily irrigation to the proposed area. The system shall include groundwater well(s) and submersible pumps, storage tank(s), and buildings.

Reference documents:

- Appendix B: CW1 – LTSA irrigation system design report and drawings
- Appendix C: Compendium Specification, Section 32 80 00 Irrigation System

Two design packages are expected.

1. A design package with O&M plan must be prepared for the LTSA irrigation system, including the sequencing of a Phase 1 and Phase 2 installation of the irrigation system. The AutoCAD drawings of the LTSA irrigation system design (Appendix B) will be provided upon contract award.
2. A design package with O&M plan for the SW-03 park irrigation system. The SW-03 Park Irrigation System design is an optional design item that may or may not be awarded. The Subcontractor shall submit a bid for the SW-03 Park irrigation system and Tetra Tech will discuss with the client prior to decision on whether to award or not.

E.2 Work Plan

The following items should be outlined in the Subcontractor's Work Plan Methodology.

E.2.1 Technical Proposal

- Design Approach:
  - Describe the approach and methodology that will be used to review the current LTSA phase 1 design.
  - Design Methodology:
    - Provide a detailed description of the design methodology intended to be used for updating the current LTSA phase 1 design and creating the new phase 2 irrigation system.
    - Emphasize how methodology is suitable for addressing the needs of the entire 4.7 -hectare LTSA area and 2.5-hectare SW-03 Park.
  - Integrated Design Option:

- Propose an integrated design solution that covers both LTSA Phase 1 and Phase 2 within a single comprehensive package.
- Ensure that LTSA irrigation system design can be implemented in its entirety or be split into two separate phases for construction, depending on project needs and scheduling.

- O&M Plan:
  - Provide an outline or framework for the O&M strategy that will be developed upon completion of the system design.
  - The O&M Plan should include a Phase 1 O&M plan that covers the irrigation system installed during Phase 1 civil works and a Final Phase O&M plan that covers the entire irrigation system.
  - The framework should be included:
    - General approach to maintaining irrigation systems of this type and scale.
    - Preliminary ideas for maintenance schedules, typical procedures, and training programs that may be implemented.
  - A cost estimate for annual O&M costs for the irrigation system.
  - A commitment to developing a detailed and customized O&M plan once the system design finalized.

Table 1 outlines the submission requirements and associated payment milestones. Table 2 outlines the submission requirements and associated payment milestones for the optional award. The payment milestone value will be based on the associated BOQ line items in, refer to Appendix A: BOQ.

Table 1: Submission and Payment Milestones for LTSA Irrigation Design

No.	Milestone Descriptions	Payment Milestone
1	Complete review of Phase 1 design and submit design review report with comments and recommendations.	Payment will be made upon Tetra Tech acceptance of the design review report.
2	Develop the 90% design package [1] for a single, integrated irrigation system. Submit to Tetra Tech for review and approval.	Payment will be made upon Tetra Tech approval of the 90% submission.
3	Develop the 100% (final) design package and submit to Tetra Tech for approval.	Payment will be made upon Tetra Tech approval of the 100% submission.
4	Develop the O&M plan and submit to Tetra Tech for approval. Multiple review process may be necessary to reach 100%.	Payment will be made upon Tetra Tech approval of the 100% submission.
5	Day labor hourly rate shall be based on a fully burdened rate to provide technical support. The value in the subcontract is a not to exceed amount for day labor support.	Payment will be made based on actual hours work.

Table 2: Submission and Payment Milestones for SW-03 Park Irrigation Design (Optional Award)

No.	Milestone Descriptions	Payment Milestone
6	Develop the 90% design package and submit to Tetra Tech for review and approval.	Payment will be made upon Tetra Tech approval of the 90% submission.
7	Develop the 100% (final) design package and submit to Tetra Tech for approval. Payment will be made after MND approval which is expected approximately 60 days after submission to MND (Tetra Tech will submit the design to MND for approval).	Payment will be made upon Tetra Tech approval of the 100% submission.
8	Develop the O&M plan and submit to Tetra Tech for approval. Multiple review process may be necessary to reach 100%.	Payment will be made upon Tetra Tech approval of the 100% submission.

No.	Milestone Descriptions	Payment Milestone
9	Day labor hourly rate shall be based on a fully burdened rate to provide technical support during construction phase. The value in the subcontract is a not to exceed amount for day labor support.	Payment will be made based on actual hours work.

[1] The design package shall include:

- Design report with description of design intent, assumption, and detailed engineering calculations.
- Detail engineering drawings prepared for construction and installation.
- Cost estimates for construction and cost estimate for annual O&M
- Technical specifications. No specific manufactures are identified in the specifications.
- Comment response form to reflect how comments were addressed in the 90% and 100% submission.

The subcontractor must understand their design package will be release to Tetra Tech and Tetra Tech will use as necessary to advance the project activities which may include adding the subcontractor's design packages to civil construction solicitation documents. The subcontractor shall release all rights to the final design package and its content.

E.3 Deliverables

- Design report and O&M Plan must be prepared as separate documents in both English and Vietnamese. Drawings should be presented in a bilingual format. All other documents including specification can be provided in English only. Cost estimates must be prepared in Vietnam Dong. Design report, specification, and drawing format will be provided by Tetra Tech.
- Subcontractor is required to address comments from Tetra Tech andUSAID.to obtain their approval. It is anticipated that the overall approval process may take approximately three to four months.
- Ten hard copies of the design and O&M plan are required. All raw materials, including Word, Excel, AutoCAD files, etc., must be handed over to Tetra Tech.I.

E.4 Certificate of Conduct

The Subcontractor will be required to obtain a Certificate of Conduct, verified by local ward/commune Police or Judicial Record Card No. 1, for all personnel who plan to access the base (work site). The Subcontractor must follow Regiment 935's base access requirements.

SECTION F - SPECIAL REQUIREMENTS

F.1 Representations of the Offeror

The Offeror represents that it possesses the necessary professional capabilities, qualifications, capacities, skilled personnel, equipment, experience, expertise and financial resources to perform the work in an effective, efficient and timely manner and will do so in accordance with the terms of the Subcontract.

F.2 Executive Order on Terrorism Financing

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 Offeror to ensure compliance with these Executive Orders and laws.

F.3 Communications with USAID, Other Agencies, and Subcontractors

All of Offeror's contractual written or oral communications with or to USAID, local agencies, or other subcontractors relative to the Work under this Request for Quotation must be through or with the authorization of Tetra Tech's Chief of Party (COP), Matt Harder.

F.4 Restrictions on Certain Foreign Purchases

USAID has eligibility rules concerning goods and commodities, commodity-related services, and suppliers of goods and services (other than commodity-related services). These rules are set forth in 22 CFR 228 and Series 300 of USAID's Automated Directives System (ADS-300), as amended from time to time (see the clause entitled "Source, Origin, and Nationality Requirements" [AIDAR 752.225-70]).

The authorized geographic code for procurement of goods and services is 937 for the prime contract and its subcontractors.

F.5 Insurance Requirements

All Offeror's need to procure and maintain the following minimum insurance limits during the period of performance.

1. Worker's Compensation (and Employer's Liability Insurance);
2. Commercial General Liability — $500,000 per occurrence for bodily injury, including death and property damage, and $1,000,000 in aggregate;
3. Automobile Liability — Third Party Liability Insurance minimum of 1) People: 150,000,000 VND / 1 person / occurrence, 2) Property: 100,000,000 VND / occurrence; and
4. Professional Liability — $125,000 each claim and in the aggregate.

F.6 Associated / Additional Fees or Costs

The proposed price must include all associated fees (such as duties, customs, or shipping fees), required insurance (see F.5 Insurance Requirements). Taxes (including VAT) should be priced as a separate line item in the submitted quote. The successful Offeror will be required to demonstrate insurance policies that meet the requirements in Section F.5 prior to executing the Subcontract.

F.7 Terms of Payment

Tetra Tech will pay the Subcontractor in accordance with the prospective Subcontract's Terms and Conditions.

F.8 Local Laws

All Offerors are required to be registered and comply with all the laws of doing business in Vietnam. Tetra Tech may, at its discretion, require the presumed winner of the procurement to provide a copy of a valid registration certificate and/or tax compliance (i.e. VAT) prior to awarding of the final contract. Failure to provide this information at that time may automatically disqualify an Offeror from selection.

F.9 Confidentiality

All information obtained by Offeror in relation to this RFQ and related prospective future Work, including, but not limited to, any appendices to this RFQ, is the exclusive property of the Client (USAID). Offeror agrees that all information which is or may be obtained through this RFQ or during the performance of Work, shall be kept confidential and shall not be used for the benefit of Offeror nor divulged to third parties without the prior consent of Tetra Tech. This confidentiality obligation shall continue in force and effect during the term of the prospective Subcontract and for five (5) years thereafter and is applicable to all information except that information which lawfully becomes a part of the public domain.

F.10 Warranty

Offeror agrees to perform the prospective Work in a professional and workmanlike manner in accordance with generally accepted practices for the nature of the services provided in furtherance of the Work. Any errors or omissions in the Work which are reported to the prospective subcontractor within one (1) year after completion and acceptance of the Work shall be corrected by the Subcontractor without compensation. The prospective Subcontractor will use its best efforts to assure that related Work performed will be prosecuted with due diligence and any information required hereunder processed in accordance with generally accepted standards for such Work performed by the same or a similar business.

The data and information delivered shall be of acceptable quality and sufficiently complete for the needs of Tetra Tech and Client.