

ATTACHMENT 1

ENGLISH VERSION

- BASIC INFORMATION FOR THE PRESENTATION OF PROPOSALS AND TECHNICAL INFORMATION FOR CONSTRUCTION
- FORMATS TO FILL OUT :
 - FIRM AND PROJECT INFORMATION
 - FIRM EXPERIENCE

A Spanish version is being supplied as a courtesy. If there is any discrepancy in the English and Spanish version the English version will prevail.

ATTACHMENT 1

BASIC INFORMATION FOR THE PRESENTATION OF PROPOSALS AND TECHNICAL INFORMATION FOR CONSTRUCTION

PROPOSAL PRESENTATION:

The proposal for this solicitation will be “**firm fixed price**” including the following:

- Administration, unforeseen, profit, taxes (IVA) and all other overhead and taxes costs.
- Materials, equipments, labor, transportations, lodging and meals.
- Calculations, designs, test, lab etc. required by the Project and or norms.
- Process and costs for construction licenses, environmental licenses and utility connections or improvements (only if it applies to the project).

See instructions in the solicitation contract.

VOLUME - PRICE PROPOSAL-

The following information needs to be included in this section:

1. **Form SF1442** filled out and signed by the legal representative of the firm. In this solicitation stage you need only to fill in items number 14 to 20C. If amendments (form SF30) were received during the solicitation period fill in item number 19 the date and number of the amendments.
2. **Section “Price”**. Fill in the blank of section A or B (depends of the type of contract) the total Price including taxes. This Price must be the same as SF1442 item 17.
3. **Bidding Charts** this must be fill out including the following files:
 - “Breakdown of price by divisions of specifications”
 - “Summary of activities basic proposal”
 - “Detailed bidding chart including quantities and sub-items”

VOLUME - TECHNICAL PROPOSAL-

For the proposal to be evaluated it must include all the information described below. **This information should be included in the same order described here.**

1. **Work Schedule:** Detailed Schedule of the construction (Gantt presentation), indicating number of calendar days to perform the work per each activity and total execution of the construction of the project.
2. **NAS Formats.** Include the two (2) NAS formats filled and signed:
 - “Firm and Project Information”
 - “Firm Experience”.
3. **Curriculum Vitae.** Need to attach curriculums of the Project Director, Superintendent and key technical personnel for the Project (example electrical engineer if the project has a big percentage of this type of Works)
4. **Organizational chart** of the firm including name and position. This organizational chart includes subcontractors and external consultants involved in the Project.
5. **Chamber of Commerce.** Copy of the document.
6. **Finanancing.** A description of how would the project be financed, indicating if it is with own resources or bank loans. In the case of bank loans indicate the entity and the approved amount.

7. **List of Equipment.** List of equipment to be used in the Project indicating type and quantity and if it is own property or rented.
8. **Description of work** (maximum two (2) pages) including how the work would be performed, number of personnel and groups per area. Detailing the work in chronological order including materials, equipment etc., In the case of furniture, civil works, and voice and data systems a description per areas needs to be submitted. This information being required is of vital importance for the evaluation of proposals. Copy or transcription of the NAS specifications is not valid; the offeror needs to go beyond the information included in the solicitation package.
9. **Catalogues and technical information.** Need to include copy of catalogs with technical information and or tests, designs of materials proposed. For office furniture isometrics should be included as well.
10. **Logistics Plan** (no more than two (2) pages) specific for the development of this Project indicating how the company will manage the project on site and in the office, and the relation between the parts, including access, transportation, personnel hiring, procurement, plans updates, correspondence etc.
11. **Contingency Plan** (maximum two (2) pages) specific for the development of this Project with the detailed description of the possible inconveniences that can arise during the development of the project and the solution alternatives (examples bad weather, road closures, problems with power supply, problems with personnel, accidents on site etc)

TECHNICAL INFORMATION FOR THE PROPOSAL AND PROJECT EXECUTION

Execution time and site and weather conditions

The bidder shall specify the amount of time, in calendar days required to fulfill the purpose of the bid, taking into account between others: the embassy requirements, the activities to be perform prior to starting on site (designs revisions, personnel access permission to site –average five (5) days-, the Project execution time, the site location, weather, time of year and the time it takes to get licenses if applicable. NAS would take an average of seven (7) working days for revision of each submittal of design, calculations, and samples to be installed. That timing plus the contractor corrections if needed to resubmit should be taken into account in the execution time. Contractor needs to submit for approval the submittals with enough anticipation of the events avoiding delays due to this cause, if delays occur this would be in the fault of the contractor.

The Embassy will consider the contractor’s additional time (no additional costs) to deliver the work in the event of extreme weather conditions or acts of public enemy that can be proved. To submit this additional time for approval it needs to be in writing in the established periods and with the required documentation submitting it as separate information from the weekly reports.

Acts of Public Enemy: In the case of public enemy information needs to be submitted in the next five (5) calendar days of the event including supports from the Base commander or personnel in charge

Weather: In the case of extreme weather changes information should be submitted as son as possible and always before the “Substantial Completion” the IDEAM charts and studies and the analysis charts performed to show that these days are out of the monthly standard of rain or intensity base on the last five (5) years. The information needs to be gathers form the IDEAM’s nearest weather station to the project site. In the case there is no IDEAM station near the site, the contractor needs to gather information from two or three towns from the area and take an average.

Industrial Safety, Social Security and Occupational Health

It is the contractor's responsibility and obligation to ensure that all people working on the project meets the current legal provisions of the Ministry of Labor on industrial safety and occupational health for the various activities to be carried out that affect the job site personnel and the general public.

The contractor who is awarded the contract for the work shall ensure that all workers and subcontractors who are employed on the project are registered with a Social Security System which includes an E.P.S. (Health Entity) and an A.R.P. (Professional Risk Administration Company), and that they are up to date with the respective payments. The contractor shall likewise take on responsibility for any damages or prejudices, which might result from the said activity. The contractor shall submit copies of payment tables during the first seven (7) days of the month to the NAS Contract Administrator.

The following rules and regulations shall be observed:

No observation of them shall conduct to temporary suspension of the works at the contractor's expenses, until the indicated rules and regulations will be followed.

The following is mandatory compliance:

1. **List of Personnel:** Prior to initiation of the work, a list of personnel to be employed at the site shall be submitted for review to be able to obtain access to work area, including full names, identification card numbers, place and date of birth, home address and, in some cases, a government valid certificate of good conduct and photographs. The Embassy and the Base shall reserve the right to admit or withdraw personnel from the work site for reasons of security and/or due to the quality of the work.
2. **Vehicles and machinery:** All vehicles and machinery or equipment that would schedule to enter the work area shall be itemized on a list submitted well enough in advance to be verified and to obtain an entry permit. This list shall include type of vehicle, plates, complete name and ID number and place of issue of the driver. The contractor shall take into account the time used by vehicles and personnel in order to enter and exit the work area.
3. **Coordination with other contractors:** During the project development it could be possible to have other contractors contracted or not by the Embassy working simultaneously. In this case is the responsibility of the contractor to procure good coordination between the teams in order to achieve the good end results of each Project.
4. **Industrial Safety Person:** The contractor must have permanently on site a specialized person in industrial security that will be dedicated to foresee that the workers are constantly complying with the security standards of personnel and equipment, scaloffs and other installations or structures.
5. **Security measurements:** The contractor must adopt all the security and safety concerns to control factors that could affect the health or well being of the community.
6. **Security Delimits:** The work area, excavations, trenches, and possible accidental areas must be marked with two strips of yellow plastic security tape 8 cm wide and attached to wooden brace pieces that are completely stable, unless a different type of enclosure is requested in the technical specifications. The area needs to have preventing signals of cautions and use of protective elements.
7. **Endowment:** All personnel shall be equipped with an overall of the same design and color, or long pants and T-shirt with sleeves of the same type and color, boots, hardhats, gloves and any security elements required for their particular activity, such as face masks or shields, gloves, boots, ear plugs, etc. Use of these items at the work site is mandatory. Likewise, each employee shall wear a laminated recent photo identity card indicating his/her name and identification card number, position, and subcontractor.
8. **Cleaning and Debris removal:** The contractor will keep personnel cleaning every day the construction site and nearby zones. The unit prices for all items, without exception, include the costs of cleaning up, loading and removal of all materials resulting from the building work. The contractor will take these materials to an authorized dump, where the interests of the base, third parties and the environment will not be affected (the contractor must follow the parameters established in Resolution 541/94 and the subsequent that modify it). Material from excavations will be deposited in such a way

as to avoid blocking the entrance to the site at all times or occupying public roads while the material is being loaded into trucks for removal

If the contractor's personnel does not fulfill this requirements, the work would be suspended until it complies; this work suspension will be in the contractors cost.

Quality of the works

The contractor shall assume sole responsibility for the quality of the work carried out by him, his workers or subcontractors. Therefore, any damage, defect, repair or poorly executed work or badly finished (details) shall be at his expense.

Quality shall be subject to the technical specifications of the project and those coinciding with Colombian standards for each of the activities in question. If there is no Colombian standard for a specific case, the corresponding American standards shall apply.

All tests and examinations necessary for each item shall be included in the contractor's bid. Results or findings shall be delivered prior to initiation of the next activity.

The Embassy's acceptance of designs, estimates, plans and /or work does not exempt the contractor from enforcing and applying all pertinent codes and standards with respect to both the design and the construction

Environmental Management Plan

The contractor to whom the work is assigned shall devise an environmental management plan (if required by law). Experts on the matter shall draft the plan. A copy of the plan shall remain at the work site at all times and its execution is mandatory.

Intellectual Property Rights to Plans and Designs and Reserved Rights

Pursuant to the rules and regulations on intellectual property and copyrights, all plans, estimates and designs developed by the contractor are understood as being the property of the United States government. For the work in question, the contractor shall receive only the fees stipulated in the respective purchase order or contract. The United States Embassy may use all or part of said plans, designs and estimates for future projects, at its discretion, without authorization from the designer or contractor.

Likewise, the contractor shall be obliged to implement all measures necessary to maintain information, documents and other matters related to the work in reserve and strictly confidential. Therefore, the contractor may not reproduce said information or make use of it, all or in part, without authorization from the United States Embassy.

Technical parameters:

1. **Review of drawings, specifications and quantities:** The bidder is responsible for all calculations and measurements, drawings and site before submitting the proposal. If some inconsistencies are found they should be indicated in the questions period of the proposal or in the proposal including it in the technical and economical volumes. If the case this are not described in the proposal the contractor can not claim additional items not contemplated in the proposal; this will no be exempt from executing the entire subject matter of the contract.
2. **Materials and Finishes:** The proposal must include new materials and of fist quality design for prolong use and heavy duty. The contractor must assure good materials and excellent finishes. All the colors and finishes shall submitted to the COR for approval prior to purchase and installation. The contractor should leave on site a stock of materials like bulbs, fuses, terminals or pipes that have been fitted, representing three (3) % of the total quantity, for future maintenance purposes. These

items should be handed over duly packed, identified and listed. The contractor should submit the electrical load table and plans with its bid for checking.

3. **Superintendent:** The contractor must have permanently at the base a graduated civil engineer or architect with a minimum experience of two (2) years in similar works. For data cabling and electrical works the contractor needs to have an electrical /electronic or systems engineer with at least two year experience in the field.
4. **Provisional services:** The eventual supply of any service by the final user to the contractor will be a not conditioned help and its eventual suspension would not give place to any claim time or costs by the contractor. The contractor must provide alternative services for these situations and auto-provide themselves for the project execution.
5. **Work hours;** The work hours at most Bases are Monday thru Saturday from 7 a.m. to 4 p.m. Before quoting a price and initiating the project, the contractor shall verify the work hours Likewise, should overtime be required during the course of the work, permission to this effect must be requested in advance to be approved.
6. **Food, transportation and lodging** the contractor is responsible for food and lodging for personnel off Base.
7. **Up to date schedule:** Upon initiation of the project, the contractor shall submit to the COR a detailed timetable for the work with detailed items, with dates per activity area and indication of the critical route, dates for submission of materials, tests etc. and key site visits to review the work being performed. Also the contractor shall submit a detailed price schedule
8. **Information of important events:** The contractor with the winning bid shall inform the COR of special events or works, such as the pouring of concrete, tests and the like, giving the COR at least seventy two (72) hours notice so he/she can be physically present
9. **Weekly Reports:** The contractor shall submit a weekly progress report with photos to the COR, , in a NAS format, indicating whether or not the work is going according to the proposed schedule, the number of people that worked daily, the activities performed during each day, and the problems encountered.
10. **Vicinity Memorandum:** The contractor before the beginning of work must do a vicinity memorandum with photographs and description of the actual conditions of roads, sidewalks, surrounding buildings, etc., signed by the commander and neighbors; this for the purpose of everybody knowing the actual status of the area before the work is performed and comparing it after the work is finished. Three identical copies must be furnished one for the user, one for the contractor and the other one for the COR. If the Contractor caused any damage to the work site or other private or public property he/she must do all the repairs prior to the contract closeout; these repairs are without cost to the Government. At the end of the projects a closing review and memorandum should be done with the participants, a signed copy should be furnished in the final report.
11. **Inventory of removed elements:** The contractor is responsible of dismounting listing and submitting the reusable elements of the work site to the final user. A signed copy of this list should be given to the user and the COR.
12. **Protection of elements in the work area:** Areas, equipment and elements at the work site or in areas nearby must be protected from damage or deterioration. The contractor shall assume the cost of any repair or replacement required because of improper use or carelessness on his part or on the part of his workers.
13. **Security of the construction site:** The Contractor must supply the services of security of the construction site and the camps. The Embassy and the final user will not be responsible for the payment of the security services nor for the elements left at the construction site.
14. **Nearby zones:** The nearby zones must be left in the same conditions previous to the construction or in better conditions (with grass, gravel, sidewalk, floor finishes or whatever applies in each case). Furthermore, repairs will be done to faults, scratches, damage and anything else which the contractor and the contracting party might note in the building and neighboring constructions for ensuring that

the work is made ready and handed over correctly. The contractor must dismount all preliminary facilities camps sites etc before the final handover, eliminating all debris and extra materials.

15. **Underground Interferences Study:** The contractor shall have on hand a study of all aerial, surface, underground or engaged interferences, so as not to damage pipes, boxes, wiring, posts, hoses, wells or other elements or structures existing in the work area or adjacent to it. Should the excavation interfere with sewers or pipes, the contractor shall build adequate support or protection for these installations and/or develop a new route, subject to prior approval by the COR (Contracting Officer Representative) in charge of the project. The contractor shall keep clear all drains caps and catch pits in public utility networks near excavation sites to prevent their obstruction or damage.
16. **Design and Construction Codes electrical installations:** All installations must meet the color code (white for neutral, green or bared for grounds and red, blue, yellow for faces). In order to comply with the Electrical technical Insulations Rules (RETIE) and (NTC2050) the contractor must comply with the Certificate of Installation Compliance signed by an electrical engineer with license to do so. The contractor must also include the Certificate of material Quality used during the work; this certificate is given by the material manufacture.
17. **Design and Construction Codes for structures:** All structures are to be designed and built pursuant to the Colombian Standards for Seismic Resistant Design and Construction NSR-98. The design is to be signed and endorsed by a licensed structural engineer, and submitted by the contractor, together with the bid.
18. **Backfilling and Concretes:** If in a specific zone the materials required are not found the contractor may be submitted a designed for approval of the COR including local materials if the final products meets the technical requirements and tests are submitted. The costs of these tests or designs are not to be charged to the Embassy. Back fill materials may not be placed, nor may concrete be poured, if the weather is not appropriate for this activity. Work of this type shall be conducted only when the surface is completely dry. It must not be raining or likely to rain. Unless otherwise specified, the concrete mix shall have at least three thousand (3000) psi strength at twenty eight (28) days after pouring. Concrete slump shall be between 1” and 2”. All test for backfilling and concretes shall be included. In the case of concrete and backfilling, a maximum of fifty (50)% of the cost of the item will be paid in the progress payments with the installation or pouring and the rest with the tests and in the case of concrete with the results at twenty eight (28) days.
19. **Reinforcing steel:** Reinforcing steel for any of the electro welded steel mesh casings or rods must meet ASTM A-185 or ASTM A-184 standards and be of the type specified for each activity.

REQUIREMENTS FOR THE “SUBSTANTIAL COMPLETION” PHASE

There is a phase call “*Substantial Completion*” one being performed ten (10) days prior to the “*Final Acceptance*” phase.

For this “*Substantial Completion*” stage the contractor must have the work finished and working, with all the tests needed already performed for installations and equipment. This day a walk through the Project will be performed with the contractor and performing a punch list with the items to be corrected for the Final Acceptance day. In this “*Substantial Completion*” stage the final user could start using the facilities. It is the decision of the Embassy to occupy or the building or wait until the Final Acceptance.

For the “*Substantial Completion*” the contractor must submit the following:

1. **Inventory** of the elements of the Project with letter size drawings identifying areas. With this inventory the contractor and the COR will make a work thru to assure all item are included and in the correct quantities. The necessary corrections will be done to have a correct version for the final handover to the final user.
2. **Copy of the final report and drawings (as build)** this copy will be reviewed and given back to the contractor with the necessary comments to be corrected or included. As son as this corrections are

done the contractor then will print the number of copies required. The final report and corrected drawings must be submitted two (2) days prior to the final acceptance date.

REQUIREMENT FOR THE “FINAL ACCEPTANCE” STAGE

The contractor must take into account that for the final hand-over “**Final Acceptance**” all the Works should be finished and corrected and all the corrected documentation should be submitted to the Embassy.

For this “Final Acceptance” stage the contractor must submit the following:

1. **Finished Work** including all the punch list corrections of the “*Substantial Completion*” and all other observations performed during the performance.
2. **Inventory revised version** with guide plans in letter size paper two (2) copies.
3. **Keys** of the doors, furniture etc (if applies) marked and classified per areas base don the drawings. The keys must be in key rings.
4. **Final Report.** Three (3) original in folders three (3) ring binder type marked in accordance with the NAS instructions including:
 - general description of the Project describing type of construction, constructive system, materials used etc.
 - chart including areas in square meters of external and internal works
 - copy of the drawings in letter size paper (it must be readable)
 - operations and, maintenance manuals, lab test, certifications etc.
 - photographic report of all stages of the work with written information under each photo. If the Base does not allow you to take photos you need to inform us since the beginning of the project.
 - inventory with the drawings (additional set)
 - copies of the vicinity memorandum and closing memorandum
 - copies of the inventory of the elements removed from the work site and submitted to the final user
 - copies of the bonds and releases
 - electronic copy of the final reports and drawings in CD o DVD
 - electronic copy in CD or DVD of the weekly reports submitted during the Project time.
5. **Record Drawings** (as build) with details and construction changes. Three (3) sets in size ¼ (50cm. x 35cm.) binded. The cover will go on NAS pre-establish formats.
6. **Contractor clearance certificate** done in the NAS formats and signed by the legal representative of the firm indicating that all payments to workers, social security systems, materials and subcontractors has been done.
7. **Base clearance certificate** by the Commander in charge or areas work director indicating the workers, subcontractors etc have returned any loan equipments and do not owe Money in the cafeterias.
8. **DoS Formats contract closing** this will be given by NAS to be filled out and returned signed by the firm legal representative.
9. **Bonds** required by the contract.
10. **Payment Voucher** to process final payment.