

# Request for Proposal (RFP)

## RFP No. SI-01/18 – WASH Infrastructure Needs Assessment

Release Date: January 9, 2018

For: Liberia Strategic Analysis (LSA)

Contractor: Social Impact, Inc.

Funded by: United States Agency for International Development  
(USAID), Contract No. LSA-AID-669-C-16-00002

### **1.0 Introduction**

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LSA is funded by USAID/Liberia and implemented by Social Impact, Inc. Its purpose is to provide the USAID/Liberia Mission with analytical and advisory services in support of strategic planning, project and activity design, performance monitoring and evaluation, and learning and adapting to contextual changes and implementation challenges in Liberia. LSA is located at UN Drive, Adjacent Gate 3, US Embassy, Monrovia, Liberia.

Through this RFP, LSA seeks to receive proposals from WASH Engineering Firms with experience working in Liberia and West Africa. The terms of this RFP are detailed in the sections below and the Statement of Work for the proposed activity is described in Annex A.

### **2.0 Instructions to Offerors**

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#### **a. Offer Deadline:**

- i. Offers must be received no later than **5:00PM Coordinated Universal Time (UTC) on Tuesday, January 30, 2018** by email. All offers must be sent to the attention of **Jeff Juaquellie, Senior MEL Specialist**, at [jjuaquellie@socialimpact.com](mailto:jjuaquellie@socialimpact.com) copying **Cornelius A. Pearce, Sr., Finance & Operations Manager**, at [CPearce@socialimpact.com](mailto:CPearce@socialimpact.com). Please reference **“RFP No. SI-01/18 – WASH Infrastructure Needs Assessment”** in the subject line of your email. Offers received after this date or time will not be considered in the selection process.
- ii. The overall proposal shall consist of two (2) physical separate parts, as follows: Volume I – Technical Proposal; and Volume II – Price Proposal. ***Technical Proposals must not make reference to pricing.***

The Offeror is requested to submit a proposal directly responsive to the terms, conditions, and clauses of this RFP. Proposals not conforming to this solicitation may be categorized as unacceptable, thereby eliminating them from further consideration.

#### **b. Anticipated Timeline for RFP process:**

January 9, 2018	LSA publishes RFP to potential Offerors
January 19, 2018	Offerors submit questions/clarifications to LSA via Mr. Juaquellie at <a href="mailto:jjuaquellie@socialimpact.com">jjuaquellie@socialimpact.com</a> , and Mr. Pearce at <a href="mailto:cpearce@socialimpact.com">cpearce@socialimpact.com</a> by 5:00PM UTC
January 22, 2018	LSA provides answers to questions by 5:00PM UTC
January 30, 2018	Offerors submit proposals by 5:00 UTC
February 15, 2018	LSA anticipates making the award

These dates are estimates only and are subject to adjustments by LSA.

- c. **Specifications**: Section 3.0 (below) contains the technical specifications of the anticipated proposals and the required services.
- d. **Quotations**: Quotes must include taxes and any other applicable fees. Offers must remain valid for at least sixty (60) calendar days after submission.
- e. **Negotiations**: Best-offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations. However, LSA reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.
- f. **Evaluation and Award**: The award will be made to a responsive Offeror whose offer follows the RFP instructions, meets all the specifications, and is judged to be the most advantageous. In judging the offers, the following criteria will be used with weights applied accordingly:
  - i. Technical Approach (40%) – The extent that the Offeror’s proposal demonstrates a clear and effective overall technical approach to performing the requirements described in technical specifications (Section 3.0) and presents an effective and realistic work timeline.
  - ii. Qualifications of Proposed Personnel (20%) – Demonstrated expertise, experience, and availability that meet the requirements of the technical specifications (Section 3.0) through the resumes or CVs of the following personnel:
    - a. Public Health Specialist (1 position)
    - b. WASH/Water Engineer Specialist
    - c. Electrical Engineer/Energy Specialist
  - iii. Past Performance of the Organization (20%) – Demonstrated organizational capabilities and experience related to the technical specifications (Section 3.0).
  - iv. Price (20%) — Based on the total price presented in the proposal, if deemed responsive to technical specifications (Section 3.0). Higher price proposals will receive a correspondingly lower score. To assist in evaluation and comparison of price proposals, LSA may ask the Offeror for a further breakdown of the price.

The Offeror must furnish adequate and specific information in its proposal. A proposal may be eliminated from further consideration before a detailed evaluation is performed if the proposal is considered obviously deficient as to be totally unacceptable or which prices are inordinately high or unrealistically low.

In conducting its evaluation of proposals, LSA may seek information from any

source it deems appropriate to obtain or validate information regarding an Offeror's proposal.

Offerors are reminded that LSA is not obligated to award a contract on the basis of lowest proposed price or highest technical evaluation score. Although for this procurement technical proposal, personnel, and past performance are weighted more important than price relative to deciding who might best perform the work, price factors and LSA's prime recipient budget must also be considered. Therefore, after the final evaluation of proposals, LSA will make the award to the Offeror whose proposal offers the best value to LSA and USAID.

- g. **Terms and Conditions:** This is a RFP only. Issuance of this RFP does not in any way obligate LSA (Social Impact) or USAID to award a contract, nor does it commit LSA (Social Impact) or USAID to pay for costs incurred in the preparation and submission of a proposal.
- i. The anticipated type of contract to be awarded under this solicitation is a **Fixed Price Contract**. For the purposes of price analysis, Offerors must propose a price in accordance with technical specifications (Section 3.0).
  - ii. Alternative proposals will not be considered.
  - iii. Any proposal received in response to this solicitation will be reviewed strictly as submitted and in accordance with the evaluation criteria specified above in Section F. **Evaluation and Award.**
  - iv. The person signing the Offeror's proposal must have the authority to commit the Offeror to all the provisions of the Offeror's proposal.
  - v. The Offeror should submit its best proposal initially as LSA intends to evaluate proposals and make an award without discussions. However, LSA reserves the right to conduct discussions should LSA deem it necessary.
  - vi. The authorized geographic code for procurement of goods and services under this contract is USAID Principal Geographic Code 935, any area or country including the recipient country Liberia but excluding any country that is a prohibited source.

### **3.0 Technical Specifications**

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Section 3.0 contains the technical requirements and specifications:

**Documents required in Offeror submission:** Below is the list of documents the Offeror will need to submit with their proposal. If one or more items are missing, the offer may not be considered.

- a. The overall proposal shall consist of two (2) physical separate parts, as follows:
  - i. Volume I – Technical Proposal; and
  - ii. Volume II – Price Proposal. ***Technical Proposals must not make reference to pricing.***
- b. Instructions for the Preparation of the Technical Proposal
  - i. The Technical Proposal should provide a straightforward, concise delineation of how the Offeror intends to carry out and satisfy the requirements of the **Annex A: Statement of Work**. No contractual price information is to be included in the Offeror's technical proposal in order that it will be evaluated strictly on its technical merit.

- ii. Technical proposals shall be limited to twenty (20) pages in total. Pages in excess of twenty (20) pages will not be read or evaluated. Page limitations for each subpart of the Technical Proposal are indicated below. The front and back of a single page shall be counted as two pages when information is provided on both the front and back sides of a single sheet. Detailed information should be presented only when required by specific RFP instructions. Items such as graphs, charts, tables may be used as appropriate but will be considered part of the page limitation.
  - iii. The resumes or CVs for the Public Health Specialist, the WASH Engineer, and Electrical Engineer as well as dividers, and past performance report forms are not included in the page limitation. No material may be incorporated in the proposal by reference, attachment, appendix, etc. to circumvent the page limitation.
  - iv. Technical Proposals shall be written in English, typed on standard 8 1/2" x 11" paper (Letter), single spaced, only 12 font types may be used, with each page numbered consecutively. Page margins shall be a minimum of one inch at the top, bottom and each side (Normal).
- c. The technical proposal should include the following:
- i. Technical Approach – limit twenty (20) pages: The Offeror shall demonstrate its understanding, ability and overall approach to performing the requirements described in **Annex A: Statement of Work**. The Technical Approach should include the methodology (recruitment & training, field work, quality assurance, obtaining Bill of Quantities, WASH facility design approach(es), ethical considerations, data analysis, reporting, etc.), sampling, work schedule, etc.
  - ii. Qualifications of Proposed Personnel – Note this section and the associated resumes or CVs will not contribute to the 20-page limit for the proposal. The Offeror shall identify a single Team Leader and two staffs to conduct the work associated with the requirements of **Annex A: Statement of Work**.

**Team Leader/ Public Health Specialist Qualifications:** Public health specialist with a professional level degree and at least 10 years of experience in the health sector with strong background in WASH service provision in health care facilities. Experience leading similar studies preferably in environments similar to Liberia. Fluent spoken and written English. Excellent writing and analysis skills. Experience and capacity to manage a diverse team under challenging field conditions. Knowledge of Liberian languages desirable but not required. Advanced degree in Public Health.

**WASH/Water Engineer specialists:** With a professional-level degree, 10 years of minimum experience, in a relevant field (civil engineering, water supply and sanitation and environmental engineering/sciences etc.) Minimum of a bachelor's degree in civil engineering, or statistics. Four or more years of experience with WASH facility designs and construction in rural settings. Knowledge of local culture and languages of study communities (Bong, Lofa and Nimba). Good English language skills. The position requires an individual who is meticulous and well-organized.

**Electrical Engineer/ Energy specialist:** with a professional degree and 10 years of experience is similar assignment. Should have knowledge of

installing solar energy, calculating power consumption and the require electricity needs for each facility design.

**Computer Aided Design Specialist:** with a professional experience in working with graphics design software.

The Offeror shall provide a detailed and current resume or CV (no page limit) with the individuals' complete education, experience, and professional credentials as they relate. The Offeror may submit complete and current resumes for other employees to perform under the contract (not exceeding 2 pages each) who will be utilized if award is made.

These resumes must also clearly describe the individuals' education, experience, and professional credentials.

- iii. Past Performance of the Organization – Note this section will not contribute to the 20-page limit for the proposal pages. The Offeror shall demonstrate the following:
  1. The specialized competence the organization possesses with regard to the requirements described in the **Annex A: Statement of Work**.
  2. A list of all current contracts and subcontracts and those completed within the last three (3) years that are similar in size, scope and complexity to the **Annex A: Statement of Work** in this RFP. Additionally, for the three most recent similar contracts, the Offeror shall provide the customer's name, contract number, contract value, current postal and e-mail addresses, telephone number for a currently available point of contact. These subsections shall be attached as an annex to the Technical Proposal, which will not count against the page limit.
- d. Instructions for the Preparation of the Price Proposal
  - i. The level of funding will be up to 39,500 USD, subject to a proposed and detailed budget with budget notes. Note the anticipated type of contract to be awarded under this solicitation is a **Firm Fixed Price Contract**.
  - i. The Offeror must propose prices that it believes are realistic and reasonable for the work in accordance with the Offeror's technical approach.
  - ii. All price and financial data should be fully supported, complete in detail, and organized in a manner that facilitates review and permits price analysis.
    1. The Offeror should present a complete budget in Excel, based on the template in **Annex B: Budget Template for Price Proposal**
    2. All prices shall be itemized and described in a separate document that includes price notes.
    3. The Offeror shall indicate the level of effort of the Team Leader, three Field Supervisor/Quality Control, and all other positions.

#### 4. Annexes:

**Annex A: Scope of Work (SOW) – USAID/Liberia WASH Infrastructure Assessment**

**Annex B: Suggested Template for Price Proposal**

Annex A: Scope of Work (SOW)

**USAID/Liberia**

**Scope of Work:**

**Needs Assessment for future Water, Sanitation and Hygiene Infrastructure in USAID supported Health Facilities (FARA)**

**Background**

Improving sustainable WASH service delivery in health facilities remains to be a crucial development need for Liberia. One of the existing challenges facing the health facilities in Liberia is the lack of basic Water, Sanitation and Hygiene (WASH) services. The lack of adequate WASH infrastructure compromises the ability of the facilities to provide safe care services, presenting serious health risks to those seeking treatments. In early 2015 a WHO IPC/WASH assessment found out that only 26% of health care facilities met the minimum standards for water quantity supplied and that only 51% had any form of bulk water storage. Also, as evidenced during the Ebola Virus Disease (EVD) outbreak in the country, the lack of adequate water and sanitation infrastructures and poor hygiene practices in health-care facilities reduced the facilities' preparedness and response to deal with the epidemic and resulted in communities' low trust in the health services provided. The EVD break out has emphasized the importance of cleanliness, sanitation and regular hand washing and infection prevention control in health facilities. Good and consistently applied water, sanitation and hygiene (WASH) practices, both in health-care settings and the community help prevent human-to-human transmission of EVD and many other infectious diseases.

**Purpose**

The purpose of this consultancy services is to carry out an assessment of WASH service delivery gaps in USAID supported facilities under FARA activity:

1. Determine and assess which facilities should have an upgraded water supply and sanitation systems.
2. Recommend the type of water supply technology that is needed to deliver reliable water supply to the facilities; and

The expected final deliverable from this consultancy is an itemized bill of quantity (BOQ) and designs of the proposed infrastructure needed with exact specification for the water supply and sanitation systems required per facility. This may require developing new technical drawings or adapting existing standard MOH technical drawings based on consultation with USAID/Liberia and FARA/MOH Infrastructure Unit.

There is a total of 115 health facilities currently being supported under FARA activity in Bong, Lofa and Nimba counties. The assessment needs to follow two stages approaches. In the first stage, it is

expected that the assessment team would first prioritize and select health facilities needing improved water and sanitation system, out of the 115 health facilities. The second stage deals with detail assessment of the infrastructure needs, preparation of design and cost estimate for each selected facility.

## **Approach**

Under the technical supervision of the Health Team and LSA and in close collaboration with the FARA and Infrastructure units under the MOH, the team shall fulfill the following duties:

### **Stage One**

- In-brief with USAID/Liberia Health Team and Ministry of Health
- Develop/adapt needs assessment tool for the first stage assessment for clearance by USAID/Health Team POC
- Conduct desk research and review the existing MOH designs, specifications, Bill of Quantities for existing WASH infrastructure in health facilities,
- Schedule and conduct consultations/interviews with relevant stakeholders i.e. MOH FARA staff and the infrastructure unit and NGOs supporting the operation of the health facilities.
- Determine which facilities out of the 115 needs WASH improvement and a rough estimate of the cost associated.
- Submit the list to USAID for clearance.

### **Stage two**

Based on USAID's recommendation proceed to carry out the detail assessment listed below for the selected facilities

- Conduct visits to each selected facility and assess current WASH infrastructure needs and make recommendations for future WASH infrastructure investment conditions with respect to the standard design (or adapted version).
- The MOH WASH infrastructure system standards against which each facility should be assessed include:
  - Water supply infrastructure is capable of supplying year-round safe water (drilling of deep boreholes or rehabilitation of existing wells); water should be available within maternity wards, laboratory, waiting area, toilet inside the buildings;
  - Water storage tanks (elevated water tanks) connected to a solar pump supplying water by gravity to the various units of the facility;
  - Sanitation facilities should be within the facility grounds and accessible to all types of users (females, males, those with disabilities);
  - Toilets should be built according to technical specifications to ensure excreta are safely managed;
  - Availability of proper septic tanks to collect the effluent from the toilets and an associated soak away pits, and
  - Availability of hand washing stations.
- Based on the above criteria, for each facility the consultant will develop designs, working drawings, technical specifications, bill of quantities and cost estimates in line with the requirements of MOH's standard. The documents must be complete and adequate for bid, contract, and construction purpose.
- The cost estimate shall take into consideration two options. Option one will include a solar power energy need and system installation for the entire health facility. This should

consider lights for the entire facility, energy to run freezers, fans, water pumps and other machines. Option two will be limited to the energy needs of the water supply system only – energy need to pump the water.

- Submit to USAID in soft copies the design documents for all the facilities.

Lastly, the team will be expected to communicate during the course of the assessment with the USAID/Liberia Health Office and Ministry of Health FARA and Infrastructure Units to brief progress, note challenges and make any necessary adjustments.

### **Deliverables**

- Inception Report
- Final report documenting process, findings and recommendations
- Designs (adapted, new or make recommendation to use MOH design), working drawings, technical specifications, bill of quantities and cost estimates per facility (25 in total).
- Clearance of deliverables are dependent on clearance from USAID/Health and Engineers

### **Team Composition and Qualification (Local/Liberia Recruitment)**

- Public health specialist with a professional level degree and at least 10 years of experience in the health sector with strong background in WASH service provision in health care facilities,
- WASH/Water Engineer specialists with a professional-level degree, 10 years of minimum experience, in a relevant field (civil engineering, water supply and sanitation and environmental engineering/sciences etc.)
- Electrical Engineer/ Energy specialist with a professional degree and 10 years of experience is similar assignment
- Computer Aided Design Specialist

### **Annex B: Suggested Template for Price Proposal**



Annex B- WASH  
Assessment



