Iraq Governance and Performance Accountability Project (IGPA)

Request for Proposals (RFP)

Concept Design and Tender Documents

for

Rehabilitation Upgrades to Existing Municipal Waste Disposal Sites and including training on landfill operations

Tender No. RFP-DAI-IGPA-19-0132

Issue Date: August 28, 2019

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Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-19-0132
Issue Date	Aug 28, 2019
Title	**Concept Design and Tender Documents for Landfill Rehabilitation Upgrades**
Issuing Office & Email/Physical Address for Submission of Proposals	Iraq Governance and Performance Accountability Project, Baghdad Office Al Jadirya, Baghdad ProcurementIGPA@dai.com
Deadline for Receipt of Questions	Sep 19, 2019 5:00pm Baghdad Local Time
Bidders' Conference	Sep 18, 2019 at 04:00pm Baghdad Local Time in Babylon Rotana Hotel, Al-Jadriya, Baghdad.
Deadline for Receipt of Proposals	Sep 22, 2019, 5:00pm Baghdad time
Point of Contact	IGPAProcurementINBOX@dai.com
Anticipated Award Type	Firm Fixed Price Subcontract
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA) project, invites qualified offerors to submit proposals for this tender request.

Activities.

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.2 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Subcontract. This award type is subject to change during the course of negotiations.

2. General Instructions to Offerors

2.1 General Instructions

"Offeror", "Subcontractor", and/or "Bidder" means a firm proposing the work under this RFP. "Offer" and/or "Proposal" means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later than Sep 22**, 2019, 5:00pm Baghdad time**, to be submitted to ProcurementIGPA@dai.com. The RFP number and title of the activity must be stated in the subject line of the email. Technical and cost proposals may be submitted in the same email. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 90 days for the prices provided.
- Acknowledge the solicitation amendments received.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information

received from a DAI or IGPA employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL".

Technical proposals shall include the following contents

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Management approach – Description of the Offeror's staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance –Provide a list of at least three (3) recent awards of similar scope and duration, specifically relating to work with international organizations and USAID are highly desirable. The information shall be supplied as a table, and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

3.1 Services Specified

For this RFP, DAI is in need of the services described in Attachment A.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/price factors.

Evaluation Criteria	**Maximum Points**
Technical Approach	40 points
Timeline Approach	25 points
Management Approach or Personnel Qualifications	15 points
Corporate Capabilities or Past Performance	20 points
TOTAL	100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

Detailed budget notes must be included in the "notes" column of the cost/price proposal describing in detail the specifications and calculations of each proposed line item. Separate cost/price schedules may be included for more detail if needed.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above, and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the host country.
2. Evidence of a DUNS number (explained below and instructions available upon request).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

6. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

7. Compliance with Terms and Conditions

7.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

7.2 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: ***http://www.usaid.gov/policy/ads/300/310maa.pdf*** and ***http://www.usaid.gov/policy/ads/300/310mab.pdf*** respectively.

7.1 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of $25,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under $300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

Instructions for obtaining a DUNS number will be sent to the selected vendor upon request.

For those not required to obtain a DUNS number, DAI will send the "Self-Certification for Exemption from DUNS Requirement" form to the selected vendor upon request.

8. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

9. Attachments

9.1 Attachment A: Scope of Work for Services or Technical Specifications

9.1.1 Activity Purpose and Summary

The purpose of this activity is to survey the current disposal site in the adopted Municipality, undertake topographical and soils surveys, undertake soils and water sampling, arrange laboratory testing to ascertain the degree of environmental impact, prepare a concept design for rehabilitation of the site, and prepare tender documents for detail design and construction of the works required and to have the civil contractor then continue to operate the site for a period of one month after practical completion of the site construction activities. The location of the three (3) Municipality landfills is to be resolved with IGPA advisors during project implementation.

After the civil works contractor takes over control of the entire site from the first day of construction activities, they will be responsible for not only new works associated with construction activities but also integrating the rehabilitation works with the ongoing operation of the site (which will continue to accept new waste for disposal.) Therefore, there will be three aspects happening simultaneously and all aspects are under the control of and the responsibility of the tendered civil works contractor:

- waste acceptance and disposal of new waste from first day of the start of rehabilitation and/or construction works,
- site rehabilitation activities including moving old waste to suit the new site design, and
- civil-works construction activities.

In addition, the civil works contractor will be responsible for developing and running basic training programs on landfill operations, including both classroom and hands-on equipment operation for one month once construction works have reached practical completion.

9.1.2 Background and Rationale

Many, if not most, of the municipal solid waste disposal sites throughout Iraq are not being operated to a suitable standard. This has both health and environmental impacts but also means that the life of the site is not being maximized. In many cases, the municipality operating the dumpsite believe current facilities are approaching full capacity which may in fact not be the case and significant further landfilling life can be obtained from that facility.

It is proposed that a vendor will be commissioned to a prepare a concept design for rehabilitation of the site. The vendor will then prepare tender documents based on this concept design out for detailed design and rehabilitation of the site in a coordinated manner including the ongoing operation of the facility during construction and for a period of one month following practical completion of the rehabilitation construction works.

The best rehabilitation approach will be to integrate all activities on the site under one contract to avoid any contract disputes on the one site. This also has the major benefit of allowing the winning tenderer to manage the placement of ongoing wastes deliveries as part of the rehabilitation activities. For example, it will be necessary to raise and increase the height and batter slopes of many sites. This can be partially achieved by simply placing new waste coming into the site at the correct final location rather than having it dumped and then relocated at a later date. This full integration of design, construction and operation will ensure the most efficient site development program both in terms of time and cost.

The other component of this activity to be tendered will be to run hands-on as well as office-based training programs for the municipal staff who will take back operation of the site once it is been rehabilitated. A generic landfill operation manual as well as an environmental monitoring and management plan will be provided to the successful tenderer. These generic plans will then have to be localized to suit the agreed rehabilitation protocols on the site by the successful tenderer.

Part of this vendor contract will be to undertake and/or manage site investigation studies prior to the design commencing. This will include firstly a topographical and features survey of the entire site noting the extent of waste currently deposited on the site and features such as any lining systems, buildings, roads, drains or watercourses and proximity to development such as housing estates.

The vendors will then undertake a basic hydrogeological study of the site as well as an environmental survey to assess the extent of contamination, if any, of the soil and groundwater underneath the current dumpsite. This will involve installing excavation pits and, subject to the depth to the groundwater table, some groundwater monitoring wells. These groundwater monitoring wells will not only be used during the design phase but also for long-term monitoring of the potential impacts of the ongoing waste management activities at the site.

A key project hold point will be agreement between the vendor, province and municipality, relevant environmental departments and USAID-funded IGPA/Takamul project advisors on the approach to rehabilitation once the environmental site assessments and surveys have been completed.

For example, if it is determined that there has been no impact on the local groundwater resources and no contamination of soil at depth underneath the waste mound, then a simple retrofit of an external leachate interceptor drain and leachate management pump station facilities will be sufficient, in addition to correctly shaping, compacting and covering the waste mound. However if there is significant vertical migration of leachate into the soil profile underneath the site, and potential for this leachate to reach the local groundwater resources, then a perimeter leachate drainage system would have to be supplemented by an impermeable artificial liner cover design to prevent any further rainwater infiltration into the mound and therefore the generation of further leachate volumes.

The concept design will follow the contemporary approach to landfilling where the waste is not placed in shallow broad areas which maximizes odor emissions, vermin access and leachate formation. Rather the waste will be constrained to the smallest footprint possible and placed in a steep sided mound (1V:2.5H). This will provide far greater site life and will increase the expected life within the current waste footprint.

9.1.3 Objectives

The general objective of the scope of work is to support municipalities in improving the standard of operation at waste disposal sites, and in parallel, extending the life of the facility. Part of this intervention will be to rehabilitate the existing dump site to reduce the environmental and health impacts from the current facilities:

- to ensure, through an inclusive and staged process, that the municipality has a complete understanding both of theory and on-site operational training on how their current dumpsites can be rehabilitated and then correctly operated
- to substantially reduce the current environmental and health impacts from the substandard dumpsite operation
- to extend the life of the disposal site
- to sensibly integrate the detail design, rehabilitation construction works and ongoing operation into one tender package to minimize costs, avoid contract limit issues on site, accelerate the overall works program and reduce double handling of waste by incorporating the placement of fresh waste within the site rehabilitation program

- to ensure that gender and disadvantaged community concerns are mainstreamed and addressed at all stages

9.1.4 Vendor Requirements

The vendor should have the following qualifications, and it is likely that the vendor will need to associate with other specialist firms and individuals to provide the range of skills and experience required:

- Ten years' experience in Solid Waste Management consultation.
- Demonstrated experience in consultation and assessing potential impacts and benefits on women and disadvantaged groups, and incorporating these learnings into the relevant aspects of design and more particularly site operations following rehabilitation
- Demonstrated experience with topographical and features surveys for civil works
- Demonstrated experience in environmental surveys, including installation of groundwater monitoring wells and sampling protocols, as well as soil sampling for both engineering and environmental analysis.
- Demonstrated experience with concept designing a controlled landfill and associated remediation
- Demonstrated experience with preparing tender documents

9.1.5 Technical Proposals

The technical proposal should include the following section/approaches:

1. Executive Summary summarising the proposal, task, timeline, and approach
2. Overall implementation description
3. Methodology for undertaking the topographic and features survey, and soils hydrogeologic testing
4. Methodology for undertaking the site environmental assessments including soils analysis and groundwater monitoring, noting proposed use of bailers or sampling pumps for groundwater sampling (subject to the groundwater being shallower than at 20 metres depth)
5. Process for assessing potential impacts and benefits on women and disadvantaged groups, and incorporating these learnings into the relevant aspects of design and more particularly the site operations following rehabilitation
6. Protocols and procedures for developing and agreeing the concept design and then tender documents for upgrading program of works for rehabilitating the current dumpsites to a controlled landfill standard, based on the results of the geotechnical and environmental monitoring and discussions with relevant municipality offices and health and environmental departments
7. Project Implementation Plan including description by stage, task, and timeline: This section should demonstrate the vendor implementation strategy and plan to conduct the technology review to assess the appropriate rehabilitation intervention components, and how this would be developed inclusively with the local disadvantaged groups and women, as well as agreeing technical aspects with the municipality and the USAID-funded IGPA/Takamul project advisors.
8. CVs of Key Personnel. CVs should be provided as follows:
    - Senior person that would act as the team leader, with at least ten years experience in solid waste management generally and preferably landfill design and operations.
    - Landfill design specialist with at least five years' experience, preferably also including experience with site rehabilitation design activities.
    - Environmental specialist with experience with installing groundwater monitoring wells, and soils and groundwater sampling procedures and field work, plus interpretation of results.
    - Civil engineer with at least 10 years' experience in preparing tender documents for civil works construction programs

Additionally, references should be provided, for each nominated staff member and company experience should be provided with relevant case studies of similar work.

9. Organizational chart and Management Structure for Implementation

9.1.6 Detailed Task Requirements

For each of the municipalities mentioned above, the consulting firm will perform the following activities:

1- Working with the Director of the Municipality, a **working group should be established**, ensuring representation of Machinery, Planning, Finance, GIS, Legal, HR, and Environment departments. The group should be given a brief overview of the purpose of the working group and the need for supporting the vendor with the required information and data, as well as acting as a liaison group with women and other disadvantaged groups. Within the working group, the current availability of data should be gathered and assessed jointly, such as topographical or features information available for the disposal site, as well as any local hydrogeological or environmental monitoring data.

2- Undertake a **detailed site inspection** of the dumpsite to be rehabilitated, and obtain all necessary information and secondary data such as daily tonnages of waste to be managed, as well as population and tonnage projections to allow the life of the rehabilitated site to be estimated. Also obtain all available hydrogeological data for the sites, including as a minimum the soil stratigraphy, the depth to groundwater, and the local uses of this groundwater resource

3- Confirm the physical extent of the features and topographical survey to be undertaken, and **prepare a specification and contract for undertaking the topographical survey**

4- Confirm the **environmental survey scope** to be undertaken, including the number of test pits to be excavated to confirm soil profile, undertaking in-situ permeability tests, collecting soil samples for laboratory assessment of contamination with depth and the number of sampling boreholes as well as the borehole locations at each site

5- **Submit both the contract specifications and terms of reference** to USAID-funded IGPA/Takamul project advisors to confirm the scope and specification are appropriate for both the topographical and also the environmental surveys, including site works and monitoring program together with laboratory costs

6- **Advertise and award the two survey projects** if the successful tenderer does not have these skills and equipment in-house. Supervise the undertaking of both survey types, and report on any issues requiring confirmation by the Municipality and/or USAID-funded IGPA/Takamul project advisors. Review both survey reports and the data obtained to confirm that it is acceptable and submit to the working party for review

7- Use both sets of survey data to **develop a rehabilitation concept** for the site, in consultation with the municipality, local actors, women and disadvantaged groups as appropriate and USAID-funded IGPA/Takamul project advisors. Submit the proposed rehabilitation concept and methodology to the working group for endorsement, and subsequent review by USAID-funded IGPA/Takamul project advisors.

8- **Prepare a tender for detailed design, construction and 1-month operation.** Based on this agreed concept design for the rehabilitation, the vendor will then prepare the technical and contractual content for a tender document to be issued by the municipality. The tender will call for detail design and construction of the facility, as well as site rehabilitation/clean-up, in accordance with the municipalities usual procurement and contracting processes. Also to include 1 month's operation of the new site after practical completion, including some training of the local landfill operators

9- **Assist with the procurement of the detailed design and construction vendor (design and construction to be funded by the municipality).** The vendor will act as a technical advisor to the municipality during the procurement phase for the contractor, and, in particular, assist in responding to technical inquiries by the tenderers. The vendor will not be involved in the final assessment nor contract negotiation and award processes, as this will be the exclusive remit of the municipality.

10- **Prepare a project completion report**. Once the vendor has completed providing technical support to the tender process, the vendor will prepare a project completion report summarizing the activities undertaken. This report will be less than 25 pages and will contain any recommendations by the vendor on future changes to the process for any subsequent municipalities who may wish to install a formal transfer station.

9.1.7 Topographical and Features Survey

The following sections are a guide to the type of tender detail that will be required to be developed, issued and managed as part of this vendor package.

Scope of Works

The scope of works under this contract is to undertake such work as to adequately define the Site topography and main features to allow the landfill rehabilitation design to proceed. This will include all works required to achieve this description, and include but not be limited to the following items:

1. Mobilise to the Site, after seeking approval from the Municipality to obtain Site access
2. Establish a temporary benchmark on the Site. There is no requirement to locate and level the temporary benchmark to a permanent survey marker or mapping grid.
3. Determine the location and extent of the main features on the Site, as well as noting the description on the plan, such as;
   - The overall site boundary including noting any fences
   - The edge of the waste pile
   - The edge of the liner if present and visible
   - Location of any leachate pipes if detectable
   - Any building footprints, including any pump stations for leachate or stormwater
   - Any temporary storage shed/enclosure footprints
   - Any gates
   - Internal or external access roads
   - Any major vegetation, such as large trees or hedges
   - Any test pit markers
   - Any major excavations
   - The transition/boundary from the landfill proper into the adjacent areas within the overall Site boundary
4. Take sufficient spot levels over the Site to allow a contour plan to be developed for the Site. Spot levels must be taken on a 20-metre grid as a maximum, and more closely where rapid changes in topography or features require it.
5. The levels shall be accurate to within 0.1 metres vertically.
6. The location of the spot levels and features must be recorded to within 0.1 metres horizontally.

Deliverables (all reports to be in English)
The Contractor shall provide the following items as the project deliverables;

1. A short site report in two (2) copies plus electronic versions describing the site activities, and including the list of the equipment and staff used on the site
2. Any calculations to support level closure on the transect/s undertaken
3. Two copies (2) of A3 size paper plans showing;
   - the footprint of the Site boundaries,
   - features (and where appropriate their levels) as defined above,
   - all spot levels,
   - a 20-metre gridline over the entire Site in light line, and
   - interpolated half-metre contours over the full Site
   - Electronic copies of the plans listed above in AutoCAD, with the features, grid, levels and other details contained as separate layers in the electronic file.

Timing
The Contractor will complete the field-work and associated office work, and submit the deliverables required, within one (1) month of being issued the Notice to Proceed.

9.1.8 Site Geotechnical and Environmental Assessment

The scope of works presented below is an example of the scope of works required so as to adequately define the geotechnical and environmental conditions at the dumpsite to allow the rehabilitation design to proceed.

Field Work - Pits

1. Develop a grid of nine pits over the proposed rehabilitation site
   - Locate the test pits on a grid of 3 pits by 3 pits equally spread over the site, including within the waste mound provided that the excavator can reach the natural soil below. (If a landfill liner is provided, the liner must be repaired after the pits are backfilled.)
   - Three of these nine pits (main pits) will be logged in detail, as specified below. **Two (2) of the 3 detailed pits are to be under the waste mound.**
   - The remaining six pits will just be used to determine the soil profile in terms of spatial variation across the site, and the depth to water table if reached, but the pits will not be logged in detail.

2. In-situ infiltration tests shall be undertaken on the surface of any clay/silty clay layer using the double ring infiltrometer method. (See equipment and method below) This shall be done at three (3) sites near to the test pits.

3. Excavate the nine test pits to a depth of at least 4 metres**.** If the pit continually collapses due to unconsolidated and/or saturated ground conditions, then the pit shall be logged to the maximum practical depth. Depths to pit wall collapse shall be noted.

4. *For each of the three (3) main pits*
   - Log and classify the soil types encountered and the strata depth according to the Unified Soil Classification system, including usual parameters such as color and stiffness.
   - Particular attention shall be paid to identifying the presence, type, depth and thickness of any lower-permeable layers, such as clay or clayey bands
   - Note features such as the presence of tree roots or other structure that may alter the gross permeability of the soil strata.

- Determine the standing water level in each of these three main pits, if standing water is encountered. If the water level is slow in stabilizing, the pit shall be left open until a stable water level can be determined.
- Undertake the usual field tests to confirm the soil classifications, such as stiffness.
- An undisturbed sample shall be collected from a representative soil layer in each of three main pits spread over the Site area for geotechnical tests.
- Sufficient additional sample volume shall be collected of the clay/low permeability layer, if any, from the 3 pits selected above, for laboratory analysis of the Liquid Limit, Shrinkage and Plasticity Index and Dispersivity.
- Collect a separate set of soil samples at one metre intervals of depth starting 200mm below the surface in the three main pits for environmental testing, regardless of soil types.
- Pits shall be backfilled immediately upon completion of the site work and compacted and levelled back to sensibly meet with the natural surface profile. The only reason for keeping a pit open would be while waiting for the water level in the pit to stabilize.

5. *For the remaining six (6) pits*,
   - Measure the depth from the surface to the top of any lower-permeability layers, such as clay or clayey bands, or any higher-permeability layers such as sand or gravel.
   - Measure the thickness of the soil band/s
   - There is no need for formal soils logging or sampling in these six supplementary pits. These six pits are just to identify any very low or highly permeable layers.

Field Work – Sampling Wells

1. An assessment will firstly be made of the likely depth to the water table using available secondary data. Data sources would possibly include geological maps, local water well depth data, local farmers general knowledge, etc. ***If the groundwater depth is more than 20 metres, then boreholes will not be required.***

2. Assuming the groundwater is at less than 20 metres depth, drill three (3) holes into the groundwater located as follows:
   - One each side of the expected final waste mound footprint but not through the liner if any is provided
   - One at the very edge of the overall site hydraulically upslope form the waste mound, to act as the control site.

3. Using a suitable drill rig, drill to a depth of at least 1 metre into the lowest seasonal level of the water table then:
   - Log and classify the soil types encountered and the strata depth according to the Unified Soil Classification system, including usual parameters such as color and stiffness.
   - Particular attention shall be paid to identifying the presence, type, depth and thickness of any relatively impermeable layers, such as clay or clayey bands
   - Determine the standing water level in the drill hole. If the water level is slow in stabilizing, the drill hole shall be left open until a stable water level can be determined.
   - Undertake the usual field tests to confirm the soil classifications, such as stiffness.
   - Install a permanent 50mm sampling pipe in each of the 3 wells with:
     - A lockable metal surround and cap

- Concrete plinth and plug around the 50mm pipe annulus to a depth of at least 1 metre below the surface
- Bentonite seals in the annulus around the upper sections of the well
- Bottom 1 metre of pipe professionally slotted by manufacturer, wrapped in geotextile and fully submerged into the groundwater
- Filter sand around slotted length of pipe

Laboratory Testing – soil from test pits

1. The three undisturbed clay samples shall be tested for permeability in an oedometer test rig.
2. The three disturbed samples from the same pits shall be subjected to laboratory analysis for the Liquid Limit, Linear Shrinkage and Plasticity Index and Dispersivity.
3. Initially, just the soil samples taken 200mm below the surface are to be analyzed for the following parameters as follows;
    - Nitrogen scan
    - Bicarbonate
    - VFA (Volatile Fatty Acids)
    - Oil (TPH)
    - Heavy Metals including iron total, zinc, chromium, cadmium, lead, nickel and copper.

4. If elevated levels are detected indicating leachate contamination of the soil sample, then the full suite listed below is to be analyzed.:

    - *Volatile Organic Compounds (VOC's) in Soil*

      Benzene, Toluene, Ethylbenzene, m/p-xylene, o-xylene, Naphthalene, Total Xylenes, Total BTEX

    - *Volatile Petroleum Hydrocarbons in Soil*

      Benzene (F0), TRH C6-C9, TRH C6-C10, TRH C6-C10 minus BTEX

    - *TRH (Total Recoverable Hydrocarbons) in Soil*

      TRH C10-C14, TRH C15-C28, TRH C29-C36, TRH C37-C40, TRH >C10-C16 (F2), TRH >C10-C16 (F2) – Naphthalene, TRH >C16-C34 (F3), TRH >C34-C40 (F4), TRH C10-C36 Total, TRH C10-C40 Total

    - *PAH (Polynuclear Aromatic Hydrocarbons) in Soil*

      Naphthalene, 2-methylnaphthalene, 1-methylnaphthalene, Acenaphthylene, Acenaphthene, Fluorene, Phenanthrene, Anthracene, Fluoranthene, Pyrene, Benzo(a)anthracene, Chrysene, Benzo(b&j)fluoranthene, Benzo(k)fluoranthene, Benzo(a)pyrene, Indeno(1,2,3-cd)pyrene, Dibenzo(a&h)anthracene, Benzo(ghi)perylene, Carcinogenic PAHs, Total PAH

    - *Speciated Phenols in Soil*

      Phenol, 2-methyl phenol (o-cresol), 3/4-methyl phenol (m/p-cresol), Total Cresol, 2-chlorophenol, 2,4-dimethylphenol, 2,6-dichlorophenol, 2,4-dichlorophenol, 2,4,6-trichlorophenol, 2-nitrophenol, 4-nitrophenol, 2,4,5-trichlorophenol, 2,3,4,6/2,3,5,6-tetrachlorophenol, Pentachlorophenol, 2,4-dinitrophenol, 4-chloro-3-methylphenol

- *Organochlorine Pesticides in Soil*

  Hexachlorobenzene (HCB) , Alpha BHC, Lindane, Heptachlor, Aldrin, Beta BHC, Delta BHC, Heptachlor epoxide, o,p'-DDE, Alpha Endosulfan, Gamma Chlordane, Alpha Chlordane, trans-Nonachlor, p,p'-DDE, Dieldrin, Endrin, o,p'-DDD, o,p'-DDT, Beta Endosulfan, p,p'-DDD, p,p'-DDT, Endosulfan sulphate, Endrin Aldehyde, Methoxychlor, Endrin Ketone, Isodrin, Mirex

- *Organophosphate Pesticides in Soil*

  Dichlorvos, Dimethoate, Diazinon (Dimpylate), Fenitrothion, Malathion, Chlorpyrifos (Chlorpyrifos Ethyl), Parathion-ethyl (Parathion), Bromophos Ethyl, Methidathion, Ethion, Azinphos-methyl (Guthion)

- *PCBs in Soil*

  P Arochlor 1016, Arochlor 1221, Arochlor 1232, Arochlor 1242, Arochlor 1248, Arochlor 1254, Arochlor 1260, Arochlor 1262, Arochlor 1268, Total PCBs (Arochlors)

- *Total Recoverable Metals in Soil*

  Arsenic, As; Cadmium, Cd; Chromium, Cr; Copper, Cu; Lead, Pb; Mercury, Hg; Nickel, Ni; Zinc, Zn

5. If positive results (results exceeding "investigation" levels based on local legislation where such legislation is available), or international standards if necessary, such as the *USEPA Regional Screening Levels (RSLs) - User's Guide May 2019,* are obtained in any pit at a particular depth level, then analyze the next deepest sample in that pit until uncontaminated soil is reached. The aim is to assess the depth of soil contamination so a decision can be made on the appropriate dumpsite rehabilitation or remediation approach[1].

Laboratory Testing – groundwater

Groundwater wells will be sampled according to local procedural requirements, or in the absence of these protocols, by following a recognized international approach such as "Groundwater Sampling and Analysis – A Field Guide" by Geo Science 2009.

As a minimum, the groundwater sampling procedure must include purging of the wells prior to sample collection. Also, the adopted procedures must detail proposed cleaning protocols for all sampling equipment, including Teflon or stainless-steel bailers, as well as using suitable sample bottles and inclusion of any preservatives.

Groundwater monitoring is initially to include the basic indicator parameters as follows;

- Biochemical oxygen demand (BOD)
- Chemical oxygen demand (COD)
- pH
- Fecal coliforms
- Conductivity

[1] If the depth of soil contamination is extensive, then the dumpsite may have to be temporarily closed to accepting new waste. It would then be fully remediated such as by having all waste and contaminated soil completely dug out, the resulting pit lined with a geosynthetic liner and the waste and contaminated soil placed into the lined pit, the waste mound fully reconstructed and finally covered and sealed appropriately. Such a discovery would mean that the vendor's contract will have to be completely renegotiated.

- Total dissolved solids
- Nitrogen scan
- Bicarbonate
- Oil (TPH)
- VFA (Volatile Fatty Acids)
- Heavy Metals including iron total, zinc, chromium, cadmium, lead, nickel and copper.

If elevated levels are detected, then the full set of test parameters listed above for soils should be undertaken as well.

If an extended monitoring program indicates consistently elevated levels of contamination, then the site will require a full clean-up and is unsuitable for basic rehabilitation. A full cleanup would involve removal of all waste to a new landfill or temporary stockpiling while the contaminated soil is removed, a liner installed and the old waste redeposited. The resulting waste mound would then be shaped, compacted and covered.

Geotechnical and Environmental Samples Results Reporting

The Tenderer shall prepare the following;

1. A short site report describing the site activities, staff and equipment used.
2. Soils logs of the three *MAIN* pits describing the features required above, printed at one log per A4 page.
3. These logs must be produced electronically and a copy of the electronic files provided with the final reports.
4. Plots from the in-situ infiltrometer tests, and calculated infiltration rates.
5. A table of the general soil profile in the six SUPPLEMENTARY pits.
6. A short report detailing the laboratory results and providing basic interpretation of soil properties, and including the results of;

    - Liquid Limit, Linear Shrinkage and Plasticity Index tests.
    - Permeability testing in an oedometer test rig.
    - Any other laboratory tests considered essential to adequately describe the soil profiles.
    - Environmental testing results for both soil and groundwater
7. A report on the environmental laboratory results for both soil and water noting the following:
    - Sampling procedures and sample locations
    - Attached laboratory results
    - Comparison of results with adopted standards
    - Proposed rehabilitation approach based on the above

Specific Test Procedure - Double-ring infiltrometer

A Double-ring infiltrometer of 30 cm diameter and 60 cm diameter shall be used for this investigation.

1: Hammer the 30 cm diameter ring at least 15 cm into the soil. Use the timber to protect the ring from damage during hammering. Keep the side of the ring vertical and drive the measuring rod into the soil so that approximately 12 cm is left above the ground.

2: Hammer the 60 cm ring into the soil or construct an earth bund around the 30 cm ring to the same height as the ring and place the hessian inside the infiltrometer to protect the soil surface when pouring in the water.

3: Start the test by pouring water into the ring until the depth is approximately 70-100 mm. At the same time, add water to the space between the two rings or the ring and the bund to the same depth. Do this quickly.

4: Record the clock time when the test begins and note the water level on the measuring rod.

5: After 1-2 minutes, record the lowering in water level in the inner ring on the measuring rod and add water to bring the level back to approximately the original level at the start of the test. Record the water level. Maintain the water level outside the ring similar to that inside.

6: Continue the test until the lowering in water level is the same over the same time interval. Take readings frequently (e.g. every 1-2 minutes) at the beginning of the test, but extend the interval between readings as the time goes on (e.g. every 20-30 minutes).

The basic infiltration rate shall be determined from plotting the infiltration rate to see when it has stabilized. Once the values of the Infiltration rate are constant, the basic infiltration rate has been reached.

9.1.9 Rehabilitation Design Components and Level of Detail Required

The exact components for the rehabilitation of the various dumpsites will necessarily have to be site-specific. However, the following list of activities would indicate what typically would be required in such a rehabilitation program as guidance for tenderers.

Background

Most local dump sites are operated on the generic concept of cut and fill, meaning waste is placed in shallow excavated pits or even trenches which are possibly lined, and then filled to establish a shallow mound often with an almost flat top surface. Municipalities often believe their disposal site is then full to capacity and after placing a thin soil cover on top of the mound, believe the site is suitably closed. Such a design is very wasteful of landfill space and also maximizes the environmental risks given the likely quantity of leachate then generated.

Scope of Typical Rehabilitation Interventions

The contemporary approach to remediating mid-size municipal dumpsites is to adopt a Controlled Landfill approach. This approach recognizes that environmental returns rapidly diminish after the basic management systems are in place, so for small to medium sized cities, it is best to use a Controlled Landfill standard with stormwater diversion, daily/weekly compaction, shaping and soil cover application, perimeter leachate collection pipes and pump station and leachate re-injection or irrigation systems - no leachate treatment plant and no leachate discharge (where achievable in a given climate).

These remediation interventions are usually sufficient provided that the existing dumpsite is not in a sensitive environmental location such as near a community water supply or on deep gravel or sandy soils. In these cases, the dumpsite may have to be relocated entirely or artificially lined. This decision would be based on the results of the environmental monitoring of subsurface soil profiles and local groundwater regimes, as part of this contract.

Steps required for remediating dumpsites into Controlled Landfills typically include relocating scattered waste piles, shaping and compacting the resulting waste heaps, construction of leachate interceptor drains and associated leachate pump stations, drainage canals/ditches, soil cover application, etc. However, the most critical issue is that the waste mound slopes at the site should be maximized (steepened to 1V:2.5H) to minimize rainfall infiltration and therefore leachate generation. The overall approach to leachate management must be to minimize the leachate quantity formed, rather than to accept large leachate

volumes are inevitable and then provide expensive and often poorly operated leachate treatment facilities prior to discharge of the liquid – *leachate prevention not treatment is the priority*. The approach of placing waste in a single mound with steep sides covered with soil minimizes the waste surface area which also minimizes odor, vermin, windblown litter, and so on.

External batters should be at a slope of 1 Vertical to 2.5 Horizontal as this slope allows soil cover to still be applied by conventional plant and, when properly constructed, is stable (even in significant earthquake events) at heights of 50 metres or more (assuming the local natural soils have sufficient bearing capacity). This is generally the case except in areas of deep weak alluvial silts or clays in flood plains, for example.

To achieve this mounding activity and the associated minimum slopes, it will be necessary in most cases to relocate much of the old waste into the new mound. Furthermore, once the vendor has control of the site, they will be able to direct where new waste is placed and this can be done in sympathy with the mound development to avoid double handling of waste.

The working areas on top of the mound should never be flat. A minimum waste slope of 5% should be adopted at all locations on the site at all times. Flatter slopes allow rain water to infiltrate, as well as accelerate the formation of localized depressions due to differential settlement within the waste. These depressions maximize leachate formation and must be avoided by appropriate mound sloping.

In terms of site development efficiency, the common belief locally is that waste mounds higher than five or so metres are unstable. Many well-run controlled landfills have waste at heights exceeding 40 or 50 metres and therefore are very efficient in terms of site utilization and development cost returns.

The existing landfill may not be lined to modern standards, but if the ingress of rainwater is essentially prevented, there will be no driving force (water head) to force leachate out.

This combination of maximizing slopes throughout the site, good compaction, regular application of soil cover material and cover maintenance will minimize leachate generation and reduce/ obviate the need for leachate treatment plants and offsite discharges in most cases.

Leachate should be collected in a network of pipes retrofitted around the waste mound base and directed into a pump station from where leachate is irrigated in dry weather on previously worked areas to encourage grass growth or used for dust suppression. In very dry climates, leachate can simply be directed into a lagoon for evaporation.

Typical drawing list

Whilst the drawing specifics are obviously site dependent, the following list would be indicative of the level of concept design required for a midsize rehabilitation program:

- Site location plan
- Current site layout and extent of waste and features such as roads, fences, buildings, liner extent if any is currently provided, locations of test pits installed and the groundwater sampling wells which are to be used long-term at the site and so on. Existing contours to be shown.
- Proposed ultimate site development plan, both in plan and section
- Staging plan and sections for the site showing the mound shape and footprint, separated into development stages over the total site life. For a small site life, the stages presented should be annual and, for a large site, then a 3 to 5-year staging plan would be appropriate.
- Location of the proposed perimeter leachate interceptor drain/s
- Cross-section of the leachate interceptor drain showing pipe size, location of slots or holes within the pipe, geotextile placement and gravel surround, and how this relates spatially to the toe of the waste mound
- Longitudinal profile of the leachate interception drain to ensure sufficient fall in this gravity pipe
- Location of the leachate pump station.

- Master drainage plan showing the proposed stormwater drain locations to divert any external stormwater runoff from entering the site, and also the within-site drainage network proposed to prevent runoff entering the waste mound proper.
- Location of both internal and external access roads, A perimeter access road must always be available to facilitate the vehicular movement around the entire footprint of the waste mound at all times and all stages of development.
- Location and detail of any buildings proposed on the site

9.1.10 Deliverables (all reports to be in English)

This activity is designed to be completed within 6 months:

1. **Inception Report**: A 5 pages (maximum) report that presents the subcontractor roadmap for the activity stages with regard to site selection and the agreed site, approach to data gathering, field work status and way forward, proposed approach to developing the rehabilitation design, and other deliverables. This will be due no later than 14 days after award of the contract.

2. **Data Collection and Proposed Survey Methodology**: A 5 pages (maximum) report plus data appendices that presents the secondary data collated on waste tonnages, available hydrogeological data, proposed pit and borehole locations and survey contractors, etc. This will be due no later than 4 weeks after the award of the contract.

3. **Field Survey, Test Results and Rehabilitation Concept Design**: A 5 pages (maximum) report plus data and drawings that presents the topographical and features survey results, the sampling procedures and field and laboratory results from the soils and groundwater tests and the proposed rehabilitation approach and concept design drawings/sketches. This will be due no later than 3 months after the award of the contract.

4. **Prepare a tender for detailed design, construction and 1 months operation** of the agreed option. Based on this agreed concept design option, the vendor will then prepare the technical and contractual content for a tender document to be issued by the municipality. The tender will call for design and construction of the facility, as well as site rehabilitation/clean-up and 1 month's operation and training of local operators, in accordance with the municipalities usual procurement and contracting processes. This will be due no later than 4 months after the award of the contract.

5. **Assist with the procurement of the detailed design and construction vendor** (design, construction and operation to be funded by the municipality). The vendor will act as a technical advisor to the municipality during the procurement phase, and, in particular, assist in responding to technical inquiries by the tenderers. The vendor will not be involved in the final assessment nor contract negotiation and award processes, as this will be the exclusive remit of the municipality.

6. **Final Report:** A twenty-five-page (maximum) report that consists of the following sections and annexes:
    a. Background and objective of the contract
    b. Procedures for site surveys
    c. Field and laboratory results for all surveys and interpretation thereof
    d. Approach to developing the rehabilitation strategy

e. Concept design adopted
f. Tender documents prepared
g. Conclusions and Recommendations
h. Concept drawings

Timeframe/duration

The period of implementation of this award will be 6 months.

9.1.11 Supporting Documents to be provided.

Tenderers will be provided with the following information to assist them in implementing the activities specified in both English and Arabic, with some details left vacant be completed for any site-specific issues associated with a particular site by the individual municipality:

- Operations Manuals for both a small landfill without equipment permanently on site and larger landfill with dedicated heavy equipment available
- Environmental Monitoring and Management Plan
- A PowerPoint presentation of about 190 slides including many descriptive photographs covering most aspects for the training program on landfills operation. (This will need to be supplemented with other photographs and perhaps extracts from the Operations Manuals, but definitely supplemented with videos of equipment operations and landfill operations available from third-party sources, by the Vendor)

These documents will be made available to the shortlisted civil works tenderers only and tenderers will be required to sign a confidentiality agreement prior to being given access.

Tenderers may also modify documents as they wish provided that the training package is prepared to the standard required, based on the full set of deliverables listed above, and is approved by IGPA specialists prior to running the training component.

9.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP-**Click here to enter text.**-**Click here to enter text. issued on Click here to enter text.. Our attached proposal is for the total price of <Sum in Words ($0.00 Sum in Figures) >.
I certify a validity period of 90 days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.
Offeror shall verify here the items specified in this RFP document.
We understand that DAI is not bound to accept any proposal it receives.
Yours sincerely,

Authorized Signature:
Name and Title of Signatory: Click here to enter text.
Name of Firm: Click here to enter text.
Address: Click here to enter text.
Telephone: Click here to enter text.
Email: Click here to enter text.
Company Seal/Stamp:

9.3 Attachment C: Detailed Budget and Price Schedule

Please provide a detailed budget narrative describing the assumptions used in the budget below.

Nr.	Line Item	Unit	Quantity	Unit Price	Total Cost	Notes
A	**Salaries and Wages**					
1						
2						
3						
4						
5						
6						
	Sub-Total					
B	**Fringe Benefits**					
1						
2						
3						
4						
5						
	Sub-Total					
C	**Travel, Transportation and Per Diem**					
1						
2						
3						

4						
5						
	Sub-Total					
D	**Allowances**					
I						
2						
3						
	Sub-Total					
E	**Other Direct Costs**					
I						
2						
3						
4						
5						
	Sub-Total					
	GRAND TOTAL IN Iraqi Dinar					
	GRAND TOTAL in USD					

Price Schedule

Item Number	Item Name	Description/Specifications (all reports to be in English)	Duration	Unit Price	Total Price
1	Inception Report	A 5 pages (maximum) report that presents the subcontractor roadmap for the activity stages with regard to site selection and the agreed site, approach to data gathering, field work status and way forward, proposed approach to developing the rehabilitation design, and other deliverables. This will be due no later than 14 days after award of the contract.			
2	Data Collection and Proposed Survey Methodology	A 5 pages (maximum) report plus data appendices tha presents the secondary data collated on waste tonnages, available hydrogeological data, proposed pit and borehole locations and survey contractors, etc. This will be due no later than 4 weeks after the award of the contract.			
3	Field Survey, Test Results and Rehabilitation Concept	A 5 pages (maximum) report plus data and drawings that presents the topographical and features survey results, the sampling procedures and field and laboratory results from the soils and groundwater tests and the proposed rehabilitation approach and concept design drawings/sketches. This will be due no later than 3 months after the award of the contract.			
4	Prepare a tender for detailed design, construction and 1 months operation	Based on this agreed concept design option, the vendor will then prepare the technical and contractual content for a tender document to be issued by the municipality. This will be due no later than 4 months after the award of the contract.			
5	Assist with the procurement of the detailed design and construction vendor	The vendor will act as a technical advisor to the municipality during the procurement phase, and, in particular, assist in responding to technical inquiries by the tenderers. The vendor will not be involved in the final assessment nor contract negotiation and award processes, as this will be the exclusive remit of the municipality.			

6	Final Report	A twenty-five-page (maximum) report that consists of the following sections and annexes: a. Background and objective of the contract b. Procedures for site surveys c. Field and laboratory results for all surveys and interpretation thereof d. Approach to developing the rehabilitation strategy e. Concept design adopted f. Tender documents prepared g. Conclusions and Recommendations h. Concept drawings This will be due in draft form no later than 5 months after the award of the contract, with the final before 6 months.			
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					$

9.4 Attachment D: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No	Cost in US$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

9.5 Attachment E: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.

2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)

3. Executive Order on Terrorism Financing- The Contractor is reminded that 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 Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.

4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.

5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.

6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAII with a disclosure statement describing this information.

7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.

8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.

9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.

10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

9.6 Attachment F: Proposal Checklist

Offeror:

_____

Have you?

☐ Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

☐ Signed Cover Letter *(use template in Attachment B)*

☐ Separate Technical and Cost proposals individually sealed and labeled as Volume I and Volume II respectfully.

☐ Proposal of the Product or Service that meets the technical requirements as per Attachment A

☐ Response to each of the evaluation criteria

☐ Documents used to determine Responsibility

☐ Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement

☐ Past Performance *(use template in Attachment D)*