

**PEACE CORPS**

**Overseas Request for Quotation (RFQ) for Services**

**ARCHITECT/DESIGNER**

RFQ Number: **PC11-24-18**

 Date: **February 01, 2024**

Posting Title: **ARCHITECT/DESIGNER**

Duty Station: Bishkek city

Contract type: Short-term service contract

Peace Corps/Kyrgyz Republic (PC) seeks the professional services of an **ARCHITECT/DESIGNER** to provide office building design services.

The Architect/Designer will consult and work with the Peace Corps Kyrgyz Republic, under the direct supervision of the Director of Management and Operations (DMO) and in a collaboration with the senior leadership team; Owner’s Engineer; and Project Manager to provide office building design services.

The Architect/Designer’s responsibility will be to develop new constructions and space plans (sketches, CAD designs, floor plans, digital drawings) for a new, five-story office building. The Architect/Designer shall be responsible for the professional quality, timeliness and technical accuracy of all drawings and will perform a wide range of design tasks and services, which will encompass, but are not limited to: producing Architectural, Structural, Electrical, Heating, Cooling, Plumbing and Finishing Drawings. The design services will be tailored to Peace Corps’ need and requirements – incorporating all physical security elements required by the U.S. Embassy Bishkek and Peace Corps Washington.

Interested, qualified **APPLICANTS** should review the **STATEMENT OF WORK**, which describes in detail the general list of project **REQUIREMENTS** and **DELIVERABLES** at the Peace Corps website: [www.peacecorps.gov/kyrgyz-republic/contracts](http://www.peacecorps.gov/kyrgyz-republic/contracts)

**Projected timeline to complete the entire project: MARCH 2024 through JUNE 2024**

 **Carefully review all the instructions below before preparing/submitting your APPLICATION for consideration:**

**FIRST STEP**

**All interested applicants (contractors) meeting the required Minimum Requirements (***refer to list far below***) need to follow this process:**

**As soon as possible,** contact Peace Corps (PC) at the email address:

KG-NewOfficeProject@peacecorps.gov

a) confirm your interest in being considered for this Design project.

b) schedule a time with PC representatives to meet at the proposed new office building site

c) conduct an initial site visit and walkthrough of the project.

d) meet with PC representatives to review relevant office building documents.

**IMPORTANT:** It is the responsibility of Applicants/Vendors who are interested in this project to, confirm your interest, SCHEDULE and to have COMPLETED a site visit to the facility by:

**FRIDAY, FEBRUARY 16, 2024 by 18:00**

**SECOND STEP**

**After completing the initial site visit: Applicants/Vendors to submit a complete PROPOSAL PACKAGE to Peace Corps/Kyrgyz Republic to include the following elements:**

1. **Narrative description of your proposed team and work.** Include background details *(professional qualifications, education, years of relevant experience and C.V., professional references who can provide feedback on past work projects, any experience with international organizations/companies)* for each of the team members associated with the work to be done as well as the name of the primary ***Point of Contact that will liaise with Peace Corps****.*
2. Confirm that you have required equipment to perform the work.
3. Proposed timeline to complete each phase of the design project and provide fee utilizing the table below:

|  |  |  |
| --- | --- | --- |
| **DELIVERABLES** | **TIMELINE** | **FEE AMOUNT (%)** |
| Conceptual designs |  |  |
| Schematic designs |  |  |
| Draft Design development |  |  |
| Permit documents |  |  |
| Construction documents | **Due four (4) months after contract signed** |  |
|  |  |  |

1. **DEADLINE to submit a complete BID PACKAGE:** **SUNDAY, MARCH 3, 2024 by 18:00.**

**Submit bid package to:** pckg.contracting@gmail.com

**MINIMUM REQUIREMENTS**

* **EXPERIENCE:** Minimum of three years of relevant experience with construction and architectural design projects, including office construction build-out, space layout and design projects for commercial office buildings. Ability to present sample portfolios of completed work projects upon request.
* **EQUIPMENT:** Candidate must possess the required computer hardware, design software, and phones to perform the Scope of Work.

**REQUIRED EXPERIENCE, SKILLS AND ABILITIES**

* Able to provide professional references *(minimum of two references up to a maximum of five references)* on past work performance (projects).
* Able to provide professional credentials as relevant *(e.g., licensed architect, engineering degree or credentials, design certifications, business licenses etc.)*

**Conflict of interests –** The Bidder agrees to disclose to Peace Corps/Kyrgyz Republic any and all potential conflicts of interest in the event they have any contractual obligations with the owners of the property and if selected for the work, any and all potential conflicts of interests with any considered or selected contractors or service providers associated with the proposed work, construction and any other related services to this project.

**Other Requirements**

As an agency of the United States Government, Peace Corps is subject all applicable health, safety and security standards, and requirements established by the U. S. Embassy in Bishkek. All installations and works performed in the facility will be subject to final inspection and approval by the U.S. Embassy Bishkek.

**Contract Terms and Conditions**

 As an Agency of the United States Government, Peace Corps has an approved contract template that it intends to use for the award.  Peace Corps reserves the right to deny making a contract award to a vendor should they refuse to sign the Peace Corps approved contract template.

**Negotiations and Selection:**

Award may be made with or without negotiations between the Peace Corps and the selected vendor.  Award may be made to a vendor that provided the lowest priced technically acceptable quotation, or to a vendor other than the one that provided the lowest priced quotation, should that vendor be determined to have provided the best value quotation to the Peace Corps taking technical and cost factors into account.

*If there is any discrepancy between the meaning of the English and Russian versions of the RFQ or Statement of Work, the English-language version shall control for interpretation purposes.*

*Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information.*

*Only shortlisted candidates will be contacted.*

[End of RFQ]