

Independent Government Cost Estimate, Services Contract

The Contractor will provide an unbiased cost estimate based upon the specifications of renovating the Peace Corps Philippines Office, and without the influence of potential contractor's marketing effort or input. The estimate will be herein referred to as the Independent Government Cost Estimate (IGCE).

A well-constructed and supported IGCE serves as the basis for budgeting and reserving funds for future requirements. It provides a base-line for comparing costs or prices proposed by Offerors and it is an objective basis for determining price reasonableness in cases in which only one Offeror responds to a solicitation. IGCEs demonstrate that due diligence was executed to reasonably estimate the cost of performance. Also, a comprehensive IGCE leads to more accurate projections of the budget requirements for its construction. For this reason, the Contractor must adhere to strict non-disclosure and non-compete clauses, as follows below.

Non-Disclosure

Since disclosure may put the government at a disadvantage in dealing with Offerors, and provide an unfair advantage over other Offerors competing for the same requirement, access to information concerning the IGCE shall be limited to the Contracting Officer. The IGCE shall not be disclosed by the Contractor to any party, under any circumstances, including the public, individuals, and companies (i.e. potential Offerors). The Contractor may not disclose any information related to the IGCE, which may give any one organization an unfair competitive advantage or a perceived advantage, at any time.

Non-Competition

The IGCE is independent and will be used to inform Peace Corps of fair and reasonable quotations from Offerors. Neither the Contractor nor affiliated organizations or their staff may not compete on the Request for Quotation (RFQ) for the actual work related to the IGCE as an Offeror. The Contractor may not consult with Offerors, or affiliated organizations and individuals regarding the work related to the IGCE.

The extent of this Services Contract is for the IGCE, and the Contractor acknowledges that accepting this contract makes them ineligible to compete for the work related to the IGCE.

Independent Government Cost Estimate, Scope of Work

The Contractor will provide a professional, detailed written description the renovations and costs. The IGCE document will primarily be two sections: Itemized Cost Breakdown and Work Description.

Based on the below section, Description of Construction Elements, the Contractor is required to evaluate the physical structure, office, including all related construction elements e.g. electrical, plumbing, walls, ceiling, flooring, Information Technology (IT) cabling, heating/cooling,

generator, etc. at the Peace Corps Office, at the 6th floor of PNB Financial Center, Macapagal Blvd., Pasay City.

Initially, the selected Contractor is contracted for ten working days to provide supplies and services for the following information.

1. The Contractor is expected to meet with Peace Corps staff to discuss the lengthy content of the Description of Construction Elements. This includes tour of the location and actual inspection of each affected office area subject to construction. Revisions to the Description of Construction Elements are likely to occur during the tour and discussion. All revisions to the Description of Construction Elements are included within this Services Contract.
2. The Contractor is required to review, and provide additional input (even if not explicitly stated in the Description of Construction Elements) and offer professional recommendations in terms of architectural, structural, plumbing and electrical expertise.
3. Contractor shall be required to make necessary corrections when designs, blueprints, drawings, specifications or other items or services furnished will required revisions and updates as mandated by Peace Corps (including errors, deficiencies or inadequacies).
4. A Draft IGCE will be presented to the Contracting Officer to include the draft Itemized Cost Breakdown (in accordance with section entitled Preparing the IGCE), detailed written Work Description (see Preparing the IGCE, section E), and a presentation of the IGCE's draft for input based on Section – Description of Construction Elements and other requirements.
5. Once feedback is given by the Contracting Officer, the Contractor will revise the IGCE and return a final version of the IGCE's Itemized Cost Breakdown and Work Description.

Preparing the IGCE

A. Ensure that all cost elements for goods and services for each task/requirement or development outcome is included in the IGCE, as follows:

(1) the direct costs of the construction, i.e. itemized labor rates (wages/salaries), fringe benefits, number of labor hours, and materials, and other direct costs, e.g. supplies, equipment, travel, vehicles, subcontractors,. Do not use "lump sum" estimates, the costs must be detailed and itemized.

(2) an allowance for indirect, administrative, or overhead costs, i.e. rent, utilities, facility maintenance, and operating expenses of the business/contractor performing the work. While the rates vary by contractor, the estimate will reflect costs that are allowable, allocable and reasonable.

(3) an allowance for a reasonable amount of profit, or fee.

B. Employ proper data collection and estimating methodology. Document data sources, assumptions, constraints, methodology, and subject matter expert (SME) inputs.

C. Use salient characteristics as opposed to brand names to describe components or sub-components of the materials required or work to be completed.

D. Utilize price and cost estimates in completing the IGCE.

Price Estimate: The price estimate is used for supplies, equipment, and simple services that are routinely available on the open market at competitive prices. The price estimate is required on all requirements and must be "independently" developed based on a comparison and analysis of factors such as published catalogs prices, historical prices paid, market survey information, vendor price quotes, etc. The price estimate does not break down into the various cost elements but depends more upon bottom line prices paid or available in the market place. When developing the price estimate, focus should be placed on: Prices and quotes, such as published or current catalog prices; Previous prices and quantity purchased; Quantity of items to be purchased; and Market Surveys and other miscellaneous source of pricing data.

Cost Estimate: Cost is a component of price. The cost estimate is a detailed projection of expenditures the Offeror may incur in performance and requires a review of all cost elements anticipated in performance of the contract. A detailed estimate is required for services, construction, and non-commercial supplies estimated to exceed the simplified purchase threshold. Costs are generally divided into the primary cost elements of labor, payroll additives (burden or fringe), other direct costs, indirect costs (overhead), general and administrative costs (G&A), and profit/fee.

E. Detailed Work Description of all proposed renovations, broken down into stages, with recommendations of a reasonable timeline and order of work. The written details may include design drawings, engineering/electrical/plumbing scopes of work, work breakdown structures, description of labor and expertise required, detailed estimates of phases/stages and timeline. The detailed work description must directly related to the cost elements.

IGCE, Description of Construction Elements

The renovations will include but are not limited to the below specifications. Discussions with the Contracting Officer will clarify renovations to be included in the IGCE's detailed Work Description.

US Peace Corps intends to reduce its office space and build new office layout. With this project, the agency is looking for an "Architect-Engineer Service" who specializes in research, development, design, construction, alteration or repair of a real property based on the specification required by Peace Corps.

The service will include preparation of design plans (including blueprint of architectural, structural, plumbing and electrical), bill of materials and specifications for the proposed construction project. This pre-construction portion of the project is expected to last 10 working days.

Current office space is 2,320 square meters and approximately 550-650 square meters will be reduced.

First Phase will consists of constructing new office rooms, conferences, toilet and other requirements.

Peace Corps plans to have internal construction with new office space layout. The selected Architect-Engineering Contractor is required to take into account the following items when developing their quotation:

Admin

1. Mobilization and demobilization
2. Permits, bonds and insurances

New Walls

3. Demolition of selected drywall
4. Construction of new drywall partitions for the new office layout
5. Painting of new walls and affected walls in the entire office space

Doors

6. Dismantling of existing doors (including jambs and hardware) from the reduced office space to be reuse
7. Reinstallation of existing doors (including jambs and hardware) to the new office layout. This includes painting of jambs and affected doors
 - i. Note that number item 6 and 7 are Option A. Option B will consists of installing new doors (including jambs and hardware) in the new office layout. This is to determine prior contract signing.

Floor Finish

8. Restoration of affected floor finish tiles (floor finish tiles material to be supplied by Peace Corps)

Electrical System

9. Installation of new electrical works such as new electric outlets, switches and other mechanism in the new office layout
 - i. At least 2 electric outlets for new rooms that will accommodate 1-2 staff per room
 - ii. At least 3 electric outlets for new rooms that will accommodate 3 staff per room
 - iii. To be determine for new Information Resource Center (IRC) and new General Services Unit (GSU) room that will require more than 3 electric outlets
 - iv. Restoration of existing electric outlets in the new room is also a requirement
10. Installation of new ceiling light fixtures in the new office layout.
 - i. At least 4 ceiling light fixtures for new rooms that will accommodate 1-2 staff per room
 - ii. At least 6 ceiling light fixtures for new rooms that will accommodate 3 staff per room
 - iii. To be determine for new IRC and new GSU room that will require more than 6 ceiling light fixtures
 - iv. Restoration of existing light fixtures in the new room is also a requirement

A/C Duct

11. Repair and restoration of existing and affected A/C Duct in the new office layout
12. Installation of new A/C Duct in the new office layout

- i. At least 1 A/C Duct for new rooms that will accommodate 2 staff per room
- ii. At least 2 A/C Duct for new rooms that will accommodate 3 staff per room
- iii. To be determine for new IRC and new GSU room that will require more than 2 A/C Duct

Toilet

- 13. Additional one (1) toilet installation beside the existing one (1) toilet. Target is to have 2 toilets for male and female division
- 14. Restoration of affected concrete hollow blocks (CHB) and other materials such as affected tiles and plumbing system
- 15. Includes new door for new toilet, new tiles, plumbing system, pipes, water system, toilet mechanism, toilet bowl, washer and hardware
- 16. Includes new electrical hardware such as light fixtures and switches
- 17. Includes new ceiling board
- 18. Includes exhaust system
- 19. Make sure that plumbing system underneath 6th floor is in accordance to PNB Building Management approval

Electrical Room 1

- 20. Electrical connection of existing and new electrical systems to the Electrical Room 1
- 21. Includes double-checking of existing and new electrical systems
- 22. Includes labeling in the panel board
- 23. Includes testing and commissioning

Generator

- 24. Make sure that all electrical system in Electrical Room 1 is connected in the generator located in the basement
- 25. Includes testing and commissioning

IT Cabling

- 26. Repair and restoration of affected existing CAT6 cabling and mechanism in the entire office space
- 27. Direct coordination with Peace Corps IT Specialist during the construction period
- 28. Testing and commissioning of new and existing CAT6 cabling in the Server Room
- 29. Installation of new CAT6 cabling and mechanism in the new office layout
 - i. At least 2 CAT6 cabling and mechanism for new rooms that will accommodate 1-2 staff per room
 - ii. At least 3 CAT6 cabling and mechanism for new rooms that will accommodate 3 staff per room
 - iii. To be determine for new IRC and new GSU room that will require more than 3 CAT6 cabling and mechanism

Other Works

- 30. New paint for all existing and new walls in the entire office space
- 31. Replacement of defective ceiling board in the entire office space
- 32. Cleaning and clearing of affected areas

33. Hauling out of debris, scrapped and disposed materials
34. At least 1 year warranty for all workmanship and deliverable products

Second Phase is to create a new Hardline Perimeter Wall after the determined 550-650 square meters reduced office with the following supplies and services needed:

1. Mobilization and demobilization
2. Permits, bonds and insurances
3. Construction of new Hardline Perimeter Wall based on US Embassy guidelines
4. Restoration of affected ceiling and light fixtures
5. Restoration of affected drywall
6. Restoration of affected electrical system such as switches and outlets
7. Cut-off electrical connection after the reduced office space (including in Electrical Room 2) going to Electrical Room 1
8. Includes testing and commissioning of affected electrical connection
9. Cut-off mechanical A/C ducting after the reduced office space
10. Cut-off CAT6 cabling after the reduced office space (in coordination with Peace Corps IT Specialist)
11. Cut-off of generator set connection in Electrical Room 2
12. Cleaning and clearing of affected areas
13. Hauling out of debris, scrapped and disposed materials

Contractor must build the following into the IGCE:

- Services such as professional manpower and crew, overtime, holiday pay, crew insurance, service vehicles and meals.
- Direct coordination to PNB Building Management throughout the project phase such as building permit, bonds, gate pass, work permit, and any architectural, structural, plumbing and electrical inquiries.
- No cost to Peace Corps corrections when designs, drawings, specifications or other items or services furnished will required revisions and updates as mandated by Peace Corps (including errors, deficiencies or inadequacies).