

CONSULAR AREA RECONFIGURATION PROJECT

To all Bidders:

The Embassy of the United States of America in Quito, Ecuador and the U.S. Department of State (DOS) Office of Overseas Building Operations (OBO) requires professional construction services for the Consular Area reconfiguration project.

The Consular Area is located in the Embassy of the United States of America in Quito, Ecuador. The area of reconfiguration is approximately 415 m². All inspections shall be requested through the Embassy's Facility Manager (FM) or Contracting Officer Representative (COR).

The scope of the project is to modify the ground floor of the existing consular section in the Quito Embassy as per design plans and specifications. The modifications entail the addition of enclosed office space and open work stations, the replacement of existing open work stations, and the addition of a new consular teller window. This work also entails modifications to the mechanical, fire, electrical, plumbing, technical security, and telecommunication systems and their full integration to the existing systems and commissioning.

Work shall be completed as expeditiously as possible. The area shall be occupied during the execution of this contract. Contractor shall coordinate with Contracting Officer for work phasing and job sequencing with work commencing and completing in each apartment unit in a sequential manner. Contractor is required to submit a phasing plan with construction schedule for review and approval prior to commencement of work at the site.

If you are interested in submitting a proposal on this project, please contact Cecilia Rosero, RoseroC@state.gov, in order to send you the complete solicitation package.

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a site visit and hold a pre-proposal conference. All prospective bidders are invited to attend. The site visit and pre-proposal conference will be held on **Tuesday, August 18, at 09:00 am**, at the Quito Embassy, located at Avigiras E12-170 y Av. Eloy Alfaro.

Offerors planning to attend the site visit must submit the Name, Phone number, Organization/Company, ID or Passport No. and Nationality, of their company's representatives to the attention of Mr. Jose Balseca, email: BalsecaJJ@state.gov and Mrs. Cecilia Rosero, email: RoseroC@state.gov; no later than **4:00 p.m., local time, on Friday, August 14, 2020**. This information must be provided in order to ensure access to the site. No substitutes or additional persons may attend the site visit. **Attendees are requested to carry copy of the solicitation document and their Photo ID along with them.** Without Photo ID no person will be allowed to attend the site visit. Attendance is limited to two persons per company.

During the site visit social distancing will be practiced. Attendees will be asked to keep six feet apart and masks are to be worn at all times.

The Government of Ecuador has strict regulations for anyone traveling to Ecuador from a foreign country. Please see the U.S. Embassy of Ecuador web page for the most current information on restrictions: <https://ec.usembassy.gov/covid-19-information-ecu-2/>

The Contracting Officer reserves the right to reject any and all proposals that deviate significantly from the instructions in Section L and to waive any information or minor irregularities in proposals received.

In addition, the Contracting Officer reserves the right to award the contract based upon initial offers received without holding discussions.

You are encouraged to utilize the time from receipt of the solicitation to the date of the Pre-Proposal Conference and site visit to thoroughly examine all aspects of the documentation available to you, and if necessary, to submit questions to the undersigned in order for the government to supply an appropriate response without undue delay.

Pursuant to FAR 4.1102, bidders are required to be registered in SAM (System for Award Management) at the time a quotation is submitted.

In order to register to SAM, please follow the instructions detailed in the following link.

<https://www.sam.gov/SAM/pages/public/help/samInternationalUserGuide.jsf>

Your proposal must be submitted, **by e-mail**, to the Contracting Officer, James Kuebler, KueblerJM@state.gov; Procurement Supervisor, José Balseca, balsecajj@state.gov; and, Procurement Agent, Cecilia Rosero, roseroc@state.gov, **before 4:00 p.m., local time, on Tuesday, September 15, 2020**. No proposal will be accepted after this time.