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MUNICIPAL INFRASTRUCTURE AND IDP HOUSING REHABILITATION PROJECT

CONTRACT: AID-EDH-I-00-08-00027-00

TASK ORDER: AID-114-TO-13-00005

Quarter 1 (Q1) – FY 2014 Quarterly Report



This report was prepared for the United States Agency for International Development, Task Order AID-114-TO-13-0000, Municipal Infrastructure and IDP Housing Rehabilitation Program

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January 10, 2014

Mr. Bradley Carr
Water Irrigation and Infrastructure Advisor
Office of Economic Growth
United States Agency for International Development
11 George Balanchine Street
Tbilisi, 0131, Georgia

Re: Quarterly Report Year 4: 1st Quarter (October 1 – December 31, 2013) for the
Municipal Infrastructure and IDP Housing Rehabilitation Project

Dear Mr. Carr:

This report is being submitted to you in accordance with the requirements of Task Order No. AID-114-TO-13-00005 of Contract AID-EDH-I-00-08-00027-00. It provides Tetra Tech's Quarterly Report Year 4: 1st Quarter (October - December 2013) for the Municipal Infrastructure and IDP Housing Rehabilitation Project.

We look forward to your review and welcome your comments and suggestions.

Very truly yours,



Glen A. Wills, PLS
Chief of Party
Tetra Tech, Inc.

CC: USAID (George Kokochashvili); Tetra Tech (Firouz Rooyani, Dean White, Brian Potvin, Tetra Tech DCC)

LIST OF ACRONYMS

BEO	USAID Bureau Environmental Officer
BOQ	Bill of Quantities
BSG	Black Sea Group LTD
CC	Collective Centers
CM	Construction Management
COP	Chief of Party
COR	Contracting Officer's Representative
CQS	Consultants' Qualification Selection
DB	Design-Build
DCC	Document Control Center
DH	Durable Housing
DM	Station distance along canal
DQC	Design Quality Control
EA	Environmental Assessment
EHS	Environmental, Health & Safety
EOI	Expression of Interest
ERW	Explosive Remnants of War
ESS	Environmental Scoping Statement
EC	Evaluation Committee
FBO	Federal Business Opportunities
GEL	Georgian Lari
GMIP	Municipal Infrastructure and IDP Housing Rehabilitation Project
GoG	Government of Georgia
GUWC	Georgian United Water Company
Ha	Hectare
HO	Home Office
IDP	Internally Displaced Persons
IFB	Invitation for Bid
IL	Implementation Letter
ITQ	Invitation to Quotation
JSC	Joint Stock Company
JV	Joint Venture
KM	Kilometer
LOE	Level of Effort
LTTA	Long Term Technical Assistance
M	Meter
M80	Mshenebeli 80 LTD
MDF	Municipal Development Fund
MRA	Ministry of Internally Displaced Persons from Occupied Territories, Accommodations and Refugees of Georgia
MRDI	Ministry of Regional Development and Infrastructure
NEO	New Economic Opportunities (USAID Project)
O&M	Operations & Maintenance
PEA	Programmatic Environmental Assessment
PM	Project Manager
PMP	Performance Monitoring Plan
QA/QC	Quality Assurance/Quality Control
QBS	Quality Based Selection
RCO	USAID Regional Contract Officer
RFP	Request for Proposal
RFQ	Request for Quotation
SSEMP	Site Specific Environmental Mitigation and Monitoring Plans
SSECP	Site Specific Environmental Compliance Plans
STTA	Short Term Technical Assistance
SWWIS	Septic Tank with Infiltration Field
TOR	Terms of Reference
TT	Tetra Tech, Inc.
USAID	United States Agency for International Development
USD	United States Dollar
WWT	Wastewater Treatment
WWTF	Wastewater Treatment Facilities

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INTRODUCTION

This is the second Quarterly Report submitted under Task Order EDH-I-00-08-00027-00, TO AID-114-TO-13-00005; Municipal Infrastructure and IDP Rehabilitation Program. The reporting period is for the USAID first quarter FY2014 which covers the period from October 1, 2013 through December 31, 2013. This contract, referred to as GMIP II, began on July 29, 2013 as a follow-on contract to GMIP I.

Under the United States Agency for International Development (USAID)/Caucasus Municipal Infrastructure and IDP Housing Rehabilitation Project (GMIP) Contract No. AID-EDH-I-00-08-00027-00; Task Order No: AID-114-TO-13-00005, Tetra Tech, Inc. is responsible for providing services to monitor current processes and practices and to identify and mitigate areas of risk, and carry out oversight and quality control efforts. The objective is to ensure that selected infrastructure is implemented effectively and in accordance with US and Georgian standards and regulations. Efforts will not duplicate work that MDF does or might perform. The monitoring and oversight role will encompass all areas of the project, from procurement planning to final acceptance. It will help ensure that infrastructure deliverables are effective and efficient, and that implementation is carried out within allowable budgets, time constraints, and accepted quality standards.

The period of performance for this cost plus fixed fee contract is seventeen (17) months from the notice to proceed date of July 29, 2013, when mobilization/transition readiness and kick-off activities began in the existing Tetra Tech Tbilisi Offices. All work is to be completed by December 31, 2014.

1. Reporting Period – 1st Quarter 2014

From October 1, 2013	To December 31, 2013
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2. Publications/Reports

Did your organization support the production of publications, reports, guidelines or assessments during the reporting period?

No/Not Applicable
Yes If yes, please list below:

Publications/Reports/Assessments/Curriculums

Title	Author	Date
Assessment Report of 11 Additional Buildings Submitted by MRA	Temur Levanishvili, TT IDP Building Rehab PM	Nov. 15, 2013
Assessment Report of Two Additional Buildings – Tbilisi Sea Area	Temur Levanishvili, TT IDP Building Rehab PM	Dec.6, 2013 (Revised Dec. 20, 2013)

3. Technical Assistance

Did your organization utilize short-term technical assistance during the reporting period?

No/Not Applicable
Yes Please list below:
Consultants/TDYers

Name	Arrival	Departure	Organization	Type of technical assistance provided
A. Scott Nagel	October 20, 2013	November 23, 2013	Tetra Tech	Senior field Supervision

4. Travel and Visits

Did your organization support international travel during the reporting period?

No/Not Applicable

Yes Please list below:

International Travel (All international travel)

Name	Destination	Departure	Arrival	Host Organization	Purpose of the travel
A Scott Nagel	Tbilisi Office	19-Oct, 2013	20-Oct, 2013	Tetra Tech	Assist with Field Supervision
A Scott Nagel	US/HQ	23-Nov, 2013	23-Nov, 2013	Tetra Tech	Return to US HQ

Have any Monitoring Visits/supervision been made to your program during the reporting period?

Description of Monitoring team	Start date	End date	Sites visited	Written recommendations provided
Home Office Management	10/1/2013	12/31/2013	GMIP Tbilisi Office through conferencing	Weekly conference calls provide QA/QC and add resources required to support in-country team on production of work activities, deliverables and project financials.

5. Accomplishments and Successes during the Reporting Period

Component 1: Municipal Infrastructure and Irrigation

Subcomponent 1.1 Infrastructure:

Construction: The ONI water supply project was implemented through a design-bid-build contract. Rehabilitation of water supply head works in the town of Oni was awarded to New Development Company Construction Ltd (NDC) in August 2013. The project is ongoing with a scheduled completion date of June 1, 2014. The winter season has started at the project site, causing a scheduled shutdown of approximately 9 weeks. This shutdown was expected and was built into the schedule. No extension to the deadline is expected.

During this reporting period Tetra Tech has provided continued construction oversight to ensure the project stays within approved budget and scheduling targets.

Subcomponent 1.2 Irrigation:

Design/Build: Two irrigation subprojects referred to as the "Saltvisi Canal Systems" and the "Tiriponi Canal Systems" were implemented under a single design build contract. During previous reporting periods, the scope of work was altered significantly, primarily due to cost and schedule constraints. *During this reporting period, Tetra Tech has provided continued oversight, participated in the technical committee, and attended numerous meetings with MDF management staff. Additionally, a weekly milestone monitoring tool has been implemented, allowing more accurate tracking of the project. However, schedule and contractor QC issues continue to be an issue (See Section 6).*

Component 2: IDP Durable Housing

Subcomponent 2.1: Cottage Settlements: (Gori, Kareli, Kaspi and Mtskheta Municipalities)

Construction: A contract for improvements to potable water supplies in nine (9) villages and drainage/wastewater system improvements to eleven (11) Cottage Settlements of IDPs was awarded to a Joint Venture between Java Ltd and Erisimedi JSC JV in April 2013. Construction is ongoing with a scheduled completion date of July 15, 2014. *During this reporting period, Tetra Tech provided continued contract administration oversight support, construction oversight, and supplementation of MDF field staff.*

Design: A contract to provide designs to upgrade the sanitary, household water supply, and drainage systems for 11 Cottage Settlements (including drainage, waste water treatment, internal water tap connections and installation of toilets and showers) was awarded to Ecoproject Ltd in July 2013. Consensus for an appropriate sanitary system design has not been achieved as of the end of this reporting period, due in part to higher than expected costs, difficult site geologic conditions and poor communication/performance on the part of the contractor. An extension for contract deliverables was granted to Ecoproject. The new deadline is January 25, 2014. Construction tender to follow immediately. *During this reporting period, Tetra Tech provided continued contract administration, design input, design review, and oversight of MDF activities and personnel.*

Subcomponent 2.2: IDP Buildings: Under the IDP durable housing component, ten (10) unoccupied buildings, seven (7) hospital buildings, and twenty-two (22) collective centers (CCs) have been selected for rehabilitation.

Ten (10) Unoccupied Buildings

Design/Build: Rehabilitation works for IDP housing in ten (10) buildings, was carried out under a design build contract awarded to Mshenebeli 80 Ltd. in May 2012. A June 2012 start date was specified. *During this reporting period many design and construction issues were resolved with extensive oversight efforts. During this reporting period, all ten building sites were successfully completed and turned over to MRA. Tetra Tech provided oversight for the closeout activities conducted by MDF, and facilitated and funded the ten (10) inauguration events. A punch-list of minor deficiencies is being compiled for each site. These issues will be addressed by the contractor.*

Eight (8) Hospitals

Design: A contract for the design of the rehabilitation works for IDP Housing in eight (8) hospitals was executed with Georeset in March 2013. The designs were divided into three packages or lots, so bid documents could be more quickly prepared and the bidding process accelerated. Scope changes, schedule challenges, and nonperformance issues led to many difficulties on this design contract. Due to these issues, the third package was awarded to a second subcontractor (Artstudio), who was acting as a subcontractor to Georeset on the second package. *During this reporting period, Tetra Tech provided architectural and engineering review of all stages of plans and drawings for these designs and attended numerous meetings with MDF and USAID. 100% designs for all hospital sites were completed this reporting period.*

Construction:

During this reporting period:

Bids for Lot #1 (Khoni #1, Khoni #2 and Baghdati hospitals) were received and a contractor selected (In-Si, LTD). A contract was awarded to In-Si, LTD on December 27, 2013. Construction is expected to commence the second week of January, 2014.

Bids for Lot #2 (Kaspi #1, Kaspi #2 and Borjomi hospitals) were received and were in the process of being evaluated at the close of this reporting period.

Bids packages for Lot #3 (Kutaisi hospital) were sent to pre-qualified contractors on December 26, 2013. Contractor selection is expected to take place during the last week of January, 2014.

Twenty-eight (28) Collective Centers

Design: The design of the Rehabilitation Works for 28 IDP Housing CCs was implemented by Artstudio in March 2013. Scope changes and a frequently shifting schedule caused delays. *During this reporting period, Tetra Tech provided numerous reviews of schedules and designs provided by the Contractor, and attended numerous meetings. Additional accomplishments included continued oversight and tracking of IDP selection by the Danish Refugee Council for eligible IDP candidates/buildings for the program. Minor modifications to the reduced scope of work drafted during the last reporting period are on-going on a site-by-site basis (see 4th quarter 2013 report for specific changes to the work scope). The MRA requested that two additional groups of buildings be considered as candidates for this component. On November 6, a group of 11 buildings was submitted for consideration, and on December 24, a group of two buildings was submitted. Tetra Tech performed an evaluation of this group of buildings and recommended that none of the 11 buildings be considered for rehabilitation, due to either poor existing condition, lack of utilities or small physical size. Tetra Tech also evaluated the second group of two buildings. Due to potential foundation structural issues observed, Artstudio was contracted to perform a more comprehensive evaluation of the structures. The evaluations were pending at the close of this reporting period.*

6. Challenges, Constraints, and Plans to overcome them During the Reporting Period

Component 1: Municipal Infrastructure and Irrigation

Subcomponent 1.2 Irrigation:

After serious concerns about the contractors' ability to meet the contract deadline noted in the previous quarterly report, it seems the remedial actions initiated by Tetra Tech and MDF appear to have been effective. The current schedule appears for the most part realistic while still meeting the project deadline, although there is very little margin for additional delays.

Quality Control issues still require vigorous involvement by Tetra Tech. Specific areas that require careful monitoring include on-site materials handling and storage, oversight of MDF inspectors, and materials and testing submittals. To emphasize the severity of the non-compliance with the above issues, MDF issued a cure notice to the contractor.

Plans to overcome: Due to the continued challenges regarding quality control, and to a lesser extent, scheduling, Tetra Tech will continue to provide the reinforced QA oversight management team specified in the previous quarterly report. A weekly milestone tracking tool has been created and implemented that has been effective in highlighting areas of concern, allowing a faster response time to potential issues.

Based on the information available during this reporting period, it appears that work in the canals will be completed within the project deadline and the start of the irrigation season on April 15, 2014. Additional work outside of the canals such as grading and clean-up is anticipated to be completed by May 15th, 2014. The final project costs will be managed, to the extent TetraTech can participate, so as to not exceed the \$8.1m budget.

Component 2: IDP Durable Housing

Eight (8) hospitals

Design: The design of the Rehabilitation Works for IDP Housing in Eight (8) hospitals was implemented with Georeset in March 2013. The designs were divided into three packages or lots, so bid documents could be more quickly prepared and the bidding process accelerated. A recommendation to declare this contractor in default resulted in numerous negotiation sessions with Georeset, MDF, USAID, and Tetra Tech, As a result, Art Studio was selected as a subcontractor to assist Georeset with the complete rehabilitation design for lot #2 (Kaspi #1, Kaspi #2 and Borjomi

hospital sites). Georeset completed the design for Lot #1 (Khoni #1, Khoni #2 and Bagdati hospitals). The design for Lot #3 (Kutaisi hospital) was performed by Artstudio under direct contract to MDF.

All hospital designs were completed during this reporting period.

Plans to overcome: Since all designs have been submitted and accepted no further action is required.

Construction:

During this reporting period the following construction activities were performed:

Bids for Lot #1 (Khoni #1, Khoni #2 and Baghdati hospitals) were received and a contractor selected (In-Si, LTD). A contract was awarded to In-Si, LTD on December 27, 2013. Construction is expected to commence during the second week of January, 2014.

Bids for Lot #2 (Kaspi #1, Kaspi #2 and Borjomi hospitals) were received and were in the process of being evaluated at the close of this reporting period.

Bids packages for Lot #3 (Kutaisi hospital) were sent to the pre-qualified contractors on December 26, 2013. Contractor selection is expected to take place during the last week of January, 2014.

Twenty-eight (28) Collective Centers (CCs)

Design:

The design of the rehabilitation works for IDP housing in 28 CCs was implemented by Art Studio in March 2013. Scope changes and scheduling difficulties caused significant delays in this project. These changes were due to MRA's inability to identify and provide temporary housing for the IDPs currently living in the CCs. The program management team recommended a scope change that included only work on the exteriors of the buildings and any interior spaces that are currently used as common spaces. This resulted in a change order to the Art Studio's contract. The number of construction sites was reduced to twenty-two (22) of the original twenty eight (28) Collective Centers. *The contractor is currently working on the designs, with the first group of approximately seven designs to be delivered for review during the second week of January.*

Plans to overcome: *Tetra Tech has adjusted staffing assignments for our IDP Building Rehabilitation Manager, Temur Levanishvili, and the local architect to provide interactive and expedited design reviews for the five (5) design packages required for each building (10%, 35%, 75%, 95%, and 100% level) for a total of one hundred thirty (130) design reviews. Tetra Tech management staff is also working with MDF and Art Studio to provide a realistic staggered schedule for the design and construction periods as this has been identified as an area of risk for the program.*

Completion dates are staggered and will be established shortly since periods of construction will vary depending on size and scope of each project, which have yet to be finalized. Tetra Tech plans to use the same construction contractors prequalified for the eight (8) Hospitals for the construction of these CC's. Prequalification has been completed. In conjunction with these efforts, procurement of a Construction Supervision firm to manage the rehabilitation contractors for the eight (8) hospitals and twenty six (26) collective centers is underway. Twelve (12) companies responded to a July 5, 2013 Solicitation for Expression of Interest. *Two firms submitted proposals, which were being evaluated at the end of this reporting period. Award of this contract is expected during the middle of January, 2014*

7. Major Activities Planned in the Next Reporting Period

Component 1: Municipal Infrastructure and Irrigation

Subcomponent 1.1 Infrastructure:

Construction: The ONI water supply project is ongoing with a scheduled completion date of June 1, 2014. *During the upcoming quarter, Tetra Tech will provide continued construction oversight.*

Subcomponent 1.2 Irrigation:

Design/Build: Rehabilitation of portions of the two irrigation systems known as the Saltvisi and Tiriponi Canal systems are ongoing. *During the upcoming quarter, Tetra Tech will provide continued field oversight, participate in the technical committee sessions, and attend meetings with MDF management staff to report and consider further adjustments that may be required.*

Component 2: IDP Durable Housing**Subcomponent 2.1: Cottage Settlements: (Gori, Kareli, Kaspi and Mtskheta)**

Construction: The Cottage construction of the potable water supply improvements in 9 villages being implemented by Java Ltd. will continue through July 15, 2014. *During the upcoming quarter Tetra Tech will provide continued contract administration oversight support and construction oversight to supplement the MDF field staff.*

Design: Sanitary Upgrades, Household water supply, and drainage for 11 Cottage Settlements (Ecoproject Ltd) are scheduled for 15 December 2013. (Construction tender to follow). *During this upcoming quarter, Tetra Tech will provide continued contract administration, design review, and MDF oversight. We will also provide oversight for the procurement and award of the construction contract.*

Subcomponent 2.2: IDP Buildings:**Ten (10) Unoccupied Buildings**

Design/Build: Completion of rehabilitation Works for IDP Housing (10 Bldgs), is currently scheduled for October 30, 2013. *During this upcoming quarter, Tetra Tech will provide a complete inspection of the 10 buildings in coordination with MDF and MRA to create individual reports for each building outlining issues that relate to warranty work to be corrected by the contractor and that which will be the responsibility of MRA.*

Eight (8) hospitals

Design, Procurement, & Construction Oversight: The design of the rehabilitation works for IDP housing in eight (8) Hospitals is projected for completion on 30 October 2013. Two (2) sites are under design by Georeset and six (6) by Art Studio. *During this upcoming quarter, Tetra Tech will provide the design, procurement, and construction services as described in Section 6 of this report. Tetra Tech will also provide construction oversight and contract administration oversight of the Construction Supervision services to be contracted by MDF.*

Twenty-eight (28) Collective Centers (CCs)

Design, Procurement & Construction Oversight: The design of the rehabilitation works for IDP housing in 28 CCs is projected for completion in a phased approach. *During this upcoming quarter, Tetra Tech will provide the design and procurement activities as described in Section 6 of this report. Tetra Tech will also provide construction oversight and contract administration oversight of the selected Construction Supervision firm.*

8. Environmental compliance

There are no known existing environmental issues.

Tetra Tech has developed an environmental review format specifically tailored to GMIP including an Environmental Mitigation and Monitoring Plan (EMMP), based on the USAID Georgia Bureau's Environmental Review Form and in collaboration with GMIP staff.

- We have trained local project engineers and appropriate administrative staff to use the environmental review format and to develop and implement the EMMP on the sites under investigation.
- We are using environmental review/compliance-related forms for the current field investigations.
- No adaptations or modifications to the site environmental plan were required during this reporting period.

9. Financial accomplishment

Life of Project budget (a)	Obligated to date (b)	Expenditure (Accrual & actual disbursement) to date (12/31/2013) (c)	Remaining balance (d) = (b) – (c)
\$2,899,935	\$2,225,935	\$508,351	\$1,717,584

Obligated to date (a)	Expenditure (Accrual & actual disbursement) to date – (13/31/2013) 1Quarter 2014 (b)	Expenditure Projections 2Quarter 2014 (c)	Expenditure Projections 3Quarter 2014 (d)	Remaining balance (e) = (a)-(b)-(c)-(d)
\$2,225,935	\$ 508,351	\$ 508,351	\$ 508,351	\$ 700,882

10. Issues requiring the attention of USAID Management

Tetra Tech continues to fill numerous gaps in project management, contract administration and field oversight that were identified in the Gap Analysis Report. Although more effective than the last reporting period, MDF's weakness in contract management, field inspection oversight and scheduling continues to impact the effectiveness of the GMIP project.

11. Data Sharing with Host Government:

Have you shared this report with the host government?

Yes
No

If yes, to which governmental office/s?

If No, why not?

Tetra Tech is under contract with USAID for the GMIP program. Therefore, we will not distribute this report until we have concurrence from USAID on the content contained herein, and also concurrence to distribute the report to the appropriate agencies, one of which is MDF. We will seek this concurrence.

12.0 STAFF LEVEL OF EFFORT

The Tt long term technical assistance (LTTA) and STTA professional, technical, and administrative support staff for the reporting period are presented below:

12.1 Resident Staff

No new staff were hired during the Quarter.

Two staff members left during the Quarter:

- Mamuka Makhatadze (Procurement Specialist)
- Maia Davitidza (Architect)

Resident Tt staff are listed below:

Name	Position
Glen Wills	Chief of Party
Andrew High	Deputy Chief of Party.
Teimuraz Levanishvili	Housing Specialist/Engineer
Mamuka Shaorshadze	Environmental, Health & Safety Specialist
Archil Lezhava	Program Specialist/Field Interpreter
George Nizharadze	Office Administrator
Irakli Gogrichiani	Water/Wastewater Engineer
Givi Varduashvili	Infrastructure Engineer
Vasil Apkhazava	Quality Control Specialist
Otar Maghalashvili	Irrigation Engineer
Koba Tsiramua	Regional Engineer (Kutaisi)
Avtandil Baramia	Regional Construction Over-Site Engineer (Kutaisi)
Anna Urotadze	Document Control Oversight
Maia Dvali	Translator

12.2 Short Term Staff during the Report Period

During the reporting period one expatriate STTA, Mr. Scott Nagel, provided 30 days of support in Georgia. His work related to providing field oversight and inspection coordination on the irrigation project as well as the cottage water supply project. His expertise in geotechnical engineering and management helps formulate the positive direction needed to bring the contractor into compliance with the designs and construction as well as implementing the revised work schedule.

The following expatriate STTA provided support from the home office or from the US during the report period:

- Marjory Obrien, Technical Advisor
- Kate Carpenito, Document QA/QC

The following local STTA provided support during the report period:

- Mamuka Gvilava, Environmental Consultant
- Demna Sakhltkhutsishvili, Financial Management Specialist

12.3 Home Office Staff

The Tt HO management staff supporting the project are listed below:

Name	Position
Firouz Rooyani	A&E IQC Program Manager
Renee Valentino	Contract Manager
Shelly Rice	Subcontract Specialist
Brian Potvin	Task Order Manager & QA/QC
Susan DeMarre	Project Analyst
Brian Bemis	Sr. Administrative Assistant
David Sharashenidze	Home Office Coordinator
Kristen Scott	Contracts Administrator

13. Appendices – N/A this quarter

USAID/GMIP

U.S. Agency For International Development
US Embassy 11 George Balanchine Street
Tbilisi, 0131, Georgia