

6320061

PD-AAG-785

AID 1350-1
(7-71)

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

1. Cooperating Country
LESOTHO

Page 1 of 5 Pages **(4)**

PIO/T

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

2. PIO/T No.
632-0061-1-70613

3. Original or
Amendment No. _____

4. Project/Activity No. and Title 632-0061
Instructional Materials Resource Center. **7p.**

DISTRIBUTION

5. Appropriation Symbol
72-11X1025

6.A. Allotment Symbol and Charge
425-50-632-00-69-93

6.B. Funds Allotted to:
 A.I.D./W Mission

7. Obligation Status
 Administrative Reservation Implementing Document

8. Funding Period (Mo., Day, Yr.)
From 11/77 To 12/79

9.A. Services to Start (Mo., Day, Yr.)
Between March 26, 1979 and _____

9.B. Completion date of Services
(Mo., Day, Yr.)
April 6, 1979

10.A. Type of Action
 A.I.D. Contract Cooperating Country Contract Participating Agency Service Agreement Other

10.B. Authorized Agent
USAID/Kabul

Estimated Financing		(1)	(2)	(2)	(4)
		Previous Total	Increase	Decrease	Total to Date
\$1.00 - R1.17					
11. Maximum A.I.D. Financing	A. Dollars		\$5,000		\$5,000
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Counterpart				
	B. Other				

13. Mission References

14. Instructions to Authorized Agent
Attached please find resume of Robert B. MacMakin and job description for PIO/T at IMRC Project. Upon the advice of AID/Contracts at IMRC, O. Joyner and B. Vogeli, USAID/Maseru recommends the selection of MacMakin to fill this PIO/T. Please see Block 23.

BEST AVAILABLE

15. Clearances - Show Office Symbol, Signature and Date for all Necessary Clearances.

A. The specifications in the scope of work are technically adequate J. Carney, HRDO <i>J. Carney</i>	B. Funds for the services requested are available R. Bonnaffon, CONT. <i>R. Bonnaffon 2/22/79</i>
C. The scope of work lies within the purview of the staffing and approved Agency Programs B. Bahl, PRM <i>Byron Bahl 2/22/79</i>	D.
E.	F.

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to

Signature and date: Z.A. Matsela
Title: Director, National Teacher Trg College

17. For the Agency for International Development

Signature: Frank W. Campbell *Frank W. Campbell* 2/22/79
Title: Acting Director

18. Date of Signature

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M.C. GREGOR AND WENNER, INC. - WASHINGTON 18, D. C.

AID 1350-1 (9-70)	Cooperating Country LESOTHO	PIO/T No. 632-0061-1-70613	Page 2 of 5 Pages
PIO/T	Project/Activity No. and Title Instructional Materials Resource Center: 632-0061		

SCOPE OF WORK

19. Scope of Technical Services

A. Objective for which the Technical Services are to be Used To provide professional consultancy to evaluate and further program the printed materials function of the IMRC project and to recommend ways of improving this function.

B. Description Specific areas to be considered are the following: (a) need for additional production equipment, (b) training of production personnel, (c) quality control, (d) production forms and records, (e) paper availability and selection, (f) inventory control, (g) costing, (h) supplementary production resources, (i) distribution of materials produced.

Other responsibilities are:

1. To assist the IMRC staff to plan materials production aspects for Phase II of the Project, including space needs and building plans.
2. To consult with the P.S. for Education and the Curriculum Development unit concerning the planned National Curriculum Development Centre, particularly with reference to the mass production of instructional materials at the Centre.

C. Technicians

(1) (a) <u>Number</u>	(b) <u>Specialized Field</u>	(c) <u>Grade and/or Salary</u>	(d) <u>Duration of Assignment (Man-Months)</u>
One	Publication Specialist with emphasis on Program Development & Production.		$\frac{1}{2}$ man month (2 weeks)

(2) Duty Post and Duration of Technicians' Services

USAID/Maseru - 2 weeks (March 26 - April 6, 1979).

(3) Language requirements

English

(4) Access to Classified Information

There will be no access to classified information.

(5) Dependents Will Will Not Be Permitted to Accompany Technician

D. Financing of Technical Services

(1) By AID - \$ See Block 25 C

(2) By Cooperating Country - N/A

AID 1350-1 10-701	Cooperating Country LESOTHO	PIO/T No. 632-0061-1-70613	Page 3 of 5 Pages
PIO/T	Project/Activity No. and Title 632-0061 Instructional Materials Resource Center		

20. Equipment and Supplies (Related to the services described in Block 19 and to be procured outside the Cooperating Country by the supplier of these services)

A. (1) Quantity	(2) Description	(3) Estimated Cost	(4) Special Instructions
N/A			

B. Financing of Equipment and Supplies

(1) By AID - \$

(2) By Cooperating Country -

21. Special Provisions

- A. This PIO/T is subject to AID (contracting) (PASA implementation) regulations.
- B. Except as specifically authorized by AID, or when local hire is authorized under the terms of a contract with a U.S. Supplier, services authorized under this PIO/T must be obtained from U.S. sources.
- C. Except as specifically authorized by AID/W, the purchase of commodities authorized under this PIO/T will be limited to the U.S. under Geographic Code 000.
- D. Other (specify): To expedite matters, the Director AID/Kabul is being asked to be the contracting officer and to give an advance on travel and per diem.

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U.S. GOVERNMENT PRINTING OFFICE: 1967 O - 348-000

AID 1150-1 (570)	Cooperating Country LESOTHO	PIO/T No. 632-0061-1-70613	Page 4 of 5 Pages
PIO/T	Project/Activity No. and Title 632-0061 Instructional Materials Resource Center		

22. Reports by Contractor or Participating Agency (Indicate type, content and format of reports required, including language to be used if other than English, frequency or timing of reports, and any special requirements)

Contractor will provide a detailed written report on the objectives, goals and evaluation of the production management/publication consultancy with an emphasis on the evaluation of past progress, the programming of future targets and planning sequences of specific steps to assure the continued production of printed educational materials.

23. Background Information (Additional information useful to Authorized Agent and Prospective Contractors or Participating Agency, if necessary cross reference Block 19.C.(1) above.)

Mr. MacMakin is presently Associate Project Director and Distribution Consultant with Stevenson and Kellogg Limited under a CIDA project in Kabul, Afghanistan. The AID/Opex contractors at NTTC-IMRC strongly urge his selection for this 2 week printed materials production consultancy. The Mission concurs in this recommendation.

We suggest the AID/Kabul Director serve as the Contracting Officer and that a monetary advance be provided for travel and living expenses.

24. Relationship of Contractor or Participating Agency to Cooperating Country and to AID Previous AID Consultancies.

He will be hired as a Materials Production Consultant to IMRC, at NTTC.

A. Relationships and Responsibilities

MacMakin will be responsible directly to AID contracts, O. Joyner and B. Vogeli and be available as an advisor to Z. Matsela, Director of NTTC, O. Seheri, Permanent Secretary of Education.

B. Cooperating Country Liaison Official

Mr. Z. A. Matsela, Director, National Teacher Training College.

C. AID Liaison Officials

Joseph P. Carney, HRDO

AID 1350-1 (9-70)	Cooperating Country LESOTHO	PIOT No. 632-0061-1-70613	Page 5 of 5 Pages
	Project Activity No. and Title 632-0061 Instructional Materials Resource Center.		

LOGISTIC SUPPORT

25. Provisions for Logistic Support A. Specific Items (insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain below in C. "Comments")	In Kind Supplied By		From Local Currency Supplied By	
	AID	Cooperating Country	AID	Cooperating Country
(1) Office Space		X		X
(2) Office Equipment		X		X
(3) Heating and Utilities				
(4) Furniture	N/A			
(5) Household Equipment (Stoves, Ref., etc.)	N/A			
(6) Transportation in Cooperating Country		X		X
(7) Interpreter Services	N/A			
Other: (Specify) (8) <u>Typist (Salary only)</u>	X		X	
(9) <u>Contingency</u>	X		X	
(10)				
(11)				
(12)				
(13)				
(14)				
(15)				

C. Additional Explanations and Comments (if any):

Budget

1. Per Diem - 18 days x \$42 = \$756	\$756
2. Salary - 10 days x \$135 = \$1350	1350
3. Travel (RT) = \$2000	2000
4. Contingency = \$500	500
5. Typist = \$75	75
Total	\$4681

Robert J. MacMakin
 c/o Stevenson & Fellows Ltd
 Box 9, c/o AFDP
 Kabul, Afghanistan

Personal Data:

Date of Birth - 8 September 1924
 Place of Birth - Hinsdale, Illinois
 Citizenship/Nationality - USA
 Marital Status - Married/Separated
 SSN - 340 012 - 6932

Business Experience:

1978 to present - Associate Project Director and Distribution Consultant, Stevenson & Fellows Ltd (a Toronto, Canada, consulting firm) on Canadian International Development Agency project in Kabul, Afghanistan. Project is building new printing plant and textile distribution facilities, providing equipment, technical assistance, and initial training courses for Afghan Ministry of Education. Introduction of a new distribution system in part of the program.

1974-1978 - Technical Specialist, Senior Lecturer, Cornell University, under USAID contract for agricultural and technical project. Advising and assisting the Afghan Ministry of Education Department of Publications in repairing and producing new primary school textbooks and teachers guides. Working with expert education from in developing plans for a new textbook press.

1969-70 - Book Development Expert, UNESCO Regional Centre for Book Development in Asia, Karachi, Pakistan. Developed training programs and conducted advisory missions to countries in the region (from Iran to Japan) to assist in the development of indigenous book publishing industries in the developing countries of Asia.

1966 - Production and Sales Assistant, Pacific Papermaking Company, Palo Alto, California. Temporary position while awaiting USAID assignment. Assisted in the operation of a paper stocker-cum-cylinder machine manufacturing book stock.

1966 - Production Assistant, Green Staffer Associates, Palo Alto, California. Assisted an old friend in production research problems in his book publishing business, while continuing to seek overseas employment in the printing and book publishing fields.

1961-62 - Technical Specialist and Chief of the Paper and Printing Development Project, USAID, Islamabad, Pakistan. Chief of the industry of printing in Pakistan. In the development of a book production system and machinery for the country of Pakistan. Printing plant.

1957-61 - Production Manager, Taylor & Taylor, Printers, San Francisco, California. In charge of distribution operations for high quality letterpress printing.

Robert P. MacFarlin

Education:

1946-48 - University of Illinois, B.S. in Journalism,
E. J. June 1948.

1949 - University of Chicago, one semester, night classes
in business administration.

1967 - Stanford University, one semester, courses in
computer programming and communications.

Military:

1948-49 - Navigator, Flight Officer, U.S. Army Air Corps,
Pacific Ocean Area.

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AID 1350-1
(7-71)

DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	1. Cooperating Country LESOTHO	Page 1 of 6 Pages
	2. PIO/T No. 632-0061-3-70612	3. <input checked="" type="checkbox"/> Original or Amendment No. _____
	4. Project/Activity No. and Title 632-0061 Instructional Materials Resource Center. 69	

DISTRIBUTION	5. Appropriation Symbol 72-11X1025	6.A. Allotment Symbol and Charge 425-50-632-00-69-93	6.B. Funds Allotted to: <input type="checkbox"/> A.I.D./W <input checked="" type="checkbox"/> Mission
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7. Obligation Status <input type="checkbox"/> Administrative Reservation <input checked="" type="checkbox"/> Implementing Document	8. Funding Period (Mo., Day, Yr.) From 3 wks. from start.
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9.A. Services to Start (Mo., Day, Yr.) Between xxxxxxx ASAP and _____	9.B. Completion date of Services start. xxxxxxx 3 wks. frm. /
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10.A. Type of Action <input checked="" type="checkbox"/> A.I.D. Contract <input type="checkbox"/> Cooperating Country Contract <input type="checkbox"/> Participating Agency Service Agreement <input type="checkbox"/> Other			
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10.B. Authorized Agent
AID/Washington

Estimated Financing		(1)	(2)	(3)	(4)
		Previous Total	Increase	Decrease	Total to Date
\$1.00=1.1522					
11. Maximum A.I.D. Financing	A. Dollars		\$5,600		\$5,600
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Counterpart				
	B. Other				

13. Mission References	14. Instructions to Authorized Agent Attached please find resume of Boyd Mitchell and job description of PIO/T for Administration Consultancy at IMRC. USAID/Maseru recommends selection of Mitchell upon the advice of AID/Contracts at IMRC, O. Joyner and B. Vogeli. Please see Block 23.
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15. Clearances - Show Office Symbol, Signature and Date for all Necessary Clearances.

A. The specifications in the scope of work are technically adequate HRDO/JPCarney <i>J. Carney 3/15/79</i>	B. Funds for the services requested are available CONT/RABonaffon <i>Bonaffon 3/15/79</i>
C. The scope of work lies within the purview of the initiating and approved Agency Programs	D.

E. PRM/BBahl <i>Bahl</i>	F.
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16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to Signature and date: Z.A. Matsela Title: Director, NTTC	17. For the Agency for International Development <i>Frank W. Campbell</i> Signature: Frank W. Campbell Title: Acting Director	18. Date of Signature 3/20/79
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P/O Ag
77-1-17

AID 1350-1 (9-70)	Cooperating Country LESOTHO	PIO/T No. 632-0061-3-70612	Page 2 of 6 Pages
PIO/T	Project/Activity No. and Title 632-0061 Instructional Materials Resource Center		

SCOPE OF WORK

19. Scope of Technical Services

A. Objective for which the Technical Services are to be Used

To evaluate internal administrative practices and policies of the IMRC and to recommend changes which would strengthen control and communication relationships

B. Description of the five IMRC functions, and which would permit the flexibility and needed growth.

- a. job descriptions for present and proposed IMRC staff.
- b. organization chart for IMRC
- c. research functions of IMRC
- d. number of IMRC staff required.

II. To evaluate present and potential relationships with other NTTC programs and departments, and recommend decisions which would facilitate cooperation and reduce redundancy of function. Specific areas are:

- a. Library, b. External (extension) programs, c. Professional Studies
- d. Micro-teaching, e. Audio-visual and f. NTTC administration.

III (see continuation sheet)

C. Technicians

(1) (a) <u>Number</u>	(b) <u>Specialized Field</u>	(c) <u>Grade and/or Salary</u>	(d) <u>Duration of Assignment (Man-Months)</u>
one	Educational Materials Center & School Administrator with emphasis as an evaluator on instructional materials and research programs.		3/4 m/m (3 weeks)

(2) Duty Post and Duration of Technicians' Services

USAID/Maseru - 3 weeks (April 23 to May 11, 1979).

(3) Language requirements

English

(4) Access to Classified Information

There will be no access to classified information.

(5) Dependents Will Will Not Be Permitted to Accompany Technician

D. Financing of Technical Services

(1) By AID - \$ See Block 25 C

(2) By Cooperating Country - N/A

AID 1350-1 (9-70)	Cooperating Country LESOTHO	PIO/T No. 632-0061-3-70612	Page 3 of 6 Pages
PIO/T	Project/Activity No. and Title 632-0061 Instructional Materials Resource Center		

20. Equipment and Supplies (Related to the services described in Block 19 and to be procured outside the Cooperating Country by the supplier of these services)

A. (1) Quantity	(2) Description	(3) Estimated Cost	(4) Special Instructions
*	N/A		

B. Financing of Equipment and Supplies

(1) By AID - \$

(2) By Cooperating Country --

21. Special Provisions

- A. This PIO/T is subject to AID (contracting) (PASA implementation) regulations.
- B. Except as specifically authorized by AID, or when local hire is authorized under the terms of a contract with a U.S. Supplier, services authorized under this PIO/T must be obtained from U.S. sources.
- C. Except as specifically authorized by AID/W, the purchase of commodities authorized under this PIO/T will be limited to the U.S. under Geographic Code 000.
- D. Other (specify):

AID 1350-1 (9-70)	Cooperating Country LESOTHO	FIO/T No. 632-0061-3-70612	Page 4 of 6 Pages
PIO/T	Project/Activity No. and Title 632-0061 Instructional Materials Resource Center		

22. Reports by Contractor or Participating Agency (Indicate type, content and format of reports required, including language to be used if other than English, frequency or timing of reports, and any special requirements)

- Contractor will provide a detailed written report on the internal administrative policies and practices of the IMRC, with an emphasis on recommendations in relation to future planning. The report should include a reflection and evaluation on the actual accomplishment of tasks assigned in the scope of technical services or consultancy job description.
See Block 19.

23. Background Information (Additional information useful to Authorized Agent and Prospective Contractors or Participating Agency; if necessary cross reference Block 19.C(4) above.)

Mr. Mitchell is presently professor of Education at Southern Illinois University and former Director of Audio-visual services and Chairman of the Instructional technology department at SIU. The AID/Opex contractors at NTTC-IMRC strongly urge his selection for this three week Administration consultancy. The Mission concurs in this recommendation. We suggest AID/W contact Mr. Mitchell and initiate the process to secure his consultancy.

24. Relationship of Contractor or Participating Agency to Cooperating Country and to AID

He will be hired as an administration consultant to IMRC.

A. Relationships and Responsibilities

Mitchell will be directly responsible to AID Contracts, O. Joyner and B. Vogeli and be available to Z. A. Matsela, Director of NTTC and O. Seheri, Permanent Secretary for Education.

B. Cooperating Country Liaison Official

Mr. Z. A. Matsela, Director, National Teacher Training College.

C. AID Liaison Officials

Joseph P. Carney, HRDO

AID 1350-1 (9-70)	Cooperating Country LESOTHO	PIO/T No. 632-0061-3-70612	Page 5 of 6 Pages
PIO/T	Project/Activity No. and Title 632-0061 Instructional Materials Resource Center		

LOGISTIC SUPPORT

25. Provisions for Logistic Support A. Specific Items (Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain below in C. "Comments")	In Kind Supplied By		From Local Currency Supplied By	
	AID *	Cooperating Country	AID	Cooperating Country
(1) Office Space		X		X
(2) Office Equipment		X		X
(3) Housing and Utilities				
(4) Furniture	N/A			
(5) Household Equipment (Stoves, Refrig., etc.)	NA			
(6) Transportation in Cooperating Country		X		X
(7) Interpreter Services	NA			
Other: (Specify) (8) Typist (salary only)	X		X	
(9) Contingency	X		X	
(10)				
(11)				
(12)				
(13)				
(14)				
(15)				

B. Additional Facilities Available From Other Sources

N/A

*Under the contract.

C. Comments

Budget:	
1. Per diem - 23 days x \$42	= \$966
2. Salary - 15 days x \$135	2025
3. Travel (RT) \$2000	2000
4. Contingency - \$500	500
5. Typist - \$75	75
Total	\$5566

CAUTION - Remove protector sheet before typing - replace when typed

McGREGOR & WERNER, INC.

AID 1300-1 (7-69) CONTINUATION SHEET FORM SYMBOL	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT TITLE OF FORM PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	<input type="checkbox"/> Worksheet <input type="checkbox"/> Instance	PAGE <u>6</u> OF <u>6</u> PAGES
		1. Cooperating Country LESOTHO	2.a. Code No.
		2.b. Effective Date	2.c. <input type="checkbox"/> Original OR <input type="checkbox"/> Amendment No.
		3. Project/Activity No. and Title 632-0061 Instructional Materials Resource Center.	

Indicate block numbers.

Use this form to complete the information required in any block of a PIO or PA/PR form.

Block 19 Continued:

III. To evaluate present and potential relationships between NTTC/IMRC and other MOE units concerned with curriculum and to suggest specific areas of curriculum development activity where cooperation is indicated, and specific areas of individual unit responsibility. Specific areas:

- a. Lesotho Distance Teaching Centre
- b. National Curriculum Development Centre
- c. Lesotho Technical Institute
- d. National University of Lesotho
- e. Ministry of Education Subject Panels
- f. New Programs e.g. the radio reading project.

IV. To advise USAID/Maseru on IMRC project as needed or desired by HRDO.

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S R (6)

AID 1350-1 (1-78)	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT	1. Cooperating Country Lesotho	Page 1 of 29 Pages
		2. PIO/T No. 632-0088-3-90658	3. <input checked="" type="checkbox"/> Original or Amendment No. _____
PIO/T	PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	4. Project/Activity No. and Title 632-0061 Instructional Materials Resource Center 632-0088, Rural Water and Sanitation	

298-

DISTRIBUTION	5. Appropriation Symbol See Block 14a	6. Allotment Symbol and Charge See Block 14a
	7. Obligation Status <input type="checkbox"/> Administrative Reservation <input checked="" type="checkbox"/> Implementing Document	8. Project Assistance Completion Date (Mo., Day, Yr.) 3/31/84 and 9/30/88
	9. Authorized Agent USAID/Lesotho	10. This PIO/T is in full conformance with PRO/AG 77-L-17 (A-1) and 79-632-8 Date August 30, 1979
	11a. Type of Action and Governing AID Handbook <input type="checkbox"/> AID Contract (HB 14) <input type="checkbox"/> PASA/RSSA (HB 12) <input type="checkbox"/> AID Grant (HB 13) <input type="checkbox"/> Other	11b. Contract/Grant/PASA/RSSA Reference Number (If this is an Amendment)

12. Estimated Financing (A detailed budget in support of column (2) is attached as attachment no. _____)

Maximum AID Financing	A, Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
					\$39,569
	B, U.S.-Owned Local Currency				

13. Mission References

14a. Instructions to Authorized Agent

The purpose of this PIO/T is to obtain architect-engineer services for the design, preparation of bid tendering documents, and construction inspection and supervision of 9 senior project houses and 2 junior staff project houses, all in Maseru. 4 of the senior houses are designated for IMRC and the remainder are for the Rural Water and Sanitation project.

Project 632-0061 \$16,223. 72-11X1025, 425-50-632-00-69-03
 Project 632-0088 \$23,346. 72-1191021.8, 948-50-632-00-69-03

14b. Address of Voucher Paying Office Office of the Controller
 USAID/Lesotho
 P.O. Box MS 333, Maseru

15. Clearances—Include typed name, office symbol, telephone number and date for all clearances.

A. The project officer certifies that the specifications in the statement of work are technically adequate ENGR:E.S.C. Kim <i>E.S.C. Kim</i>	Phone No. Date 1/30/80	B. The statement of work lies within the purview of the initiating and approved agency programs PRM: B. Bahl <i>Bahl</i>	Date 2-1-80
C. CPDO:STNorton <i>S Norton</i>	Date 6 Feb 80	D. Funds for the services requested are available	
F.HRDO: J. Carney <i>J. Carney</i>	Date 1/30/80	CONTR: R. Bonnaffon <i>R. Bonnaffon</i>	
E. MO: B. Ryan <i>B. Ryan</i>	Date 1/28/80		

16. For the cooperating country; The terms and conditions set forth herein are hereby agreed to	17. For the Agency for International Development:
Signature _____ Date _____	Signature <i>Frank D. Correl</i> Date 2-4-80
Title _____	Title Director

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AID 1350-1 (1-78)	1. Cooperating Country Lesotho	2. PIO/T No. 632-0088-3-90658	Page 2 of 29 Pages
	4. Project/Activity No. and Title 632-0061, Instructional Materials Resource Center 632-0088, Rural Water and Sanitation		

SCOPE OF WORK

18. THE SCOPE OF TECHNICAL SERVICES REQUIRED FOR THIS PROJECT ARE DESCRIBED IN ATTACHMENT NUMBER 2 HERETO ENTITLED "STATEMENT OF WORK".

19. SPECIAL PROVISIONS

- A. LANGUAGE REQUIREMENTS (SPECIFY) Not applicable
(IF MARKED, TRAINING MUST BE ACCOMPLISHED BY AID TO ASSURE DESIRED LEVEL OF PROFICIENCY)
- B. ACCESS TO CLASSIFIED INFORMATION WILL WILL NOT BE REQUIRED BY TECHNICIAN(S).
- C. DUTY POST(S) AND DURATION OF TECHNICIANS' SERVICES AT POST(S) (MONTHS)
- D. DEPENDENTS WILL WILL NOT BE PERMITTED TO ACCOMPANY TECHNICIAN.
- E. WAIVER(S) HAVE BEEN APPROVED TO ALLOW THE PURCHASE OF THE FOLLOWING ITEM(S) (COPY OF APPROVED WAIVER IS ATTACHED)
- F. COOPERATING COUNTRY ACCEPTANCE OF THIS PROJECT (APPLICABLE TO AID/W PROJECTS ONLY)
 HAS BEEN OBTAINED HAS NOT BEEN OBTAINED
 IS NOT APPLICABLE TO SERVICES REQUIRED BY PIO/T

G. OTHER (SPECIFY)

(1) The architect-engineer firm of Househar, Purves and McPherson has been selected and approved to perform the services in accordance with provisions of AIDPR 7-4.10 (see memorandum dated 2 January, 1980).

(2) Contracting strategy which separated various design requirements into several A-E packages because of implementation requirements was recommended and approved per memorandum dated 15 January, 1980.

20. BACKGROUND INFORMATION (ADDITIONAL INFORMATION USEFUL TO AUTHORIZED AGENT)

Plot Numbers 625 (upper half) and 628, Cathedral area (next to NTTC), Maseru, have been designated as the sites for the proposed housing for senior staff houses. Two required sites for the two junior houses are yet to be obtained by USAID from the Government's Cabinet (Planning Unit).

21. SUMMARY OF ATTACHMENTS ACCOMPANY THE PIO/T (INDICATE ATTACHMENT NUMBER IN BLANK)

- 1 DETAILED BUDGET IN SUPPORT OF INCREASED FUNDING (BLOCK 12)
- _____ EVALUATION CRITERIA FOR COMPETITIVE PROCUREMENT (BLOCK 14)
- _____ JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT (BLOCK 14)
- 2 STATEMENT OF WORK (BLOCK 18)
- _____ WAIVER(S) (BLOCK 19) (SPECIFY NUMBER)

CAUTION - Remove protector sheet before typing - replace when typed

AID 1350-1 (1-78)	1. Cooperating Country Lesotho	2. PIO/T No. 632-0088-3-90658	Page 3 of 29 Pages
	4. Project/Activity No. and Title 632-0061, Instructional Materials Resource Center 632-0088, Rural Water and Sanitation		

22. Relationship of Contractor or Participating Agency to Cooperating Country and to AID

A. Relationships and Responsibilities The consultant A-E firm will be directly responsible to USAID/Lesotho under the proposed contract. The firm, however, will be required to coordinate his work extensively with GOL agencies, e.g., Ministry of Works, Ministry of Rural Development, Ministry of Education, and Cabinet (Planning). Additionally, because of Irish AID's development of the lower half of Plot No. 625, the A-E will

B. Cooperating Country Liaison Official further coordinate with Irish Aid and its consultant.

Dr. Z.A. Mats'ela
Permanent Secretary
Ministry of Education

Mr. S.T. 'Mota
Permanent Secretary
Ministry of Rural Development

C. AID Liaison Officials

Mr. Joseph Carney
Human Resources Development
Officer USAID/Lesotho

Mr. Stephen Norton
Capital Projects Development Officer
USAID/Lesotho

LOGISTIC SUPPORT

23. Provisions for Logistic Support	NONE	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER
		AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY	
A. Specific Items (Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain below in C, "Comments")						
(1) Office Space						
(2) Office Equipment						
(3) Housing and Utilities						
(4) Furniture						
(5) Household Equipment (Stoves, Refrig., etc.)						
(6) Transportation in Cooperating Country						
(7) Transportation To and From Country						
(8) Interpreter Services/Secretarial						
(9) Medical Facilities						
(10) Vehicles (official)						
(11) Travel Arrangements/Tickets						
(OTHER SPECIFY)						
(12)						
(13)						
(14)						
(15)						

B. Additional Facilities Available From Other Sources

APO/FPO

PX

COMMISSARY

OTHER (Specify, e.g., duty free entry, tax exemption)

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	<input type="checkbox"/> PIO/C	1. Cooperating Country Lesotho	
	<input type="checkbox"/> PIO/P	2a. PIO Number 632-0088-3-90658	2b. Amendment <input checked="" type="checkbox"/> Original OR No. _____
	<input checked="" type="checkbox"/> PIO/T	3. Project Number and Title 632-0061, Instructional Materials Resource Center	
<input type="checkbox"/> PA/PR	632-0088, Rural Water and Sanitation		

Indicate block numbers Use this form to complete the information required in any block of a PIO/P, PIO/T or PA/PR. For PIO/C, furnish the item number, quantity, description/specifications, including catalog stock number and price when available.

ATTACHMENT NO. 1

12 -Architect-Engineer Services-
Cost Estimate

I. Design Requirements:

1. 9 Senior Housing Units, 3 bedrooms each, Sites 625 and 628, Cathedral Area, NTTC, Maseru.
2. 2 Junior Staff Housing Units, 2 bedrooms each (Moriya type), sites to be furnished by Cabinet (Planning Unit).
3. Site grading and storm drainage for 9 senior houses and 2 junior houses.
4. Access road designs and walkways for housing areas including parking.
5. Utilities, feeder utilities:
 - a. Electrical (underground)
 - b. Water service
 - c. Sewer service
 - d. Telephone service (senior staff housing only).
6. Perimeter fencing and privacy fencing for housing.

II. Contractor Evaluations for prequalifications of construction Contractors

III. Tendering processes and coordination with Ministry of Works and Tendering Board and with USAID.

IV. Supervision and Inspection of Construction.

1. Field Inspections
2. Office Work
3. "As Built"

A. Senior Housing Design:

- a. Conceptual sketch plans for alternative floor plans, 2 story, and site adaptation.

1 architect, 5 days at \$100 per day

\$ 500.00

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- b. Field topographical surveys, 3 locations (includes junior staff housing sites), approximately 1 meter contour intervals. Includes preparations of original vellum reproducibles \$ 2,000.00
- c. Soils investigations (includes junior housing sites) 700.00
- d. Preliminary design of standard senior house:
 - (1) Architect, 20 days at \$100 2,000.00
 - (2) Draftsmen, 2 each, 20 days @ \$30 each ... 1,200.00
 - (3) Principal Architect, 4 days at \$150 600.00
- e. Preliminary review and coordination with Ministry of Works and USAID and Cabinet (Planning Unit), 3 days at \$100 300.00
- f. Final design of standard senior houses:
 - (1) Architect, 15 days at \$100 1,500.00
 - (2) Draftsmen, 2 each, 15 days @ \$30 each ... 600.00
 - (3) Specifications, 10 days @ \$50 500.00
 - (4) Quantity Survey, 1 Q.S. @ \$100 for 10 days 1,000.00
 - (5) Foundations designs, building structural; 1 structural engineer, @ \$100 for 5 days 500.00
 - (6) Electrical engineering, 1 electrical engineer at \$100 for 5 days 500.00
 - (7) Tendering documents, preparation/coordination 3 days at \$100 300.00

\$4,900.00

Sub-total (\$12,200.00)

B. Junior Housing (Revisions to Morija Plan):

- a. 1 architect, 3 days at \$100 \$ 300.00
- b. 1 draftsman, 3 days at \$30 90.00
- c. Specifications, 1 day at \$50 50.00
- d. Quantity Surveyor, 2 days at \$100 200.00
- e. Site adaptation and foundations, 1 architect, 1 day at \$100 100.00

CONTINUATION SHEET	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT	<input type="checkbox"/> Worksheet <input checked="" type="checkbox"/> Issuance	PAGE <u>6</u> OF <u>29</u> PAGES																																														
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12	<p>(continued)</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%;">f. 1 electrical engineer, ½ day at \$100</td> <td style="width:20%; text-align: right;">\$ 50.00</td> </tr> <tr> <td>g. Coordination and tendering documents, 2 days at \$100</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td colspan="2">C. Utilities, storm drainage, site grading, access road, paving, fencing:</td> </tr> <tr> <td> a. 1 civil/sanitary engineer, 5 days at \$100 ...</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td> b. 1 electrical/telcom engineer, 5 days at \$100.</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$1,000.00</td> </tr> <tr> <td>D. Contractor Evaluations</td> <td style="text-align: right;">\$ 500.00</td> </tr> <tr> <td>E. Bid Tendering coordination and bid evaluations</td> <td style="text-align: right;">\$ 500.00</td> </tr> <tr> <td>Total Direct Labor (\$15,190 less topo survey and soils)</td> <td style="text-align: right;">\$12,490.00</td> </tr> <tr> <td>Fringe Benefits at estimated 25%</td> <td style="text-align: right;">3,123.00</td> </tr> <tr> <td>General and Administrative overhead at estimated 50%.</td> <td style="text-align: right;">6,245.00</td> </tr> <tr> <td>Transportation</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td>Reproduction</td> <td style="text-align: right;">1,000.00</td> </tr> <tr> <td style="text-align: right;">Sub-Total</td> <td style="text-align: right;">\$23,358.00</td> </tr> <tr> <td>Topographical survey and soils (readd)</td> <td style="text-align: right; border-bottom: 1px solid black;">2,700.00</td> </tr> <tr> <td style="text-align: right;">Sub-Total</td> <td style="text-align: right;">\$26,058.00</td> </tr> <tr> <td>Profit at 8%</td> <td style="text-align: right;">2,085.00</td> </tr> <tr> <td style="text-align: right;">Total for Title I Design Services:</td> <td style="text-align: right;">\$28,143.00</td> </tr> <tr> <td colspan="2">F. Supervision and Inspection; Construction Period estimated at six months.</td> </tr> <tr> <td> a. 1 construction inspector @ \$30 per day for 6 months</td> <td style="text-align: right;">2,160.00</td> </tr> <tr> <td> b. 1 Architect Supervisor @ \$100 per day; ½ day for two times per week x 6 months</td> <td style="text-align: right; border-bottom: 1px solid black;">2,400.00</td> </tr> <tr> <td> c. Office reporting, accounting, 2 days per mo at \$100</td> <td style="text-align: right;">1,200.00</td> </tr> <tr> <td style="text-align: right;">Sub-Total</td> <td style="text-align: right; border-bottom: 1px solid black;">\$5,760.00</td> </tr> </table>			f. 1 electrical engineer, ½ day at \$100	\$ 50.00	g. Coordination and tendering documents, 2 days at \$100	200.00	C. Utilities, storm drainage, site grading, access road, paving, fencing:		a. 1 civil/sanitary engineer, 5 days at \$100 ...	500.00	b. 1 electrical/telcom engineer, 5 days at \$100.	500.00		\$1,000.00	D. Contractor Evaluations	\$ 500.00	E. Bid Tendering coordination and bid evaluations	\$ 500.00	Total Direct Labor (\$15,190 less topo survey and soils)	\$12,490.00	Fringe Benefits at estimated 25%	3,123.00	General and Administrative overhead at estimated 50%.	6,245.00	Transportation	500.00	Reproduction	1,000.00	Sub-Total	\$23,358.00	Topographical survey and soils (readd)	2,700.00	Sub-Total	\$26,058.00	Profit at 8%	2,085.00	Total for Title I Design Services:	\$28,143.00	F. Supervision and Inspection; Construction Period estimated at six months.		a. 1 construction inspector @ \$30 per day for 6 months	2,160.00	b. 1 Architect Supervisor @ \$100 per day; ½ day for two times per week x 6 months	2,400.00	c. Office reporting, accounting, 2 days per mo at \$100	1,200.00	Sub-Total	\$5,760.00
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Indicate block numbers

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Total Direct Labor (Supervision and Inspection)	\$ 5,760.00
Fringe benefits at estimated 25%	1,440.00
General & Administrative Overhead at estimated 50%	2,880.00
Transportation	500.00
Profit at 8%	846.00
Total for Title II, Supervision and Inspection	\$11,426.00
TOTAL A-E CONTRACT COST: TITLE I (DESIGN)	\$28,143.00
TITLE II (S&I)	11,426.00
TOTAL	\$39,569.00
Addendum:	
Total Estimated Construction :	
IMRC: 4 houses, senior staff	\$172,000.00
Site adaptation and utilities	27,360.00
Sub-Total	\$199,360.00
Rural Water: 5 houses, senior staff	\$200,000.00
Site adaptation and utilities	34,200.00
2 houses, junior staff	50,000.00
Site adaptation and utilities	8,000.00
Sub-Total	\$292,200.00
TOTAL	\$491,560.00
Ratio: IMRC 41 percent	
Rural Water 59 percent	
A-E Cost: IMRC	\$16,223.00
Rural Water	\$23,346.00
TOTAL	\$39,569.00

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Statement of Work
-Housing-

SECTION I - Contract Objectives

1. The intent and purpose of this Contract is for the Architect-Engineer (A-E) to prepare complete and detailed bid tendering documents including plans and specifications, bills of materials and quantities, cost estimates, and tendering documents for the following:

- a.
 - a. Rural Water Project, Project No. 632-0088
 - 5 senior project houses
 - 2 junior staff houses
 - b. IMRC Project, Project No. 632-0061
 - 4 senior project houses

The foregoing services shall be defined as Title I - Design Services under this contract. In addition, the A-E shall perform Title II - Supervision and Inspection services upon award of the construction contract for contracts for the foregoing listed facilities.

2. The A-E shall prepare all documents necessary for bid tendering for construction of the listed housing including all site requirements therefor, for contracting by the Government of Lesotho (or for contracting by the Contracting Agency as deemed appropriate). The A-E shall accordingly consult with the Chief Architect, Architectural Branch, Ministry of Works, Government of Lesotho, to determine the type, form, and substance of documents required for construction bid tendering on a fixed-price basis by the Government of Lesotho. Tendering documents shall be designed to a format understandable by firms in the construction industry in Lesotho to whom the construction projects are expected to be advertised. Additionally, the A-E shall evaluate all bids received and make recommendations for awards of construction contracts.

3. The A-E shall prepare detailed cost estimates for the above project and each cost estimate shall be related to each of the construction packages offered (if separate packages are offered).

4. The A-E shall:

- a. Perform necessary site investigations for satisfactory

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designs of water services, sewer service, electrical service, and telephone service as well as for an access road, and adequate storm drainage.

- b. Provide the appropriate number of test borings at the specified sites designated to receive facilities to determine sub-surface conditions and to ensure placement of facilities on satisfactory sites. Soils testing shall also be conducted to obtain soils data for the performance of satisfactory foundations designs and for satisfactory percolation of liquid wastes when required.
- c. Conduct utilities investigations at the specified sites to ensure against inappropriate or unsatisfactory placement of facilities over existing utilities or drainage structures.
- d. Provide a topographical map of the entire site area. All existing features shall be shown. The boundary of the site area shall also be identified and relocatable through establishment of concrete surveying monuments and/or other acceptable and satisfactory surveying practices.
- e. Perform the design for the civil works including designs for the access road, storm drainage, site grading, walkways, and exterior electrical, sanitary sewer, water service, and telephone service. Where connections to existing utilities and roads are to be made beyond the boundary of the site area, the A-E shall identify the connecting points in his civil works drawings and related documents. Sizes, capabilities, and measurements, as appropriate, of the existing services (utilities and roads) to be connected to shall be described in detail. The design analysis required for the design shall demonstrate the absorptive capacity for existing utilities to accommodate, on a satisfactory and future

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anticipated basis, all facilities to be placed and anticipated to be placed at the project site.

- f. Perform satisfactory designs of the foundation works, structural works, HVAC (heating, ventilation, and air conditioning) as appropriate and or required, interior plumbing and drainage, interior electrical, acoustical treatment as required or appropriate, insulation treatment, telephone systems, and of the architectural features of the facilities.
- g. Provide construction supervision which shall include inspection, testing, scheduling, cost control, reporting, and execution of change orders, and/or modifications to the construction contract.
- h. Record all changes to original plans and specifications used for the contract and provide two sets of good reproducible "as-built" drawings of each project for retention by the Ministry of Works Architectural Branch and the client institution. Two sets of clear "as-built" prints shall also be provided the client institution for its subsequent maintenance and future planning purposes. Such "as-builts" shall be prepared for all exterior work as well as for the buildings themselves.

SECTION II - Scope of Services:

1. This section specifies both the detailed engineering design requirements, Title I, and the construction supervision requirements, Title II, that are to be performed under this contract.
2. The facilities under the project to be designed are described in EXHIBIT 1 attached hereto which is titled "Description of the Project". Exhibit 1 is a part of the statement of work for this contract and instructions and criteria provided in Exhibit 1 shall be construed as an integral part of this contract's scope of work.

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3. The A-E, under the technical direction of the Contracting Agency shall perform the following functions specified in Title I as follows:

A. Title I: Design

(1) Planning:

(a) The A-E shall conduct orientation meetins as required with the Contracting Agency, the institutional client, and as appropriate, the Architectural Branch of the Ministry of Works to establish:

- 1 project goals
2. an overall strategy for the projects
- 3 procedures
- 4 responsibilities
- 5 communications

(b) The A-E shall provide a program manual with a time schedule to cover the project contemplated which will summarize and track the essential operations and elements associated with implementation of the design and construction for the Contracting Agency's review and approval. This manual shall include the conceptualization of the project as envisioned by the A-E. The A-E shall advise the Contracting Agency on necessary official approvals, permits, licenses, and bonds, etc., and shall take the necessary actions to obtain them.

(c) The A-E shall, under his contract with the Contracting Agency, prepare, negotiate, award, and supervise sub-contracts between himself and other Contracting Agency approved subcontractors and/or individuals.

(d) The A-E shall perform work as follows:

- 1 Provide all documents necessary to obtain building permits and the required authorizations by other governmental agencies.

CAUTION-Remove protector sheet before typing-replace when typed

MC GREGOR AND WERNER, INC. WASHINGTON 12, D.C.

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2 Perform all design work normally included in the category of architecture, such as design concept, plans, elevations, cross sections, architectural details and renderings.

3 Provide landscape and site improvement plans.

4 Provide selection of materials, colors and other architectural components.

5 Provide furniture and equipment layout drawings. The A-E is to check with the Government's furniture office on standard size of furniture (bedroom, living room, dining room and kitchen) that will be provided to ensure room sizes are adequate to accommodate same.

6 Prepare an inexpensive model for each site at scale 1:200.

7 Provide soil and site surveys, inspections and tests, and procure, perform and/or manage these functions as required.

8 With his own forces and / or outside professionals accepted by the Contracting Agency, prepare all plans, specifications and quantity estimates, and complete the detailed engineering design of civil works, structural engineering, site works, soils investigations, foundations designs, utility designs including electrical, HVAC (heating, ventilation, and air conditioning), water, sanitary and sewage disposal systems, site improvements, acoustical treatment as appropriate, and all other designs as necessary and/or required by Government of Lesotho legislation for each of the projects contemplated. It shall be the A-E's responsibility to coordinate all the required inputs to complete the fixed-price bid construction package for each project. The A-E shall prepare invitations for bids, receive and evaluate bids, and recommend awards as directed by the Contracting Agency. AID's requirements for bid tendering documents shall be incorporated.

9 Upon completion of preliminary plans, preliminary specifications and preliminary cost estimates of the project at about the 40 to 50 percent completion stage, a review and approval will be made by the Contracting Agency before proceeding with final design and fixed plans, specifications, cost estimates and other

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(continued)

bid documents. Four blue print sets of these preliminary documents shall be furnished for such review purposes. The A-E's conceptualization of the project shall be approved by the Contracting Agency prior to initiation of design work for the preliminary drawings. Two sets of the final drawings at the 95-100% completion stage shall be submitted for review and approval before completing the tendering documents.

10 Drawings and specifications will be written in English and will follow uniform codes applicable in Lesotho. Other standards and revisions may be added by the Contracting Agency. Drawings will be one standard size with size and format to be approved by the Contracting Agency (normally 28 inches x 42 inches).

11 The Contracting Agency shall have the right to continually review the A-E's plans and specifications and other design documents as they are being developed and the A-E shall advise on site use and improvements, construction feasibility, and availability and cost of materials, labor, and building systems.

12 The A-E shall prepare all necessary construction contractor prequalification forms and invitations for fixed price competitive bids; and shall receive, analyze bids, and recommend awards to the Contracting Agency as directed. The A-E shall prepare construction contracts in collaboration with the Contracting Agency to enable award of the construction contract through the Ministry of Works, or at the option of the Contracting Agency, directly by the Contracting Agency.

13 In developing tendering documents and schedules, the A-E shall consider such factors as time and sequence of work, long lead-time materials and equipment, labor availability, trade jurisdictions, and local contracting practices. The A-E shall also recommend a plan for bidding and/or negotiating construction contracts. A.I.D.'s geographic source origin requirements with any waivers provided which are applicable to the construction contract shall be incorporated as required.

14 The A-E shall prepare and analyze proposed Bills of Materials and recommend to the Contracting Agency, as appropriate, the advance procurement of materials and equipment determined to be long-lead time items. Upon receipt of the Contracting Agency's approval, the A-E shall arrange for the procurement, delivery and safe

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Indicate block numbers

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storage of the approved long-lead items. Depending on the source and origin of such long-lead items, the Contracting Agency may direct the A-E to collaborate with Government to have the items procured under the Government's procurement processes. The Contracting Agency, however, may, at its option, have the items procured under its own procurement processes.

15 The A-E shall assure that the construction contract documents contain provisions for temporary sanitary facilities and services for the common use of contractor personnel.

16 The A-E shall prepare monthly reports on all phases of design activities which shall include a financial section on the contract's costs, scheduled progress versus actual progress, problem area: and proposed solutions, and any additional items of concern to the A-E that should be brought to the attention of the Contracting Agency.

(2) Scheduling:

(a) The A-E shall provide an initial master schedule for the design, procurement and construction activities, establish the overall duration of the program and identify those activities that are most critical; update the schedule and expand the level of details as the projects progress during the design phase.

(b) Advise the Contracting Agency on contract provisions for controlling construction schedules; prepare schedules for inclusion in the bid documents for controlling duration and sequencing of the contractor's work.

(3) Costs:

(a) The A-E shall prepare an overall project budget, including construction costs, inflation, fees, contingencies, and reserves.

(b) Prepare in detailed cost estimate to include all work proposed for the construction contract, through completion of construction.

(c) Periodically provide updated estimates and

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reports to the Contracting Agency during the design phase. Notifies the Contracting Agency if the project varies from the budget or if inflation and/or market fluctuations jeopardize the possibility of constructing the project within the budget.

(d) Prepare bid documents. Establish bidders list; establish and evaluate bidders qualifications and recommends a bidders list for approval by the Contracting Agency; holds prebid conferences; promotes interest among potential qualified contractors; receives bids in behalf of the Contracting Agency as directed and negotiates for a contract and/or advises on the award of construction contracts; compares negotiated proposals or bids to estimate prepared for the project and analyzes the effect of actual bid prices on total project budget; reviews costs with bidders and negotiates economies as appropriate.

b. Title II, Supervision and Inspection of Construction

(1) The A-E shall perform all required functions of field construction supervision, monitoring and inspection. Supervision of construction shall include but not be limited to the following: job site organization; inspection; testing; reporting; progress payments; change orders; construction contractor's compliance with contract plans, specifications, and other instructions; quantity surveying; cost controls; shop drawing; submittals by contractors or subcontractors; approvals; certifications; control and overall coordination of construction contractor's work.

(2) Establish and coordinate construction supervision as required including the necessary disciplines to supervise and inspect electrical, plumbing, HVAC, structural steel, and other foundation, concrete, carpentry, block and brick work, truss and roof work, drainage, paving, telephone conduits and circuitry, etc. Provide all facilities and equipment necessary to coordinate efficiently the construction work. Clearly define the roles of authority and the responsibilities of the supervision and inspection members.

(3) Coordinate with each construction contractor to develop detailed construction schedules for completion of the work; monitor, update, and report on this schedule during the construction period.

(4) Maintain a daily log. Prepare a contractor's manual to instruct construction contractors on procedures for control of sub-

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	mittals, transmittals, field orders, change orders, directives, approvals, on-site communications, inspections, and requests for payments.			
	(5) Recommend a program to the Contracting Agency to establish			
	(continued on page 17)			

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safety and security functions at the site. (the performance of this service by Contractor does not relieve the construction contractors of their responsibilities for the safety of persons and property and compliance with all Lesotho Government statutes, rules, regulations, and orders applicable to the conduct of the work; nor does it imply that the A-E assumes responsibility for the compliance thereof).

- (6) Project Accounting: Establish and periodically produce a series of project accounting reports for each construction contract, showing budget, estimate, contractual obligation, change orders, anticipated payment status reports and report on the status of project reserves; monitor and report on the status of project reserves; monitor and report on expenditures against the contract amount. Furnish the Contracting Agency with a detailed documentation of the total project cost.
- (7) Constantly update plans and specifications as changes or modifications are introduced into the actual construction (including civil works) and hand over "as-built" drawings and prints as specified hereinbefore.
- (8) Observe work in progress and notify the Contracting Agency of any work that appears not to meet plans and specifications and provide solutions to field problems. Direct the construction contractor to check shop drawings for field conditions.
- (9) Negotiate change orders on behalf of the Contracting Agency, maintains a file of all field orders, change orders, modifications, and directives.
- (10) Coordinates the check out for satisfactory operation and acceptability of utilities, systems, and other installed equipment and assists in testing of the project and start-up of the facility constructed for beneficial occupancy. Provides final approval of

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acceptance of the facility for final payment together with the Contracting Agency.

- (11) Prepares punch check lists of deficiencies needing corrective actions and reviews corrective actions taken by the construction contractor.
- (12) Furnishes the Contracting Agency with all records, certificates, guarantees, warranties, and releases which may be in the Contractor's possession at the completion of the contract.
- (13) Collects all operational manuals issued by materials and equipment suppliers, and prepares three bound copies of operational and maintenance brochures for each facility to be handed over to the officials or authorities that will operate each facility upon completion of construction.
- (14) Prepares, approves, certifies, and submits to the Contracting Agency, monthly reports and progress payments requests by the construction contractor and other vendors.

SECTION III - Technical Directions

Performance of the work under the A-E contract shall be subject to the technical directions of USAID/Lesotho which may, depending on its own option, be the Contracting Agency as well. As used herein, "Technical Directions" are directions to the A-E which may change the design criteria, fill in details, suggest or instruct on possible lines of inquiry, direct changes to proposed layouts and design concepts by the A-E, provide for corrective actions and other related bid tendering documents, provide clarifications which permit a better understanding by the A-E of the general scope of the work.

SECTION IV - Period of Contract

The effective date of this A-E contract is the date of signature by the Contracting Officer on the cover page. The completion date for Title I services (design) is _____ days thereafter.

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SECTION V - Fixed Price Cost

1. The total fixed price cost for the Title I services (design) of the A-E contract are Rands _____ or U.S.\$ _____
2. The total fixed price cost for the Title II services (supervision and inspection) of the A-E contract are Rands _____ or U.S.\$ _____
3. All payments to the A-E shall be in South African Rands if the A-E is a locally based firm in the Southern African geographical area. If the A-E is a U.S. firm, payments shall be made in Rands and U.S. Dollars as negotiated and set forth in the contract.

SECTION VI - Drawings and Other Data to Become Property of the Contracting Agency

1. All originals and other documents and data developed by the A-E under the A-E contract shall be furnished to the Contracting Agency of the Contracting Agency's use and record. The A-E will be allowed to retain one set of reproducibles of the original plans and specifications and other related data.
2. All designs, drawings, specifications, notes, and other work developed by the A-E in the performance of the A-E contract, shall be and remain the sole property of the Contracting Agency and may be used on any other work which the Contracting Agency, the Government, and/or client institutions may determine, without any additional compensation to the A-E. With respect thereto, the A-E contractor agrees not to assert any rights and not to establish any claim under any design patent and/or copyright laws or practices and/or procedures of professional societies to which the A-E belongs. It is understood that the A-E contractor will include this conditions under any sub-contracts he may enter with engineers and/or consultants for their work on this project.
3. The A-E for a period of three years after final payment under this contract agrees to furnish and provide access to all retained materials and/or documents relating to this contract at the request of the Contracting Agency.

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EXHIBIT I - Description of the Project

1. As shown in SECTION I - Contract Objectives of the Statement-of-Work, the following facilities are to be constructed:

a. Rural Water Project, 632-0088

- 5 senior project houses
- 2 junior staff houses

b. IMRC Project, 632-0061

- 4 senior project houses

2. Housing: Maseru Senior Houses

a. Nine senior houses are to be sited at the upper half of Plot Number 625 and Plot No. 628, Cathedral Area (next to N.T.T.C.) in Maseru. Please note letter CPU/11/8/2/63-112, Cabinet Planning (Planning Unit), 22 November 1979, from Chief Projects Officer to USAID's Acting Director (Attachment No. 1). This letter authorizes the use of Plot No. 625 for Rural Water Housing. Plot No. 628 was earlier reserved for N.T.T.C. housing use and is accordingly available for siting of the four IMRC senior houses. Please note also the attached sketch (Lesotho Design Group - Dwg No. 13602 dated August 1979 titled "Irish Aid, Site 625." This sketch drawing illustrates a proposed scheme for siting of ten Irish Aid houses on the lower half of Site 625. The upper half titled "Reserved Site for USAID" is designated as the site the A-E is to develop for senior project houses as well as the entire area of Plot No. 628.

b. With regard to Sites 625 and No. 628, emphasis was earlier placed with the Government that the designs for utilities (water, power, telephone and sewage service and storm drainage) should be closely coordinated between the Government, Irish Aid and USAID, in order that common utilities would be designed and sized to accommodate the requirements for both the Irish Aid and USAID houses on as economically efficient a basis as possible.

The purpose of this close coordination is to avoid any duplication of utilities which serve common areas and to further avoid their associated additional costs. The A-E, therefore, will coordinate and consult with Design Group Lesotho, consultant archi-

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tectural firm for Irish Aid, who are designing ten housing units for the lower half of Site No. 625. Additional coordination will be effected with the Government Agencies responsible for utilities services at this housing site for power, water, sewage, and telephone services as necessary.

c. Sites No. 625 and 628 are to accommodate at least the nine senior houses specified for Maseru. The A-E, therefore, will initially prepare and submit conceptual sketches of both floor plans of houses for these sites and site plan reflecting the proposed siting of houses for approval by the Contracting Agency. Because of the current and severely limited amount of land available for housing construction in Maseru, especially land within public utilities service areas, the A-E shall provide alternative sketches which endeavor to site as many housing units as feasible on Sites 625 and 628. The A-E should note that additional housing for the other future USAID financed projects can be expected to be authorized and that housing sites developed at this time will be subsequently used for housing construction. Provisions for utilities stub-outs for future connections should accordingly also be designed should extra housing sites become available when final plans are developed. These alternative sketches will also be submitted for review and approval by the Contracting Agency.

d. To provide ^c sites for as many housing units as deemed feasible, the A-E should think in terms of two-story homes with common party walls (perhaps duplex units) rather than single story homes. Although yard and gardening spaces are desirable, land constraints are such that these should be minimized wherever appropriate in favor of providing more lots for housing construction.

e. Outline specifications of the housing sketches are to be provided. Such specifications shall ensure that housing developed is aesthetically compatible with the existing NTTC housing located in front of Site No. 625. The Contracting Agency, for example, suggests that reinforced concrete foundations, concrete block exterior walls with brick facia, reinforced concrete slab floor with carpeting and tile as appropriate, gabled roofs with ventilation consisting of wood trusses and cement tiles, interior studded walls with gypsum board surfaces and gypsum board ceiling finished to smooth flat surface be outlined.

f. House fixtures and appurtenances:

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(1) The A-E should note that the Government will provide basic living room, dining room and bedroom furniture. An electric stove will also be provided by the Government. The future tenant will be responsible for furnishing the refrigerator and, as desired by him, the washing machine and dryer. All other fixtures and the hot water heater are to be provided by the construction contractor.

(2) The Contracting Agency has certain requirements for project housing and suggests that the A-E incorporate these into his outline specifications as follows:

(a) Bathrooms:

1. Lavatory mounted on vanity cabinet (for storage of bathroom accessories) with a single mixing valve.

2. Wall mirror above lavatory shall be with medicine cabinet.

3. Place centered single light directly above medicine cabinet (wall hung fixture). Install electric shaving outlet next to medicine cabinet.

4. Place ceramic wall tile to ceiling height in tub and shower enclosures. Ceramic tile to 4 feet height minimum on all other bathroom walls. Skid-proof floor tile for bathroom floors.

5. Use combination tub and shower. Include single mixing valve for tub and the same for the shower. Tubs must be with grab-bars and shall be a minimum of 5 feet long and 2 feet six inches wide.

6. Include shower curtain rod and curtain for contractor installation.

7. Include matching ceramic toothbrush holder, paper holder, towel bar, and soap retainers at appropriate bathroom locations.

8. Include small radiant electric heater above entry door with separate switch.

9. Include one-way lock set (lock from inside

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only) for bathroom door.

10. Include low flush tank floor mounted water closet.

11. All bathroom fixtures should be color harmonized along with bathroom tiles.

12. Senior houses shall have one full and a half bath installed.

(b) Kitchens:

1. Double basin stainless-steel sinks with single mixing valve and double compartment boards on right and left of sink as appropriate shall be utilized. Place sink at convenient exterior wall location so that window can be placed above sink.

2. Provide and plan adequate space for food storage, preparation and cleaning, and cooking and serving. Adequate counter space shall be provided including cabinets for storage of non perishable goods, dishes, cutlery, and glassware, and flour, sugar, and meal storage. Provide space also for cleaning items storage as brooms, mops, soaps, etc.

3. Provide adequate space for refrigerator (and additional space for freezer if appropriate). Freezer may also be located in laundry room.

4. Separate electric circuit for electric range. Separate electric circuit for refrigerator. Provide adequate counter top electric wall receptacles for toasters, mixers, warmers and other kitchen type appliances. Provide extra spare circuits/outlets for air conditioners.

5. Floor shall be finished with permanent luster vinyl-asphalt or vinyl tiles. Ceramic tile shall be placed back of kitchen sinks and back of electric ranges with sufficient outreach to protect against normal splashes of water and cooking oils.

6. Install radiant electric heater in kitchen (wall hung).

(c) Laundry Room:

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	<p>1. A separate laundry room is desirable to house the washing machine and dryer. A two basin laundry sink with a single mixing valve shall be provided with adjacent counter top for clothes sorting. If kitchen space is inadequate to house a freezer, space should be provided in the laundry room to accommodate a freezer. Separate hot and cold wall faucets shall be provided for washing machine hookup. Provide adequate electric outlets for washing machine, dryer, and freezer. An additional outlets shall be provided for ironing. Floors of laundry areas should be of the same finish as the kitchen. Access from the laundry room to the drying yard area should also be provided. The dryer location should be such that it can be vented through the wall for exhaust of dryer. A window should be provided in the laundry area. Adequate cabinet space shall be provided for storage of laundry items clothing, and an ironing board. Also, provide storage space for household tools and sports equipment. Include storage space for other miscellaneous household items and suitcases, trunks, etc. as appropriate.</p> <p>(d) Other Rooms:</p> <ol style="list-style-type: none"> 1. Provide ample closet space in bedrooms for storage of folded and hanging clothing apparel. Closet doors shall be lockable (key locks). 2. Provide hallway linen closets. 3. Electric hot water heater shall be wall hung rather than attic floor mounted and shall be of approximately 35 to 40 gallon capacity. The heater shall be located so that it is easily accessible to repair and/or replace. 4. Adequate duplex electric outlets shall be installed in all bedrooms, the dining room, and the living room. Include also an outdoor wall receptable for the patio. 5. All floors of living, dining and bed rooms shall be carpeted. <p>(e) Other Items: (Senior Staff Houses):</p> <ol style="list-style-type: none"> 1. Provide for adequate exterior security lights. 2. Provide for two exterior rooms with central bath for household help quarters. (Note: one of these may be 		

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utilized as a storage room). The bathroom shall have a water closet, a lavatory, and a shower. Include paper holder, towel bar, and tooth-brush holder and soap dish. Shower shall be fully tiled and have a finished ceramic tile floor. Other bathroom floor areas shall be vinyl-asphalt tiled. Water service shall be cold water only. Both rooms shall be equipped with combination heating and cooking stoves. Adequate exhaust shall be provided for such stoves as to prevent danger to life and property. Adequate close space shall also be provided with built in shelving for storage of clothing and items. One overhead light fixture and one electric wall receptacle shall be provided.

3. At least two exterior water faucets shall be provided (front and rear of house) for exterior cleaning and gardening.

4. Provide for a connected carport with paved driveway.

5. Install steel security bars for all ground floor windows.

6. Install quality doorlocks for exterior doors with deadbolts.

7. Metallic weather stripping shall be specified for all exterior doors. Also, insect-proof sills shall be specified for all exterior doors. Exterior doors shall be of high quality and be at least 1-3/4 inch thick and free of warping effects. A door with a view pane is preferred.

8. As attic areas can generally be used for storage of trunks, etc., provide a 2 1/2 x 2 1/2 ft opening leading to the attic for easy access.

9. Provide for a highly insulated ceiling. Minimum of 6 inches of fiber glass insulation appears desirable.

10. Insulate all hot and cold water lines where exposed to exterior weather against freezing.

11. Provide for telephone conduit to appropriate hallway or living area for future connection.

12. Provide for electric doorbell.

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13. Provide for at least 6 ft. high fencing completely around each housing unit.

14. Provide for outdoor patio.

15. Walkways all around.

16. It has been noted that many new construction in the Maseru area develops minor and major wall cracks in masonry walls (interior and exterior walls) upon completion of construction. Generally speaking, such cracks develop upon settlement of foundations on an uneven basis due to improper compaction, inaccurate analysis of soils bearing capacities, and/or inadequate foundations designs. The wall cracks result in constant maintenance requirements and interruptions to occupant's activities. The A-E, therefore, is requested to thoroughly examine and inspect all aspects of foundations design and work to ensure that proper soils analysis, compaction, and installations for foundations are effected.

17. Sanitary wastes from water closets, lavatories, tubs/showers, sinks, and washers shall be designed to waste to a common exterior waste line which lead directly into an exterior manhole. The common waste line shall be designed to permit easy cleanout in case of stoppage. Additionally, satisfactory venting of all waste lines shall be designed. No open gully traps shall be installed and no floor drains shall be installed in kitchen, laundry, and bathrooms.

18. All exterior doors shall be screened. All window openings shall be screened.

19. Circuit panel breakers shall be of such capacity as to permit future installations by tenants of air conditioners in the living room, the master bedroom, and the dining room. Independent circuits with wall receptacles shall be installed for same.

20. The A-E shall coordinate with the Chief Architect, Ministry of Works for format and for a drawing number. The original tracings shall be turned over to the Ministry of Works for permanent retention upon completion of use.

4. Junior Staff Houses:

a. Reference Dwg. No. A77/2/1, File No. 10, dated 10-1-77, titled working drawing of New Morija Type House, Ground Plan and Sections, by Ministry of Works Architectural Branch.

CAUTION-Remove protector sheet before typing-replace when typed

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	<input type="checkbox"/> PIO/C <input type="checkbox"/> PIO/P <input checked="" type="checkbox"/> PIO/T <input type="checkbox"/> PA/PR	1. Cooperating Country Lesotho		
		2a. PIO Number 632-0088-3-90658	2b. Amendment <input checked="" type="checkbox"/> Original OR No. _____	
		3. Project Number and Title 632-0061, Instructional Materials Resource Center 632-0088, Rural Water and Sanitation		

Indicate block numbers

Use this form to complete the information required in any block of a PIO/P, PIO/T or PA/PR. For PIO/C, furnish the item number, quantity, description/specifications, including catalog stock number and price when available.

b. The foregoing drawing shall be utilized by the A-E for construction of the two Junior Staff Houses required under the Rural Water Project. The A-E shall site adapt these junior staff houses to sites provided. Specific sites are as yet unknown for these two junior houses to be located in Maseru and the Contracting Agency is currently coordinating with the Cabinet (Planning Office) for designations of sites. It is expected that sites designated will be adjacent to or close to the existing facilities services for water, power, and sewage. Such services are to be provided to these junior houses where available. No telephone conduits shall be installed for these junior houses.

c. The A-E shall investigate site conditions to ensure that satisfactory foundations designs are provided for site adaptation of these standard buildings.

d. Plumbing: An overhead shower head shall be installed for the bathtub. Shower curtain rods shall be installed. Install two outdoor cold water garden faucets.

e. Electrical: Two single wall receptacles shall be installed in each bedroom. Also, add two additional single wall receptacles in the living room and one convenience wall receptacle in the kitchen. Provide a circuit breaker panel with sufficient capacity to accommodate electric hot water heater and an electric stove should the tenant wish to install same in future years. Provide exterior overhead lights over exterior doors with inside control switches.

f. Roof: Examine anchorage of roof beams to exterior walls to ensure satisfactory anchorage is provided to prevent "lift" by vacuum suction of strong winds. Provide for 6 inch fiber glass insulation with foil-face (down) to prevent heat radiation and heat loss.

g. Substitute solid exterior doors of 1-3/4 inch thickness minimum with metallic weather stripping and with insect-proof thresholds. Screen doors shall be provided for all exterior walls.

h. Screens shall be provided for all window openings.

i. With regard to Dwg. A77/2/1, several items should also be checked by the A-E as follows and improved where deemed necessary:

- (1) Are there sufficient details on the drawing for construction of exterior and interior walls?

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	<input type="checkbox"/> PIO/C <input type="checkbox"/> PIO/P <input checked="" type="checkbox"/> PIO/T <input type="checkbox"/> PA/PR	1. Cooperating Country Lesotho	
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- (2) The kitchen plan indicates a unit along an interior wall which is possibly the electric range. Check with the Architectural Branch, Ministry of Works to ensure that it is so and provide for satisfactory space for the type of cooker the Government furnishes for junior houses.
- (3) Union No. 7 HP Boiler as 'Falkirk' is shown on the kitchen floor plan. If this is the hot water heater, ensure that the size is adequate. (Is this a wall hung hot water heater? If not, so specify and ensure that satisfactory structural bracing is provided for its placement.
- (4) The kitchen sink should be shifted so that, if appropriate, the sink basin is located directly below the centerline of window (W1).
- (5) A plumbing plan shall be included in the drawings with required details. Ensure that threaded pipe joints are connected with teflon tape or equal instead of hemp to prevent leaks.
- (6) It is expected that the junior staff house plans will be used for construction in remote rural areas without electric or water sewage services. For such applications, plan the junior house drawings so that plans and details for installation of water service, electric service, or sewer service may be easily deleted from a construction contract. Provide also, a separate drawing for construction of an outdoor pit-latrine for use where no water service is available. For applications where water service is available without availability of sewage service, provide construction details for a septic tank system for disposal of sanitary wastes.
- (7) The A-E shall study the roof design and provide sufficient details for its construction. A beam and purlin roof plan shall be provided with details of spacing and sizes and material. Include connection details.

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	<p>(8) Is the chimney height sufficient to exhaust smoke satisfactorily without possibility of downdrafts of smoke from wind action?</p> <p>j. With regard to Dwg. A77/2/1, the A-E shall produce a new set of original tracings for this junior type house, complete, incorporating revisions noted above. All drawing details shall be provided on separate sheet(s) as necessary. The original tracings, shall, upon completion of use, be turned over to the Architectural Branch, Ministry of Works for permanent retention. The A-E, therefore, will consult with the Chief Architect for instructions on the format and title of the drawing and for assignment of a drawing number.</p>		