



AMERICAN SAMOA POWER AUTHORITY

P.O. Box PPB, Pago Pago, AS 96799

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REQUEST FOR PROPOSALS (“RFP”)

**PREPARATION OF A PRELIMINARY ENGINEERING REPORT (PER) &
ENVIRONMENTAL REPORT (ER)**

RFP NO. ASAP20.013.WTR

Issuance: March 4, 2020

Closing: April 6, 2020

APPROVED FOR ISSUANCE BY:

**WALLON YOUNG F.
ACTING EXECUTIVE DIRECTOR**

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NOTICE TO OFFERORS

REQUEST FOR PROPOSAL

ISSUANCE DATE: **March 4, 2020**
RFP No.: ASPA20.013.WTR
PROJECT: Preparation of a Preliminary Engineering Report & Environmental Report
CLOSING DATE/TIME: **April 6, 2020 @ 2:00 p.m.** American Samoa time

The American Samoa Power Authority (ASPA) invites Qualified Firms to submit proposals for the Preparation of a Preliminary Engineering Report and Environmental Report for the replacement of 150 miles of aging water lines in American Samoa. Qualified firms shall submit cost proposals for the reports along with a comprehensive package of corporate and staff qualifications and detailed corporate information.

The Qualified Offeror must provide a proposal that specifically and completely addresses a plan for the completion of the tasks which are detailed in the Request for Proposal (RFP) Packet Attachment B, The Scope of Work (SOW). A complete RFP package may be picked up from the ASPA Procurement Office located at the Tafuna ASPA compound. You may also view this RFP online at ASPA's website, www.aspower.com. For more information about this RFP, please contact the following person(s):

Renee Leotele Togafau Mata'utia
Acting Procurement Supervisor
PH: 684-699-3057
bids@aspower.com

The American Samoa Power Authority reserves the right to:

1. Reject all proposals and reissue a new or amended RFP;
2. Request additional information from any Offeror
3. Select a firm for award based on other qualifications than "least cost" (e.g. capability to complete work in a timely fashion or proven technical capabilities);
4. Negotiate a contract with the Offeror that is selected for award;
5. Waive any non-material violations of rules set up in this RFP at its sole discretion.

Wallon Young F., Acting Executive Director

PROPOSAL INVITATION

**AMERICAN SAMOA POWER AUTHORITY
PROCUREMENT OFFICE
P.O. BOX PPB
PAGO PAGO, AS 96799**

ISSUANCE DATE: March 4, 2020

RFP#: ASPA20.013.WTR “Preparation of a Preliminary Engineering Report & Environmental Report”

INSTRUCTIONS:

- 1) This REQUEST FOR PROPOSAL shall require a **Cost Proposal** to be submitted in a separate sealed envelope, box, or other enclosure
- 2) All required submittals, including the Cost Proposal must be addressed to the ASPA Acting Procurement Supervisor at the above listed address.
- 3) Five (5) hard copies and one (1) PDF of the complete proposal must be received at the ASPA Procurement Office no later than **April 6, 2020 @ 2:00pm American Samoa Time**. Hard copies will be required for proposals containing 25 pages or more.
- 4) The envelope or box must be labeled “RFP No. ASPA20.013.WTR. Preliminary Engineering Report & Environmental Report”
- 5) **Late submittals will not be opened or considered and will be determined as non-responsive.**
- 6) Any and all **pre-proposal questions** and/or clarifications shall be submitted to Renee Leotele Togafau Mata’utia by email at bids@aspower.com, procurement@aspower.com or by hard copy no later than **March 18, 2020 at 4:00PM American Sāmoa time**.

ASPA shall issue addenda to address questions and/or clarifications as necessary.

NOTE TO OFFERORS:

This proposal is subject to the attached General Terms and Conditions of

“RFP No. ASPA20.013.WTR – Preparation of Preliminary Engineering Report & Environmental Report”

The undersigned offers and agrees to furnish within the time specified, the articles and services at the price stated opposite the respective terms listed on the schedule of the cost proposal. In consideration of the expense to the American Samoa Power Authority in opening, tabulating, and evaluating this and other proposals, and other considerations such as the schedule, the undersigned agrees that this proposal shall remain firm and irrevocable within **one hundred and twenty (120) calendar days** from the closing date to supply any or all of the items for which prices are quoted.

Signed: _____

Date: _____

**AMERICAN SAMOA POWER AUTHORITY
SPECIAL REMINDER TO PROSPECTIVE OFFERORS**

Where applicable, OFFERORS are reminded to read the Proposal Invitation Instructions and General Terms and Conditions attached to the RFP and to verify that each submittal requirement (see boxes to be checked below) of the RFP is enclosed in the submittal envelope prior to the date and time of proposal opening.

[X] 1. PROPOSAL FORMS

- a. Proposal Invitation Form
- b. Proposal Transmittal Form (**Attachment A**)

[X] 2. TECHNICAL PROPOSAL

The Technical Proposal shall follow the Scope of Work as outlined in **Attachment B** of this document.

Also complete Offeror Qualification Sheet in **Attachment D**.

[X] 4. CONTRACT COST PROPOSAL

The Offeror shall complete the Proposal Cost Form (**Attachment C**).

[X] 5. SPECIAL REMINDER FORM

This form must be completed and submitted.

All required forms must be signed and returned with the proposal envelope. Failure to comply with these requirements may result in disqualification or rejection of the proposal.

I, _____ the duly authorized representative of _____, acknowledge receipt of this special reminder to prospective offerors together with “**RFP No. ASPA20.013.WTR For the Preparation of a Preliminary Engineering Report & Environmental Report**” as of this date, _____ 2020.

Signature of Offeror’s Representative

GENERAL TERMS AND CONDITIONS

Preliminary Engineering Report & Environmental Report

INTRODUCTION

ASPA invites qualified consultants to provide certain professional services for the preparation of the above referenced project. ASPA will select one consultant relative to this RFP. A description of the services to be performed is included in the Scope of Services.

Proposals shall include statements of interest, ability to complete the work within the required time (time is of the essence), experience and qualifications. All qualified firms are invited to submit proposals; five (5) hard copies are required, and one (1) electronic copy.

PROJECT BACKGROUND

ASPA is seeking financial assistance from the USDA Rural Utility Service to replace over 150 miles of aging water lines in American Samoa. A Preliminary Engineering Report (PER) and Environmental Report (ER) are both required in the application process. ASPA desires to select the best-qualified engineering firm through the Request for Proposals process - to prepare a PER/ER that meets the requirements outlined in the SOW. The PER/ER will also assist ASPA make important decisions on actions that will reduce Non-Revenue Water (NRW), operating costs and water rates for residents in American Samoa.

AUTHORITY

- A. ASPA was formally established through legislative action by the American Samoa Government (ASG) in 1981.
- B. ASPA generates and distributes electrical power and provides water, wastewater, and solid waste services for the islands of American Samoa:
 1. As a separate and semi-autonomous authority, ASPA was established to afford better accountability for the utilities' operations and cost of service.
 2. ASPA is governed by a five-member Board of Directors which are appointed by the Governor of American Samoa and confirmed by the legislature.
 3. ASPA's utility rates are developed and promulgated in accordance with ASG Administrative Procedures Act (ASCA § 4.1001 et. seq.) and specific guidelines within the Public Utility Regulatory Policies Act ("PURPA") for electricity.

EVALUATION CRITERIA

A. The proposal must contain responses to Proposal Requirements. Points indicated are the number that can be achieved for each respective component (See Attachment B – Scope of Work for criteria):

ASPA reserves the right to make the contract award to the Offeror that submits the proposal which best meets the requirements set forth herein and which is in the best interest of ASPA after taking into consideration the aforementioned factors.

ATTACHMENT A
PROPOSAL TRANSMITTAL FORM

Date: _____

AMERICAN SAMOA POWER AUTHORITY

American Samoa Government

To Whom It Concerns:

The undersigned (hereafter referred to as the Offeror) hereby proposes and agrees to furnish all of the requested submittal and proposal information pertaining to

RFP NO. ASPA20.013.WTR “ Preliminary Engineering Report & Environmental Report”

In accordance with the Scope of Work (Attachment B), General Terms and Conditions, and other procurement requirements specified in this document for the prices stated in the itemized proposal form(s) attached hereto, plus any and all sums to be added and/or deducted resulting from all extra and/or omitted work in accordance with the unit and/or lump sum prices stated in the itemized proposal form attached hereto.

The undersigned has read and understands the proposal requirements, and is familiar with and knowledgeable of the local conditions at location(s) where the work is to be performed. The Offeror has read the Request for Proposal Instructions and General Terms and Conditions attached to ascertain that all of the requirements (see check boxes) of the cost proposal are submitted in the proposal envelope, with five copies, at the date and time for proposal opening. (See Page Five of this document, “SPECIAL REMINDERS TO PROSPECTIVE OFFERORS” to verify that all four submittal requirement boxes have been checked.)

Signed

Date

ATTACHMENT B

SCOPE OF WORK

PRELIMINARY ENGINEERING REPORT & ENVIRONMENTAL REPORT

The Scope of Work will consist of the preparation of a Preliminary Engineering Report (PER) and Environmental Report (ER) to address the water, sewer, and solid waste needs of ASPA. The PER should thoroughly examine all reasonable alternatives, as well as give consideration to options which will improve cost effectiveness in the construction and operation of needed facilities. In addition, the Scope of Work shall include the preparation of an Environmental Report examining environmental factors associated with the various alternatives examined in the PER. The PER scope of work is more specifically described in detail in the appropriate RUS Bulletin (*see Attachment(s) B1, and B2*).

- RUS Bulletin 1780-2
- RUS Bulletin 1794A-602

Procedures for assessing environmental impacts are described in RUS Instruction 1794. All RUS bulletins as well as RUS Instruction may be accessed via the internet at <http://www.usda.gov/rus>. The selected engineering firm will provide ASPA with at least **10 copies** of the final PER/ER.

PROJECT AREA

The PER/ER will cover the territory of American Sāmoa (Tutuila, Manu'a Islands, and Aunu'u).

EVALUATION CRITERIA

All proposals will be evaluated on the following criteria:

- A. Technical qualifications of the engineering firm
- B. Technical experience with similar projects – demonstrate by providing contacts (name and phone number) & dates for all similar projects completed in communities similar to size, geography and population of American Sāmoa within the last five (5) years
- C. Ability to complete the PER in a timely manner – demonstrate by providing a listing of key staff (engineering, community relations, financial expertise, and construction management) who will complete this project, along with brief resumes or evidence of their experience in working with similar projects.
- D. Experience with listed and/or multiple funding sources – demonstrate by providing a list of projects completed within the last five (5) years
- E. Expertise in designing facilities that reflect modest design, simple operational requirements, and economical cost of operation
- F. Evidence of engineering firm's ability to provide a complete and thorough PER that complies with the RUS Bulletins
- G. Evidence of firm's ability to design a project appropriate for the size of the community served by ASPA, ASPA's financial strength, and ability to repay the proposed indebtedness and operational costs.

SCORING CRITERIA

- A. Weighted Evaluation: The responses to the RFP requirements will be evaluated using the weighted values below. The evaluation and scoring will be at the sole discretion of the Evaluation Committee.

A minimum score of **75** will be required for further consideration.

- B. Interviews: The Evaluation Committee may at its discretion invite a Respondent for an interview or seek further clarification without any obligation to any of the Respondents.

Criteria	Weight
Company Qualifications & Experience	25
Key Staff Qualifications & Experience/Assigned Project Team (Includes Past Performance on Similar Projects)	15
Project Schedule / Quality of Execution (Includes Innovation/Value Added) Time is of the essence.	25
Fee Schedule	35
TOTAL	100

NOTE

In order to be considered for this proposal, the Offeror must meet the following mandatory requirements and provide documentation to substantiate:

- Key assigned project engineer(s) must be registered Professional Civil or Environmental Engineer(s) with valid engineering licenses in any of the 50 states of the United States.

ATTACHMENT B1

USDA Rural Utilities Service (RUS)

Preliminary Engineering Report (PER)

Scope of Work

The PER shall comply with RUS 1780-2 generally. American Samoa Power Authority (ASPA) is specifically requesting the following Scope of Services.

Task 001 – PROJECT PLANNING

1. Evaluation of Planning Area Conditions
 - a. To comply with program requirements, update the description of the existing Planning Area environment, including:
 - (i) Physiography, topography, geology, and soils.
 - (ii) Surface and groundwater hydrology.
 - (iii) Flora, fauna, and natural communities.
 - (iv) Legal and natural boundaries.
 - (v) Local water system service areas.
 - (vi) Utility use.
 - (vii) Wetlands and floodplains.
 - (viii) Coastal areas.
 - (ix) Land use and development.
 - (x) Other pertinent environmental resources.
 - b. Review CLIENT's existing Comprehensive Plan and Land Use Plan (e.g., zoning map). Future growth conditions (i.e., density, growth patterns, etc.).
2. Growth Projections and Future Planning Area
 - a. The PER will generally consider a 20-year planning period from 2020 to 2040. A 40-year planning period will be considered for the distribution system.
 - b. Estimate future residential, commercial and industrial growth in the Planning Area based on historical growth patterns; Comprehensive and land use plans; building permit and water service hook-up data, and other data sources (e.g., U.S. Census Bureau).
 - c. Delineate the geographical boundaries of the individual systems that can reasonably and physically be served by the water system over a 20-year planning period
3. Public Involvement
 - a. Provide information to ASPA to present to the public for comment including maps, needs, projects, and other information

Task 002 – EXISTING FACILITIES

1. Gather Existing Mapping, Documents and Other Information

- a. Gather and compile existing mapping, including CAD files, GIS files, computer models and hard copy mapping of the water systems based.
 - b. Gather water use records, reports, master plans or other studies or documents related to the water systems.
 - c. To the extent they exist, gather any documents relating to a cross-connection program, backflow protection program, latest sanitary survey, and latest consumer confidence report.
 - d. Interview water system managers and operators as appropriate to provide an updated description of the existing water system components, including the water supply wells, storage tanks, pump stations, distribution system, disinfection system, and control system. Document reported and observed deficiencies, failures, maintenance issues and general concerns relating to the water systems.
 - e. Gather financial information including water rates, O&M costs, debt and reserve accounts.
2. Evaluation of Existing Supply and Demand
- a. Compile and analyze updated water supply and demand data, including:
 - (i) Analyze the supply data to evaluate long-term and seasonal trends.
 - (ii) Estimate the existing system average day, maximum day, peak hour, and per-capita demands.
 - (iii) For input to the computerized hydraulic model, evaluate monthly water meter data to estimate average day and peak day water demands for:
 1. Residential customers.
 2. Commercial and industrial customers.
3. Evaluation of Historical Water Quality
- a. Compile and analyze updated water quality data from existing water supply.
 - b. Identify compliance and excursion events for the existing primary and secondary drinking water standards.
4. Evaluation of Existing Water System
- a. Provide an opinion of the condition, capacity, limitations, and performance of the existing water system components under current demand conditions, including:
 - (i) Summary of historical problems or areas of high maintenance in the water system.
 - (ii) Ability of existing water supplies to meet current water demands.
 - (iii) Ability of existing storage tanks to meet current equalization, emergency, and fire flow demands.
 - (iv) Ability of existing pump stations to meet current water demands.
 - (v) Evaluate the capacity of the existing distribution and transmission mains under existing demand conditions with the computerized hydraulic model.
 - (vi) Evaluate back-up power supply needs.
 - (vii) Evaluate the existing treatment facilities.

- b. Prioritize the existing water system facilities most in need of replacement or rehabilitation under existing water demand conditions.

TASK 003 – EVALUATION OF FUTURE FACILITIES

1. Supply and Demand Projections

- a. Estimate future average day, maximum day, peak hour, and per-capita demands based on potential residential, commercial, and industrial growth projections.

2. Evaluation of Existing Water System Under Future Demand Conditions

- a. Provide an opinion of the condition, capacity, limitations, and performance of the existing water system components under future demand conditions, including:
 - (i) Ability of existing water supplies to meet future water demands.
 - (ii) Ability of the existing storage tank to meet future equalization, emergency, and fire flow demands.
 - (iii) Ability of the existing pump stations to meet future water demands.
 - (iv) Ability of the existing treatment facilities to meet future water demands.
 - (v) Evaluate the capacity of the existing distribution and transmission mains under future 20-year and 40-year demand conditions with the computerized hydraulic model.
 - i. Evaluate back-up power supply needs.
 - ii. Evaluate disinfection system needs.
 - (vi) Prioritize the existing water system facilities most in need of replacement or rehabilitation under future water demand conditions.

TASK 004 - DEVELOPMENT AND SCREENING OF ALTERNATIVES

1. Need for Project

- a. Describe the need for the project in the following order of priority:
 - (i) Health, Sanitation and Security - Describe the need or project as required by local and federal regulatory agencies.
 - (ii) Age and Condition – Describe the need based on documented and observed issues and concerns with the existing infrastructure’s condition and age.
 - (iii) Growth – Consider undersized facilities based on growth projects developed.

2. Alternatives

- a. The following information should be included for each technically feasible alternative:
 - (i) Description – Provide a written description of each alternative.
 - (ii) Design Criteria – Provide design criteria used for the development of each alternative. These may be regulatory agency criteria or accepted industry standards, or both.
 - (iii) Drawings - Provide schematic drawings of each alternative. Also provide preliminary design details as necessary to provide necessary understanding of alternatives.
 - (iv) Land Requirements – Identify any known property acquisition and easement requirements to the extent they are known for any alternative.
 - (v) Constructability Considerations – Identify know construction issues associated with alternatives.

- (vi) Costs – Prepare an engineer’s opinion of probable cost for each alternative. Each estimate should also include all anticipated non-construction costs. Also provide anticipated O&M costs associated with each alternative.
- b. Project alternatives should be considered in the following areas.
- (i) Water Supply - Develop and evaluate improvement alternatives to address current and planning period water supply needs, including:
 - A “Do Nothing” alternative.
 - Evaluate the development of an additional sources if necessary.
 - Evaluate options for back-up power at the supply wells.
 - Evaluate options for treatment of the water supplies if necessary.
 - (ii) Water Storage - Develop and evaluate improvement alternatives to address current and planning period water storage needs, including:
 - A “Do Nothing” alternative.
 - Replacement of existing storage if necessary.
 - Additional storage near the existing tanks and/or at an undetermined location.
 - (iii) Pump Stations - Develop and evaluate improvement alternatives to address current and planning period pump station needs, including:
 - A “Do Nothing” alternative.
 - Review and identify potential improvements to the existing pump stations.
 - Develop options for back-up power at existing pump stations.
 - (iv) Distribution System - Develop and evaluate improvement alternatives to address current and planning period water distribution system needs, including:
 - A “Do Nothing” alternative.
 - Identify potential distribution system replacement based on pipe condition and material.
 - Identify potential distribution expansion based on land use plans, population growth, pressure zones, fire flow needs and service areas.

3. Selection of Alternatives

Selection of alternatives should be based on full life cycle costs as well as non-monetary factors.

- a. Life Cycle Costs – All costs should be in present day dollars. The analysis should include the following:
 - (i) All capital costs including construction and non-construction costs
 - (ii) O&M Costs
 - (iii) Short lived assets costs
- b. Non-Monetary Factors – The analysis should provide some methodology to consider the following factors as a minimum:
 - (i) Owner preferences
 - (ii) Operating considerations
 - (iii) Public input
 - (iv) Sustainability

TASK 005 – RECOMMENDED ALTERNATIVES

Recommended alternatives should include the following:

1. Water Supply

- a. Location

- b. Estimated quantity
 - c. Schematic
 - d. Costs Estimate
 - e. Treatment requirements
 - f. Implementation schedule
2. Water Storage
- a. Location
 - b. Volume
 - c. Schematic
 - d. Cost Estimate
 - e. Implementation schedule
3. Pump Stations
- a. Location
 - b. Schematic
 - c. Cost Estimate
 - d. Implementation schedule
4. Distribution System
- a. Schematic
 - b. Cost Estimate
 - c. Implementation schedule

ATTACHMENT B2

USDA Rural Utilities Service (RUS)

Environmental Report

Scope of Work

This scope of work is for the preparation of an environmental report consistent with an Environmental Assessment (EA) in accordance with RUS Bulletin 1794A-602. The Scope of Work includes the following tasks:

Task 001 Agency Coordination and Scoping

Meet with USDA environmental staff to determine the level of NEPA document and scope of resource analysis. Project schedule, milestones and scoping requirements will also be established. This scope of work assumes that an Environmental Assessment will be required. Perform ongoing coordination with the American Samoa Power Authority (Client) and USDA throughout the project including monthly conference calls. Draft a scoping letter and project map for USDA review and approval. The scoping letter will be sent to resource agencies to inform them that an environmental document is being initiated. The scoping letter will request initial comments on the Proposed Project. All ASHPO coordination and consultation pursuant to the executive orders on government-to-government consultation will be initiated by USDA.

Task 002 Public Involvement

Assist ASPA with the public involvement process as required by USDA for the preparation of the EA. The documentation of project outreach and communication efforts will serve as a record of public involvement efforts and the project team's response carried out throughout the preparation of the environmental assessment. This scope assumes one public meeting. The full public involvement plan for PER is addressed in the PER scope.

Task 003 Draft Purpose and Need Chapter

Draft the Purpose and Need for the Proposed Project. The Purpose and Need will reflect the identified goals of the Proposed Project. A draft of the Purpose and Need statement will be presented to the USDA for their review and concurrence. Revise the Purpose and Need, if necessary, based on comments received from the USDA.

Task 004 Alternatives Analysis

The Alternatives Chapter of the EA will summarize the alternatives process that took place during the development of the PER. The chapter will also describe the Proposed Action that will be carried forward for a detailed evaluation in the EA. The No Action Alternative will be evaluated in detail and described in accordance with USDA environmental regulations and CEQ guidance (i.e. 40 CFR parts 1500-1508). A statement identifying the Preferred Alternative (Proposed Action) and the rationale for determining the Preferred Alternative will be prepared.

Task 005 Affected Environment

Gather relevant data from local, territory, and federal agencies to identify the existing environmental conditions contained in the defined Study Area. Each resource category will include a discussion of direct (including construction), indirect and cumulative impacts. This information will highlight important background material, such as previous and reasonably foreseeable development and actions, whether federal or non-federal, and actions taken or proposed by the community or citizen groups pertinent to the project, and any other unique factors. This information will be used to establish existing baseline conditions to measure potential impacts from the Proposed Action.

Task 006 Resource Evaluation and Environmental Consequences

Evaluate the effects of the No Action and the Proposed Action Alternatives on the environmental resources within the project area. Each resource category will include an analysis of potential impacts and will identify mitigation measures, if necessary. Resource surveys including a biological assessment, water resource assessment and wetland delineation, and a cultural resource survey.

- **Biological Assessment** – Coordinate with local, regional and federal agencies to request species lists and known species occurrences for the project area. Review species lists to determine potential Threatened and Endangered Species, Candidate Species, Species of Special Concern, Marine Protected Species, wildlife and migratory species within the project area. Perform a site visit to assess habitat conditions in the project area. Prepare a draft report describing the species located within the project area, the findings of the species lists, and the project’s potential effect. This task includes report production and submittal to applicable agencies for review.
- **Water Resource Assessment and Wetlands Delineation** – Perform a field survey to identify and delineate water features including all wetlands and jurisdictional waterways within the project area. The fieldwork will be completed consistent with the U.S. Army Corps of Engineers (USACE) Honolulu District’s Manual. Prepare a water resource assessment and wetland delineation report (if needed) to document the results of the field survey. Coordinate with USACE and request a preliminary jurisdictional determination of the wetlands delineation. Coordinate with the Client and USDA on potential mitigation strategies, if necessary.
- **Cultural Resource Survey** – Perform a Cultural Resource Survey for the Area of Potential Effect (APE) and prepare the cultural resources report. The cultural resources report will be forwarded to USDA for review and comments. Once the USDA Archaeologist has accepted the report, USDA will perform consultation with the American Samoa State Historic Preservation Office related to the determination of effect for cultural resources.

Task 007 Prepare Draft EA

Compile the information produced during scoping, public involvement, alternative development and impact analysis to produce the Draft EA. Technical memorandums, correspondence and agency coordination will be included in the appendices of the Draft EA. The Draft EA will be distributed to the USDA for review. Prepare and distribute copies of the Draft EA for agency review. Copies of the Draft EA will be available in public locations suitable for review by the general public as determined by the USDA.

Task 008 Prepare Draft EA for Public Comment Period

Prepare the notice for the comment period to current USDA standards. It is assumed that a 30-day comment period will be held after the release of the Draft EA. Collect and organize all written or mailed comments received during the comment period. Organize all comments received during the comment period for inclusion to the Final EA. Host a public open linked to the release of the Draft EA, if requested by USDA.

Task 009 Prepare Final EA

Review and refine the EA as necessary based on the comments and concerns raised during the public comment period. Prepare a draft matrix summarizing the project, the Purpose and Need, the alternatives considered and the Preferred Alternative. The matrix will also include a brief discussion of the resources present in the Study Area, the Preferred Alternative impacts, and any proposed mitigation measures. Submit the Final EA and matrix to USDA for review, comment and approval. If impacts are determined not to be significant, a Finding of No Significant Impact (FONSI) will be issued by USDA.

ATTACHMENT C
PROPOSAL COST FORM

To: **American Samoa Power Authority.**

Address: **P.O Box PPB, Pago Pago, American Samoa 96799.**

Project Title: **For the Preparation of a Preliminary Engineering Report & Environmental Report**

RFP #: RFP No. ASPA20.013.WTR

Bidder: _____

Date: _____

All copies of raw data, electronic data and all project reports are to be handed over from the contracted firm to ASPA- after completion of project. The contracted firm should be available to answer or address any questions or queries pertaining to this project up to 3 years after project completion.

Proposal Cost: _____ \$ _____
(Amount in Words)

All blanks on the Proposal Cost Form shall be typewritten or handwritten in blue or black ink. Price shall include labor, transportation, supplies/materials, protective gear, tools, supervision and commissioning and all other costs required for the successful completion of the project. Offeror shall propose a total cost as mentioned above.

Offeror Name: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Business License Number: _____

ATTACHMENT D
OFFEROR QUALIFICATION FORM

1. Name of Organization: _____
2. Business Address: _____

3. Telephone: (Home Office) _____
Business Telephone: _____
Email Address: _____
Fax Number: _____
Tax Identification Number: _____
4. Contact Person: _____

5. Type of Business (please check one):

Corporation _____ Partnership _____ Proprietorship _____ Joint Venture _____

Note: For Corporations – Articles of Incorporation Certification must be on record with the Treasurer of American Samoa. Copies of partnership agreements and articles of incorporation must be submitted to the revenue branch with application form and relevant documents. Aliens cannot operate sole ownership enterprises and partnerships with aliens are subject to immigration board review.

6. Place of Organization or State of Incorporation: _____

7. Owner's Names and Addresses (if not a Corporation):

8. For Corporations: Names and Addresses of Directors, Officers, and Stockholders with 20% or greater interest in the company.

9. List US States and Territories where company is registered as a foreign corporation.

-
10. List all projects of similar scope and extent which the Offeror has conducted within the past five-years; provide the dollar value contract amount for each project. And list project owner contact information for reference inquiries.

Location and Date of Project: _____

Nature and scope of contract (provide a brief project description): _____

Name and address of awarding agency or owner for which work was performed:

Name, address, and phone number of Contact Person for the agency

Contract Amount _____ Date of Completion _____

If not completed, why? _____

Was contract performed under joint venture, if so with whom and under what arrangement?

Location and Date of Project: _____

Nature and scope of contract (provide a brief project description): _____

Name and address of awarding agency or owner for which work was performed:

Name, address, and phone number of Contact Person for the agency

Contract Amount _____ Date of Completion _____

If not completed, why? _____

Was contract performed under joint venture, if so with whom and under what arrangement?

11. List the name or names of supervisory personnel proposed to be employed on the work under this Contract, including the qualifications and experience record for each. Personnel resumes may be included within the Offeror's proposal submittal.

<u>Name</u>	<u>Qualifications/Experience</u>
<hr/>	<hr/>
	<hr/>
	<hr/>
<hr/>	<hr/>
	<hr/>
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12. List the names and addresses of at least three (3) references, one of which should be a bank or other lending institution, governmental agency, or bonding company.

<u>Name of Reference</u>	<u>Address and Contact Information</u>
<hr/>	<hr/>
	<hr/>
	<hr/>

ATTACHMENT E

DISCLOSURE STATEMENTS

This form must be completed by all offerors and submitted with the proposal.

I _____,
(Name of owner or partner- all partners must complete a form)

of _____ the Offeror, that has submitted
(Name of Company)

the attached proposal:

(Complete one of the two following statements)

1. I **have no** immediate relatives (parents, children or siblings) who are currently employed by the American Samoa Power Authority (ASPA) or the American Samoa Government (ASG)

(Signed) (Title)

2. I **have** immediate relatives (parents, children or siblings) who are currently employed by ASPA or the ASG.

Their names and positions in are as follows.

Name	Relationship to Offeror	Position in ASPA
------	-------------------------	------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

(Signed) (Title)

Note: It is not against ASPA procurement rules for the relatives of government employees to bid on and receive government contracts provided they disclose such relationships at the time of bidding.

