

SCOPE OF WORK – DESCRIPTION OF SERVICES

Identification of Potential Sites for a New U.S. Embassy and Housing Compound Juba, South Sudan

1. General

The United States Government, through its Department of State, Bureau of Overseas Buildings Operations (hereinafter the “USG”), has a need for services of a company, organization, or individual to identify suitable sites of land on which to build a new U.S. Embassy and Housing Compound (NEC) in Juba, South Sudan.

2. Basic Objective - Site Search

The objective of this work is to identify sites that conform with USG criteria for an NEC in Juba, as stated in this Scope of Work (“SOW”). The USG, however, itself will evaluate all potential sites and exclusively by itself decide which properties to select for potential acquisition.

3. Description of Services

The Contractor shall provide the following services.

a. Site Search: Search the Juba municipal area and identify potential sites in private and government ownership,

b. Assemblage Search: Search the Juba municipal area and identify properties that potentially can be assembled to create a suitable site,

c. Research of Identified Sites: Investigate the ownership status and availability of an additional three sites as directed by the U.S. Embassy, and

d. Research of Identified Assemblages: Investigate two or more potential areas of assemblages as directed by the U.S. Embassy.

e. Field Support: After submitting the final SSReport, provide a representative in Juba for two (2) business days to show potential sites, consult with USG personnel, and arrange and participate in meetings with site owners and government officials. The Contractor’s representative must speak English, personally possesses complete command of all proposed and previously identified property information, and have a thorough knowledge of the city.

4. General Criteria for Suitable Sites

- At least 60,000 square meters (15 acres) in size
- Located as close to the central business area as possible
- Located within the site search area referenced in Exhibit A.
- Having a rectangular shape with a most narrow width of not less than 80 meters
- Having two separate means of ingress/egress, i.e. ideally with paved, two-lane, bi-directional roads along separate sides of the site.

- In an urban/central location proximate to amenities, services, hotels, other foreign missions, and host government/municipal facilities.
- Having in close proximity no large outdoor venues that attract public gatherings, such as stadiums, arenas, etc.
- Available for purchase or long-term lease (minimum term of 99 plus 99 years)

Note: Preferred sites are those that the USG can acquire without extensive delay for reasons such as demolition, environmental conditions, zoning, road access, title issues, or other factors. Yet, the USG will still consider sites with acquisition challenges if warranted by their central location, urban context, and/or good representational image.

5. Contractor Qualifications and Resources

The Contractor must have staff on the ground in Juba to initiate the search work within five (5) calendar days after issuance of the task order. The Contractor's representative shall be actively involved in managing and/or performing the search effort, reviewing sites to maximize the number of viable sites presented that meet the USG's criteria, minimizing inclusion of sites that do not, and assuring quality control of deliverables throughout the process.

The Contractor must perform the required services using his/her/or its own resources, offices, affiliates, and subcontractors, without reliance on the USG or the U.S. Embassy in Juba.

The Contractor should have the skills and experience referenced below, which should be described in his/her/or its proposal:

- Excellent English reading and speaking skills
- Intimate knowledge of the Juba urban area
- Understanding of Juba real estate
- Experience working with outside companies or foreign missions
- Knowledge of governmental offices, regulations, and laws affecting real estate in Juba

6. Deliverable - Site Search Report

The thorough collection and reporting of property data is the most important part of this SOW. The Contractor should deliver an exhaustive, accurate, and complete Site Search Report ("SSReport"). The SSReport must contain the following information:

- Map: City map locating all properties identified in the report, current U.S. Mission facilities, and key national government buildings.
- Spreadsheet: An excel spreadsheet summarizing the properties identified including:
 - Name of owner(s)
 - Size of parcel(s)
 - Address/location
 - Current use and occupancy
 - Sale price – total asking price and price per square meter
 - Current zoning status
 - Land interest held by current owner and land interest available to the USG
 - Significant physical features on the site, if any.
 - GPS coordinates
 - Survey/site/plot plan showing north arrow, property size and boundary dimensions

- **Contacts:** Provide list of all local contacts made including names of individuals and companies/organizations, telephone number(s), and email address(es).

Note: The final SSReport must have all the information listed above. The USG considers ownership information, asking prices, site size and dimensions, and site plans to be essential data, and will deem final reports missing this information to be incomplete.

7. Schedule for Deliverables

a. Status Report: **15 days** after issuance of the delivery order, submit one written status report to the COR, the GTM, and the U.S. Embassy Management Officer via email. If an urgent situation arises, the Contractor should contact the COR immediately to seek appropriate guidance.

b. Final Report: **30 days** after the issuance of the delivery order, submit the final SSReport. It shall be submitted in English by email to the COR, the GTM, and the U.S. Embassy Management Officer. All information shall be in a consistent format (e.g. photos in JPEG (.jpg), text in Word (.docx), spreadsheets in Excel (.xlsx), maps in Google Earth (.kmz) format).

8. Period of Contract

The contract arising from this SOW shall be effective on the date of the issuance of the Task Order and shall remain in effect for one (1) full calendar year, unless otherwise modified by the Contracting Officer.

9. Proposals

Proposals must include:

- a. A description of the Contractor qualifications outlined in Paragraph 5 above,
- b. Total cost to produce the deliverable.

10. Miscellaneous Provisions

10.1 USG Points of Contact: A Contracting Officer (CO) is a person who has the authority to bind the USG to a contract. After the award of a contract under this SOW, the CO shall appoint a Contracting Officer's Representative (COR) and the COR shall be identified in the Delivery Order. The COR will be the Contractor's USG point of contact in the United States. The Contractor will accept instructions on performance of the contract only from the COR, as long as they comply with the SOW and do not exceed the requirements of the SOW. Questions relating to performance of the contract shall be directed first to the COR in the most efficient means possible. Requests or instructions given to the Contractor by USG personnel other than the COR are not binding on the USG.

10.2 Meeting with local point of contact: After contract award, the COR will identify the Embassy's point of contact. The Contractor must contact the U.S. Embassy and meet briefly with the point of contact to discuss potential properties that the Embassy has identified. To the extent any site identified by the Embassy meets the USG's requirements, it should be included in the Site Search Report.

10.3 Confidentiality: The Contractor is expected to perform these services discreetly. Unless instructed to do so by the COR, at no time during performance of the services shall the Contractor

disclose the fact that property being considered is a possible location for the U.S. Embassy. If necessary, the Contractor may describe the client as a major, U.S.-based, multi-national organization looking to set up new facilities in Juba. If owners refuse to cooperate without knowing the identity of the prospective buyer, the Contractor shall advise the COR and take instructions on how to proceed. Maintaining confidentiality is useful but shall not, in the end, defeat the goal of finding the best sites available.

10.4 Avoiding Conflicts of Interest: The USG will fully compensate the Contractor for services per the terms of this contract. At no time during performance of the services shall the Contractor represent that he, she, or it is acting as an agent or broker for the USG while performing this research and reporting service. The Contractor shall identify all suitable properties, whether or not the Contractor has its own listing of properties in Juba. Any compensation (other than the compensation under this contract) requested by the Contractor or its subsidiary, affiliate, or local subcontractor arising out of the purchase or lease of real property as a result of this contract shall be the sole responsibility of the property's seller or lessor. The Contractor shall disclose in its final report to the USG whether it or its subsidiary, affiliate, or local subcontractor stands to receive compensation from any party other than the USG for performing services under the contract or in connection with a potential acquisition, such as commissions, consultation fees, finder's fees, or similar fees relating to properties presented to the USG.

10.5 Invoices: The Contractor shall invoice the USG for services requested under this contract after the USG accepts the final report. A supplemental invoice may be submitted upon completion of any field support services that occur after the final site search report is delivered.

10.6 Report Recipients

U.S. Embassy Management Officer:

Danielle Wood
Management Officer
U.S. Embassy Juba
Kololo Road
Juba, South Sudan
+1 (202) 216-6279; +211-912-105-107; +211-977-459-820
wooddk@state.gov

Contracting Officer's Representative (COR):

None

Government Technical Monitor (GTM):

Robert W. Doubek
Department of State
Bureau of Overseas Buildings Operations
1200 Wilson Blvd, Rm. 11-15
Arlington, VA 22209
Office: +1 (703) 875-4647 Cell: +1 (202) 365-9156
doubekrw@state.gov