

**REQUEST FOR PROPOSALS (“RFP”)**

**Water Use Information for American Samoa**

**December 1, 2017**

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**RFP NO.: ASPA18.012.ESD-WTR**

**APPROVED FOR ISSUANCE BY:**

**UTU ABE MALAE  
EXECUTIVE DIRECTOR**

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**NOTICE TO OFFERORS**

**REQUEST FOR PROPOSAL**

ISSUANCE DATE: December 1, 2017  
RFP No.: ASPA18.012.ESD-WTR - Water Use Information Project  
PROJECT: Water Use Information for American Samoa  
CLOSING DATE/TIME: December 29, 2017 @2:00 p.m. American Samoa time

The American Samoa Power Authority (ASPA) invites you to submit a proposal for the provision of consultant services for ASPA's Water Use Information Project for American Samoa. The objective of this project is the development of a water use work plan that identifies main categories of water use in American Samoa and recommends best practices and methods for collecting water use data for Public Supply, Industrial, Commercial and Wastewater Treatment categories. The USGS has offered a cooperative Agreement to ASPA to fund costs for this project through the Department of the Interior (DOI).

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](http://www.aspower.com). For more information about this RFP, please contact the following person(s):

Ioana Uli  
Procurement Manager  
PH: 684-248-1234  
[bids@aspower.com](mailto: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.

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**Utua Abe Malae, Executive Director**

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**Date**

**PROPOSAL INVITATION**

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

**ISSUANCE DATE:** December 1, 2017

**RFP#:** RFP No. ASPA18.012.ESD-WTR - Water Use Information Project

**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 Procurement Manager at the above listed address.
- 3) An original and one (1) PDF of the complete proposal must be received at the ASPA Procurement Office no later than December 29, 2017 @ **2:00pm American Samoa Time**.
- 4) The envelope or box must be labeled "RFP No. ASPA18.012.ESD-WTR - Water Use Information Project"
- 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 Ioana Uli by email at bids@aspower.com or by hard copy no later than December 8, 2017 **at 2:00 pm**.

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. ASPA18.012.ESD-WTR - Water Use Information Project".**

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 (Page 4)
- 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 “**ASPA18.012.ESD-WTR Water Use Information Project**” as of this date, \_\_\_\_\_ 2017.

\_\_\_\_\_  
Signature of Offeror’s Representative

## **GENERAL TERMS AND CONDITIONS**

**for**

### **Water Use Information Project**

#### **INTRODUCTION**

- A. The purpose of this RFP is to select the firm who will undertake the complete project as specified in the following Scope of Work.
- B. The objective of this project is the development of a water use work plan that identifies main categories of water use in American Samoa and recommends best practices and methods for collecting water use data for Public Supply, Industrial, Commercial and Wastewater Treatment categories.

#### **PROJECT BACKGROUND**

- A. The work plan to be developed by this project will include compilation of existing water use data from ASPA and other agencies, as well as an assessment of all known water users in American Samoa, inventoried within the USGS baseline standards framework.
- B. Available data will be processed and stored in an electronic format. Gaps in the Territory's water use data will be identified and recommendations for collecting needed datasets to fill these gaps using the most appropriate methods and practices for American Samoa will be developed.
- C. The work plan will also identify appropriate data quality assurance and control procedures for the data and will implement provisional automated QA/QC routines on inventoried data.
- D. A strategy for assessing information from village water systems will also be developed and presented in the water use work plan.
- E. The intent of this RFP is to have an agreement based on the successful completion of the SOW and terms outlined above (Attachment B).

#### **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:

- |                              |                      |
|------------------------------|----------------------|
| 1. Technical Proposal        | <b>0 - 25 points</b> |
| 2. Qualifications/Experience | <b>0 - 25 points</b> |
| 4. Work plan/Schedule        | <b>0 - 20 points</b> |
| 5. Contract Price            | <b>0 - 30 points</b> |

**Individual SEB member evaluations will remain confidential.**

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.

## ATTACHMENTS

- A. **Attachment A** is the **Proposal Transmittal Form**
- B. **Attachment B** is the **Scope of Work**
- C. **Attachment C** is the **Proposal Cost Form**
- D. **Attachment D** is the **Offeror's Qualifications Form**
- E. **Attachment E** is the **Disclosure Statements**
- F. **Attachment F** is the **Non-Collusion Affidavit of Prime Offeror**

**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. ASPA18.012.ESD-WTR – Water Use Information Project**  
**Water Use Information Project**

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**

**WATER USE INFORMATION PROJECT**

**I. BACKGROUND**

This project is a collaboration between United States Geological Survey (USGS) and American Samoa Power Authority (ASPA) for the purpose of assessing and compiling existing water use data as specified by the requirements of the Site-Specific Water-Use Data System (SWUDS). Compilation and analysis of existing water use information is foundational to supporting necessary ASPA functions such as forecasting future water usage, determining and optimizing for peak water usage, and for better management of the island’s limited freshwater resources. In the U.S. Territory of American Samoa, water resources limitation is a critical issue due the islands’ remote location and small size. Any of the island’s water users have the potential to affect the availability of water for other uses. Accurate assessment of water use by ASPA and other agencies or stakeholders will allow for better estimates of current and future demand under changing conditions.

To address these and other water sustainability issues, there remains a need for ASPA to collect data that will specifically account for withdrawals by water source and deliveries made to major use categories served by the utility. ASPA’s current data collection efforts are still classified under Tier 1 of the Baseline Goals of the Water-Use Data and Research Program. Table 1 summarizes ASPA’s current data collection efforts to date. The development of a water use work plan to outline water use data improvement priorities is an imperative step towards improving data availability. Additionally in American Samoa, cross-agency water uses and needs have yet to be assessed.

Other agencies in American Samoa such as the American Samoa Environmental Protection Agency (AS-EPA), the Department of Agriculture (DOA), the Department of Marine and Wildlife Resources (DMWR) the Department of Commerce (DOC), National Park of American Samoa (NPAS), local village leadership and others who act as stakeholders or managers for environmental waters or other human water-uses may also utilize water resources and/or collect water use information. Effective communication between these and other agencies in American Samoa is imperative to ensuring the needs and priorities of the island’s many water resources stakeholders are addressed and met. This proposed work will initiate this communication and inventory water use data and data gaps as reported by ASPA and other agencies and stakeholders in a water use work plan.

**Table 1: ASPA’s Data Collection Summary.**

<b>Category</b>	<b>Baseline Goals (Tier 1)</b>
<b>Public Supply</b>	<ul style="list-style-type: none"><li>• Monthly withdrawals recorded from water meter gauges installed on the outlet pipe from wells for all water wells in the system. This data is collected by ASPA Water Operations.</li><li>• Monthly customer services data collected from household water meters which shows monthly consumption per household. This data is collected by ASPA customer services.</li></ul>
<b>Industrial</b>	<ul style="list-style-type: none"><li>• Annual and monthly withdrawals by facility from groundwater wells is recorded on water meters installed for each company. This data is collected by ASPA customer services.</li></ul>
<b>Commercial</b>	<ul style="list-style-type: none"><li>• Annual and monthly deliveries from ASPA water supply to local commercial companies are recorded on water meter allocated to each company. This data is collected by ASPA customer services.</li></ul>

**II. SCOPE OF WORK:**

The primary objective of this work is the development of a water use work plan that identifies main

categories of water use in the Territory and recommends best practices and methods for collecting water use data for Public Supply, Industrial, Commercial and Wastewater Treatment categories. The work plan shall include compilation of existing water use data from ASPA and other agencies, as well as an assessment of all known water users in American Samoa, inventoried within the USGS baseline standards framework. Available data shall be processed and stored in an electronic format. Gaps in the territory's water use data should be identified and recommendations for collecting needed datasets to fill these gaps using the most appropriate methods and practices for American Samoa is required.

The work plan needs to identify appropriate data quality assurance and control procedures for the data and implement provisional automated QA/QC routines on inventoried data. Unique socio-political conditions in American Samoa, such as strong village level leadership, creates an additional group of stakeholders, many of which utilize surface water resources. These 'village water' systems are unregulated and relatively understudied. Neither the amount of water used at this level, nor the amount of water demand filled by village resources are documented. A strategy for assessing this information shall be developed and presented in the water use work plan.

All information and data collected shall be stored in electronic format. Formatting may vary based on the specifics of each dataset. However, all data shall be stored in .txt or .csv format, as well as provisional data processing and QA/QC procedures. Data formatting and QA/QC procedures should be automated to the greatest extent possible and a QA/QC plan shall be developed to ensure data collected in the future is able to be easily and automatically integrated into automatic databases.

All data shall be appropriately dereferenced to site location, within the data files themselves or in associated metadata files. A metadata storage plan shall be developed for each data type. All data collected shall be made accessible to the USGS National Water Use Information Program (NWUIP), and at the HUC8 level. ASPA will communicate and interact with USGS Water Science Center personnel as required. All data collected will be publicly available for use in water availability studies by USGS, academic institutions, local agencies, water managers, or federal agencies.

### **III. RESPONSIBILITIES OF THE CONTRACTOR:**

- The contractor is responsible for organizing, coordinating and reporting on all required tasks to complete this project.
- All collected data must be stored in electronic format and submitted to ASPA and made available for USGS.
- Identify all gaps in the territory's water use data and make recommendations for collecting datasets to fill these gaps using the most appropriate methods and practices for American Samoa.
- Submit a Work Plan for USGS which includes a compilation of existing water use data from ASPA and other agencies. Work Plan submitted must include an assessment of all known water users in American Samoa, inventoried within the USGS baseline standards framework.
- The Work Plan submitted to USGS must identify appropriate data quality assurance and control procedures for data.
- Include a strategy for assessing information from village water systems in the Work Plan.
- This Work Plan must be submitted to ASPA Environmental Services Division no later than 30 days after project completion.

**ATTACHMENT C**  
**PROPOSAL COST FORM**

To: **American Samoa Power Authority.**

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

Project Title: **Water Use Information Project.**

RFP #: RFP No. ASPA18.012.ESD-WTR

Offeror: \_\_\_\_\_  
 \_\_\_\_\_

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.

<b><u>WATER USE INFORMATION PROJECT</u></b>			
<b><u>ITEM DESCRIPTION</u></b>	<b><u>EST.QTY</u></b>	<b><u>PRICE PER UNIT</u></b>	<b><u>TOTAL PRICE</u></b>
<b>Data Collection</b>	LS	-	\$
<b>Work Plan</b>	LS	-	\$
<b>Deliverables</b>	LS	-	\$
<b>Disbursements (Travel and Accommodation)</b>	LS	-	\$
*Other costs not included in this breakdown must be detailed on the Offerors proposal.			

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>
_____	_____
	_____
	_____
_____	_____
	_____
	_____

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>
_____	_____
	_____
	_____

**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.



**ATTACHMENT F**  
**NON-COLLUSION AFFIDAVIT OF**  
**PRIME OFFEROR**

I \_\_\_\_\_ being first duly sworn deposes and says that:

1. He/She is \_\_\_\_\_  
(Owner, Partner, Representative or Agent)  
of \_\_\_\_\_  
(Company Name)

of Offeror that has submitted the attached bid.

2. He is fully informed regarding the preparation and contents of the attached bid and of all pertinent circumstances regarding such bid.

3. Such bid is genuine and is not a collusive or false bid.

4. Neither the said Offeror nor any of its officers, partners, owner, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Offeror, firm or person to submit a collusive or false bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Offeror, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against American Samoa Power Authority or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached bid are fair and proper, and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Offeror or any of its agent's representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

My Commission expires \_\_\_\_\_, 2017.