Emirate of Abu Dhabi
Department of Municipal affairs
Al Ain City Municipality
Infrastructure & Assets of the Municipality

REQUEST FOR QUALIFICATION

For Geophysical Services Companies
in Al Ain

Submission
Documents should be hand delivered to:

Tenders and Contracts Administration
Floor No. 1, Main Building, Office # 132
Al Ain City Municipality
Al Ain, United Arab Emirates

Refer inquiries to: geoinfo@am.ae
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ACRONYMS

AAM          Al Ain City Municipality

DMA          Department of Municipal Affairs

EHSMS        Environmental Health and Safety Management System

RFQ          Request For Qualification

HSE          Health, Safety & Environment

CIS          Coordination of Infrastructure and Services

RDS          Research and Development Section

IAM          Infrastructure & Assets of the Municipality
INTRODUCTION

This manual provides guidance for all fieldwork by defining in detail the data quality and field data gathering methods to be used on the geophysical survey. Describing objectives of data acquisition, analytical methods and measurements, analysis quality and data quality control are necessary in order to achieve the minimum requirement in term of the data quality requested by AAM.

This manual will be revised as needed by modifying/adding instructions to incorporate changes and innovations within the environmental community, as well as changes in AAM requirements.

Al Ain City Municipality is in the process of preparing a list of qualified Consultant and Contractor Bureaus/Companies in the field of Geophysical studies.

Al Ain City Municipality constitutes one of several departments within the Municipal Affairs Authority. It is a government institution basically directed to serve Al Ain Area, which covers Al Ain City and the neighboring outskirts.

Al Ain City Municipality Department was established in 1967. An Emiri Decree was issued in 1974 AD to control and regulate the city's affairs. It was after that date that Al Ain City Municipality started to function as a government department that is directed to provide wide range services to Al Ain City.

Al Ain City Municipality stands as a leading institution of development in the area. This is due to the role it plays and the programs and services it renders for improving the quality of life to the highest possible standards.

Al Ain City Municipality has also projected a clear strategy based on a vision entitled, "A Distinguished Municipality and an Enduring Development for the City of Oasis". This strategy is expected to be implemented through "Providing such distinguished municipal services and advanced infrastructure to Al Ain City and the surrounding areas, by qualified staff and advanced systems, while taking into account the peculiarity and genuineness of the City", abiding in the same time by the values stemming from heritage, leadership, credibility, quality, innovation, participation and community service within the aims of this strategy.

As a service authority, Al Ain City Municipality has been able to absorb the latest and most advanced scientific and professional standards of quality and excellence through development and upgrading work systems, taking benefit, in this respect, from the extensive development of the means of communications and information technology, as well as from the continuous development of its human resources with a view to render faster and more distinguished services for the population of Al Ain City. Such vision and practices followed in providing services by the Municipality have been met with satisfaction and appreciation by both citizens and residents of the Area.
AAM ORGANIZATIONAL STRUCTURE

Organization chart of AAM
Municipality of Al-Ain City - Infrastructure & Assets of the Municipality (IAM)

IAM Background

The infrastructure and assets of the municipality is one of vital sectors of interest in Al Ain City Municipality. Where it is intended to improve aspects of traffic safety on the roads and the interdependence of internal road network in Al Ain City. It also aims to manage the coordination and follow-up of infrastructure projects with internal and external within relation to infrastructure services.

During the implementation of IAM department, three under levels of administration was created as the chart below:

- Internal Roads and Infrastructure: oversee the process for planning, execution, and maintaining Municipal roads and infrastructure in Al Ain City.
- Coordination of Infrastructure Services: Manage coordination of activities with Municipal AAM Sectors and external entities.
- Sanitation: Oversee the process for the implementation of a safe and convenient Public Sanitation program.

Organization Chart of IAM
Purpose of Geophysical Study

The main objective of the Research and Development Section (RDS) Department is based on the Al Ain City Municipality vision which is to implement, control and verify the efficiency of Geophysical Survey, and assists the decision-makers and constructors. The key objectives are:

- Protect people’s and land
- Preserve and enhance the natural heritage and cultural resources of UAE.
- Abate any unsafe soil which may be a source of high risk.
- Implementation and adoption of sustainability principles in development projects in line with Municipality of Al-Ain City vision.
- to improve the quality and monitor the groundwater table.

The Geophysical Survey is part of the vision and care of CIS Department under the Authority of Municipality Al-Ain City. Its mission is to assist Al-Ain population and local decision-makers in making good use of the city’s land and water and other related resources, as well as, natural heritage and cultural resources of United Arab Emirates.
Application for Qualification

Qualification is requested for Companies (Contractors/Consultants) which have or have not carried out Geophysical studies in the Municipality of Al-Ain city area, and willing to conduct future Geophysical study in Al Ain City and East region of Abu-Dhabi Emirate. These companies should submit their qualification documents to Tenders and Contracts Administration of Al-Ain City Municipality, main building, as provider of Geophysical Services Company.

<table>
<thead>
<tr>
<th>Project Title:</th>
<th>Qualification for Geophysical Services Company in the Municipality of Al-Ain city</th>
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<tbody>
<tr>
<td>Reference:</td>
<td>01/2013</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Abdulla Sultan Al Darei Head of Research and Development Section</td>
</tr>
<tr>
<td>Location:</td>
<td>Municipality of Al-Ain city – main building</td>
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</tbody>
</table>

The objectives of the geophysical survey project in Al-Ain are:

- To ensure the application of best practices in soil studies and geological structures.
- To determine the groundwater level in Al-Ain city.
- To build-up, for this reason all acquired Geophysical and Geological data in Al-Ain city must be presented in Geographical Information System (GIS) format.

The Request for Qualification by itself is to give a clear vision of the Municipality requirements, conducting Geophysical studies that are in line with the nature of the projects, which include and not limited to:

- Companies (Contractors/Consultants) to be accredited which have been registered or not in the UAE as well as in Al Ain City Municipality.

Documents requested:

- Certification Letter from AAM (Financial Number form Tenders and Contract Department)
- The companies, to be accredited, should justify their experiences (Contractors/Consultants) in Geophysical/Geotechnical investigation, and show their ability to provide adequate range of Geophysical survey methods suitable for different site nature with variable ground conditions in Al-Ain City area. Also, companies should present their ability to prepare a comprehensive geological mapping depicting stratigraphy/lithology. For that the requested documents is:
Companies has been accredited before to carry out Geophysical surveys in the Municipality of Al-Ain city:

- Updated list of all technical staff.
- Updated list of Geophysical equipment use for the survey and software's for data processing, moreover, proof of ownership of devices.
- Manual from manufacturer of the Geophysical equipment, as well as for software's.
- Companies (Contractors / Consultants) tenants' equipment must to provide document about the readiness of equipment from suppliers.
- Updated list of complete of previous work. as well as Clients name of projects (see the template table I)
- Best case study from the previous work with proposed solution.
- Attach the CV's for all technical staff involved in Geophysical study (see the form)
- At least one of the technical staff of Contractors/Consultants should have master or PhD, and the employment contract must be provided.
- To be Registered in the environment system, health and safety in Municipality of Al-Ain city and enforced by the Department of Public Health.
- Provide policies, regulations and strategies plans applied by the company, related to the environment, health and safety. As well as, the Quality Control of Data collection and processing.
- Engagement letter from Contractors/Consultants to be completely complying with Environmental Health and Safety Management System of AAM.
- Financial stability record of the company for the last 3 years, approved by financial auditor.

Companies willing to be qualified for the first time by Municipality of Al-Ain City to carry out a Geophysical survey:

Companies (Contractors / Consultants) willing to be qualified to carry out a Geophysical study in the Municipality of Al-Ain city for the first time but have previous experiences elsewhere, shall provide all of the above. However, Companies haven't previous experiences in UAE, shall provide all of the above excluded the following points:

- Updated list of complete of previous work, as well as Clients name of projects.
- Best case study from the previous work with proposed solution.

Note:

- Companies (Contractors / Consultants) shall provide high-quality data and accurate analysis which to be leading to recommendations in the final report, taking all requirements of health, safety and the environment in mind.
- For the companies not yet registered in UAE and would like to exercise in Al Ain city, they can apply for this request of qualification prior to registration.
- Companies (Contractors / Consultants) do not have previous work in the geophysical study in the Municipality of Al-Ain city, however, has previous work outside Municipality Al-Ain city, shall provide all documents listed above.
- New Companies (Contractors / Consultants) don't have any previous experiences in Geophysical study shall provide financial disclosure (capital).

**RFQ Summary**

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<tr>
<th>Criteria</th>
<th>Submitter Remarks</th>
<th>Reference (page number)</th>
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<td>Filed Document – Checklist</td>
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<td>Company Organization Structure and size</td>
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<td>CV’s of all staff working in both Geophysical and soil tests.</td>
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<td>Number of staff working in both Geophysical and soil tests.</td>
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<td>List of equipments &amp; Software</td>
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<td>Ability to carry out more than one Geophysical method</td>
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<td>HSE and Data Quality Control Manual and Procedures</td>
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<td>Financial Situation of Company.</td>
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<td>Pervious works list &amp; clients list</td>
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<td>Case Study (full report)</td>
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Company Information

Infrastructure and Services Coordination Department (CIS) defines the information that the Geophysical company services should provide. This information must be submitted to the AAM by the Regulatory Authority.

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<th>Name of Company:</th>
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<td>Company’s Activities:</td>
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<td>Headquarters Address:</td>
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<td>Web Site:</td>
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<td>Date of Creation:</td>
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<tr>
<td>Registration Number:</td>
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<td>Proof of financial stability:</td>
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<tr>
<td>Indicate which certifications &amp; ISO that your company has</td>
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<tr>
<td>The main location where your company carries out these activities</td>
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<tr>
<td>What is the main activity of the Company? Geophysical, Geotechnical or other?</td>
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<tr>
<td>Does your Company utilize external entities (i.e. Geophysical survey, quality control, etc.) to test, interpret or analyze items? And/or persons or processes to be certified or accredited?</td>
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Personnel

The names of the technical people who will be involved in the project should be given. The following details must be provided:

Principal Manager (authorized representative to communicate with AAM):

- Name:
- Relevant Experience:
- E-mail:
- Tel:
- Fax:

Technicians':
Geophysicists who will be responsible for carrying out the field survey:

- Name:
- Qualification:
- Relevant Experience:
- E-mail:
- Tel:
- Fax:

Geophysicists who will be carrying out the Interpretation

- Name:
- Qualification:
- Relevant Experience:
- E-mail:
- Tel:
- Fax:

Note:
- provide the organization chart of the company
- Provide the CV's of all the personnel who will be involved in any project (use the CV form - provided)

### Company’s Facilities & Equipments

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<thead>
<tr>
<th>Used Equipments</th>
<th>Description of Equipments</th>
<th>Standard Specifications (reference)</th>
<th>Last Calibration Date</th>
<th>Equipments/Products/Process Maintenance</th>
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### Software to be used by the companies for the Geophysical studies

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<tr>
<th>Used Software</th>
<th>Programmers (Seller)</th>
<th>Description of Software</th>
<th>Version Specification</th>
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NOTE - The following must be provided:
For the instruments - A copy of the manual from the manufacturer of the devices
For the software - a copy of the license

Environment, Health and Safety Management System (EHSMS):

Al Ain City Municipality (AAM) recognizes the importance of environment, health and safety management as important in maintaining not only the standards set by the Competent Authority (EAD), but in improving environmental standards and reducing safety risks across the Building and Construction Sector’s own activities and employees. The Department of Municipal Affairs (DMA), as the Regulatory Authority, has pledged full support for the Environment, Health and Safety Management System (EHSMS) and its objectives and targets.

EHSMS Objectives:

- Reduction of pollution and waste.
- Making the workplace safer.
- Achieving a healthy environment.
- Sustainability in the economy and development.

EHSMS Requirements

The contractor shall at the bidding stage:

1. Submit with the tender documents, copy of their company EHS policy and procedural arrangements for effectively managing health and safety issues on all AAM’s construction projects.

The policy document should include, as a minimum:

a. A written statement of their general policy with respect to the health and safety of their employees signed by the managing director of the company

b. Details of their safety organisation and its function

c. Safety responsibilities of all concerned

d. Procedural arrangements for effectively implementing the policy including:

   i. Provision of safe systems of work
   ii. Safety training
   iii. Safety committees
   iv. Meetings
   v. Accident reporting
vi. Emergency procedures

2. Include a copy of their proposed EHS Plan specific for that contract, based on the information received in the pre tender EHS plan they received with the tender, and any other main risks or hazards they themselves may have identified.

General H&S responsibilities

- Contractors are responsible for ensuring that their sub contractor(s) comply with the EHS standards laid down in EHSMS, and any other additional standards either included in the contract specification, or agreed on site.
- submit risk assessments/method statements for specific operations as directed by the EHS Dept. and / or AAM’s site engineer
- Provide information on all accidents/dangerous occurrences and statistical information in accordance with EHSMS
- Attend site safety meetings as directed by either the consultants site engineer or AAM safety unit in accordance with EHSMS
- Appoint EHS Personnel in accordance with EHSMS Submit monthly EHS reports to AAM’s site engineer.
CONDITIONS AND PROTOCOLS

Authorized Signature

The authorized signatory’s details must be provided.

Name:

Status:

Company’s Name:

Professional Membership:

Experience:

Scope of Activity:

______________________________  _______________________
Signature       Date       /       /       

___________________________  _______________________________________
Print Name:       Title:  

NOTE:

▪ The authorized signatory shall be competent to make critical evaluation of results and is responsible for the reliability, accuracy and completeness of the project.
▪ Activities in accordance with the AAM Qualification Requirements and the Regulations for Qualification.
▪ Where necessary the signatory shall be given authorization by an appropriate authority.
▪ The authorized signatory shall be evaluated by the assessment team both on the technical competency and understanding of the qualification requirements. Additional requirements may be necessary depending on the scope of qualification.
▪ If necessary additional information will be requested.

False Information
Any person who knowingly and with intent to defraud information, files an application for qualification, or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto is committing a fraudulent qualification act, which is a crime, and subjects such person to criminal civil penalties.
Terms and conditions:

The Municipality reserves the right to request additional information from companies as deemed necessary and appropriate by the Municipality and to solicit additional information from company regarding each credential or individual members thereof from third parties other than those provided by the company. In addition, the Municipality is expected to conduct interviews with some or all of the company’s members prior to making a final decision. A company may also, at the discretion of the Municipality, be required to respond in writing to questions or clarifications requested.

All companies should bear in mind that Al Ain City Municipality:
- has the sole right of qualification of candidatures
- is not obliged to provide reasons for refusing Contactors/Consultants applications.

Submission Instructions:

Applications should be submitted by courier services or personnel delivery to: Tenders and Contracts Administration, Floor No. 1, Main Building, Room # 125, Al Ain City Municipality, Al Ain, United Arab Emirates.

Three hard copies of the credentials should be submitted, along with 3 copies of the credentials on disk. Credentials submitted by facsimile or email will not be accepted.

The folder must be sealed and identified its content. The qualification procedure is not limited by time.

Discrepancies, Omission and Additional Information:

Companies are responsible for examining this RFQ, all exhibits and any addenda. Failure to do so will be at the sole risk of the company. Should companies find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFQ, companies shall notify the Municipality department representative in writing for such findings immediately. Companies should notify the Municipality and document the findings in writing prior to the qualification request.

All inquiries related to the RFQ application must be received in writing and may be transmitted by delivery service or electronic mail and addressed to: geoinfo@am.ae
CONDITIONS AND REQUIREMENTS

Obligations of AAM:

AAM shall co-operate with the companies (Contractors/Consultants) and facilitate the completion of the procedures to the greatest extent possible.

Fees:

AAM applies a 100.00 AED payment Administration Qualification fee. The fee can be paid in cash. Fees are to be paid in full before the start of the qualification withdrawal documents.

Validity period of Qualification:

The qualification will be valid one (01) year.

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<td>Respond date:</td>
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Criteria of Qualification:

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<th>Weight %</th>
<th>Score %</th>
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<td>Filed Document – Checklist</td>
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<td>Total score</td>
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Other information which the Applicant find useful:..................................................................................
Contractors/Consultants Summary of Needs

Contractors/Consultants have to:

1. Fully acquaint themselves with all appendices and specifically requested specific information of qualification from the Municipality.

2. Provide information on their approach to the overall management of the geophysical project, the formulation of the Contractors/consultants team and the integration and communication of this team with the Geophysical Team Municipality Department?

3. Provide information on how they will manage sub-consultants dealing with different aspects of the project, such as the implementation of Geophysical survey.

4. Provide information about their registration with Abu Dhabi entities.

5. Provide information on the effective support and communication routes they will develop to assist entities in complying with the requirements of the regulatory and competent authorities.

6. Provide information on how they will assist AAM in the implementation of its internal geophysical survey and their approach to qualification?

7. Provide information on the planning, budgeting and financial stability of their company.

8. Provide information on their approach to the management and administration of legislation development, regulations, guidance notes and permits using recognised expert legal firms.

9. Review and approve/accredit the guidelines for Geophysical Company’s qualification before submission to the AAM?
Presentation of Documents:

The Contractors/Consultants shall provide the documents in following order:

1- Filled up the forms in addition to other necessary documents, plus a Certification letter from AAM (Financial Number form Tenders and Contracts Department)

2- Company information:
   - Organisation chart of company
   - Staff CV’s
   - List of previous works and clients list

3- HSE and Data Quality Control manual and procedure:
   - Letter of engagement from company in compliance with the EHSMS of AAM
   - Data Quality Control manual and procedure

4- Company logistics:
   - List of equipments & software to be used in interpretation
   - Case study (from the company’s previous work)

5- Financial stability:
   - Proof of financial stability
Curriculum Vitae

Proposed role in the mission: International Expert

1. Surname name:
2. First names:
3. Date of birth:
4. Nationality:
5. Status:
6. Education:

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<tr>
<th>Institution [ Date from - Date to ]</th>
<th>Qualifications</th>
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7. Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

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<th>Language</th>
<th>Reading</th>
<th>Speaking</th>
<th>Writing</th>
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<td>Arabic</td>
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<td>English</td>
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<td>Others</td>
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8. Key qualifications:
9. Present position:
10. Years within the firm:
11. Specific experience in the region:
12. Membership of professional bodies:
13. Other skills:

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<th>Country</th>
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### 14. Professional Experience

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### 15. Other relevant information (e.g., Publications)...

...
## Model table of the previous work record

<table>
<thead>
<tr>
<th>Projects Name</th>
<th>Project description (House, School, Building, factory, etc specify)</th>
<th>Customer</th>
<th>Project duration / implementation date (dd/mm/yyyy)</th>
<th>Project location</th>
<th>Project area (m²)</th>
<th>Used methods</th>
<th>Discovered Geo-Hazard Type (if any)</th>
<th>Groundwater table and salinity (if any)</th>
<th>Risk level (1 high to 5 acceptable)</th>
<th>Proposed solutions</th>
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A ACM-IC-CF-23
V1.0 28th May 2013