**U.S. DEPARTMENT OF STATE  
U.S. EMBASSY TBILISI, PUBLIC AFFAIRS SECTION**

**Notice of Funding Opportunity**

**Funding Opportunity Title:** U.S. Embassy Tbilisi American Corner Zugdidi Expansion

**Deadline for Applications**: March 2, 2020

**PROGRAM DESCRIPTION**The U.S. Embassy Tbilisi Public Affairs Section (PAS) of the U.S. Department of State, in cooperation with the Georgian NGO Center for Equal Rights and Involvement (CERI), is pleased to announce a call for proposals from design and building firms, or individual professionals in this field, to repurpose and make ready a newly expanded space for the American Corner in Zugdidi.

This call for proposals outlines our funding priorities and the procedures for submitting proposals.  Please carefully follow all instructions below.

**Purpose:**PAS Tbilisi and CERIinvite proposals for renovation and expansion of the American Corner in Zugdidi to support programming at the American Corner which will strengthen cultural ties between the U.S. and Georgia. The expansion will create a dynamic meeting place for youth and adults to network, collaborate, and innovate; to inform, inspire and influence visitors of American culture and policies; and to expose visitors to American non-formal education models, technology, and values.

Proposals must include visual designs and budget plans for two rooms in the Zugdidi Central Library dedicated by municipality for use by the American Corner. The firm that submits the winning proposal will fully implement that plan including: completing construction rehabilitation work of a 71-square meter room; making look-and-feel improvements to two rooms totaling 116 square meters to match the design specifications of the American Spaces program; providing furnishings; and installing appropriate pieces of new technology.

The two spaces are located in the Zugdidi Central Library building at 58 Kostava Street in Zugdidi. The first room on the second floor is 45 square meters (Cadastral Code – 43.31.49.116.01.507) which currently houses the Zugdidi American Corner and does not require major rehabilitation work. The second room is on the third floor and is 71.2 square meters (Cadastral Code – 43.31.49.116.01.507) and will require extensive rehabilitation.

The two rooms should be designed to match one another in look and feel and complement one another as program spaces. The “American Spaces Idea Book 2.0,” created by the U.S. Department of State and Smithsonian Institution, provides detailed explanations of the look, feel and design standards which should be carefully followed in the design of the Zugdidi American Corner. A pdf of the book can be downloaded online at <https://app.box.com/shared/static/bb04c7rwkda9z3cx33kf2lh0zdrmdykv.pdf>

Both rooms will be made available for interested firms to inspect on **January 23, 2020, from 2-4pm**, during which time the operators of the American Corner in Zugdidi, as well as staff of the U.S. Embassy Tbilisi, will also provide information to all interested parties about the intended uses of the space. In addition, firms and individuals are invited to visit the American Corner in Batumi on **January 24, 2020, from 10am to 12pm** to see how a similar space is designed and used.

**AWARD INFORMATION**Length of performance period: Up to six months

Number of awards anticipated: one award

Anticipated work start date: April 1, 2020

*This notice is subject to availability of funding.*

**Funding Instrument Type:**The Embassy will award funds by means of a cooperative agreement to the NGO Center for Equal Rights and Involvement (CERI) and will actively participate in the selection of the winning firm. CERI will award a sub-award to the firm and the work will be monitored cooperatively by CERI, the Embassy, and the staff of the Zugdidi Public Library who operates the American Corner under a memorandum of understanding with the Embassy. At that time, a statement of work will be clearly defined.

**Program Performance Period**: Proposed work should begin in April 2020 and conclude no later than October 1, 2020.

**ELIGILIBITY INFORMATION**

The Embassy and CERI encourage applications from individuals and Georgian commercial design and construction companies that are appropriately registered and licensed to conduct the proposed work in the country of Georgia, in full compliance with Georgian law. The experience of the individual or firm and capacity to conduct and/or supervise work in Zugdidi will be considered by the review committee.

**PROPOSAL AND SUBMISSION INFORMATION**

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

**Proposal Documents**

Please ensure:

* The proposal clearly addresses all three areas of the criteria by which it will be evaluated, as listed in the final section of this call for proposals;
* All documents are in English;
* All budgets are in U.S. dollars; and
* All documents are submitted by email no later than March 2, 2020, to [AC-Georgia@state.gov](mailto:AC-Georgia@state.gov)

The following documents are **required**:

1. **Introduction to the Company or Individual**: A description of relevant past and present work, showing ability to carry out the project.
2. **Key Personnel:**Names, titles, roles and experience/qualifications of key personnel involved in the project. Any sub-awardees who will be involved with the project should be included in this list.
3. **Design Plan:** Images and text describing the finished space.
4. **Budget:** A detailed project budget should include:
   1. physical rehabilitation work on the third floor of the library including but not limited to finishing walls, replacing windows, wiring for electricity and internet access, air conditioning/heating, lighting, and flooring;
   2. look-and-feel improvements to the room including paint and art to match American Spaces design standards;
   3. appropriate furnishings including but not limited to shelving, storage units, tables, and chairs, and any necessary shipping and delivery charges;
   4. appropriate technology including but not limited to a digital projector and screen for presentations and a sound system for events, and any necessary shipping and delivery charges.

The budget plan should identify any furnishings at the current American Space that can be reused to support the new design, but no cost should be assigned to these items. The budget does not need to TVs, computers, tablets, printers, books, games or other program supplies, although appropriate places for these supplies should be incorporated into the design.

1. **Proposed Work Schedule:** The proposed timeline for work from execution of the project agreement to competition of the project.

**APPLICATION REVIEW INFORMATION**

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

**Capacity to complete project and expertise of the project team**: Does the firm or individual submitting the proposal have the required expertise to manage the project, keep costs to within the budget, and complete the project according to the project schedule?

**Quality of design:** Does the design proposal make full use of all available space to support the activities of the American Corner and does it conform to the look and feel expectations of American Spaces as defined by the Smithsonian Institute and Department of State?

**Budget:** Are costs reasonable in relation to the anticipated results and is the budget is realistic, accounting for all necessary expenses to achieve proposed activities?