

REQUEST FOR PROPOSAL (RFP)

Design & Engineering Consultancy Services for

**“Om-Habibeh Foundation (OHF)
Administration Office Building,
Aswan, Egypt”**

May 2024

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PROJECT OVERVIEW

INTRODUCTION

The Om Habibeh Foundation (OHF), a locally registered non-profit organization, invites qualified architectural firms to submit proposals for providing design and engineering services for a new administration office building in Aswan, Egypt. The RFP seeks to gather proposals; it does not imply any commitment to commission the firm for the intended project.

OBJECTIVES AND GOALS

The selected consultant must engage with the Client to discuss the project's design direction, including design aspirations, budget, time schedule, key concerns, and other pertinent issues. This collaboration aims to ensure the project meets the Client's expectations and needs.

Coordination with Client: The chosen consultant will work closely with the Client and project team through regular communication, design review workshops, and coordination to ensure the facility design aligns with the Client's requirements.

Schedule Management: The design consultant must establish and maintain a project schedule that encompasses all project phases through detailed design completion.

Cost Control: The project budget is anticipated to be between \$500,000 and \$600,000, including all soft and hard costs. The design consultant must work within this budget, providing value engineering as needed and evaluating alternatives to optimize costs.

INVITATION

OHF Om Habibeh Foundation is pleased to invite your firm to present a technical and financial proposal for design and engineering services for an Office Administration Building in Aswan, Egypt.

PROJECT INFORMATION

Gross Land Area (GLA): 2,077 m², Net Land Area: 1,997 m²

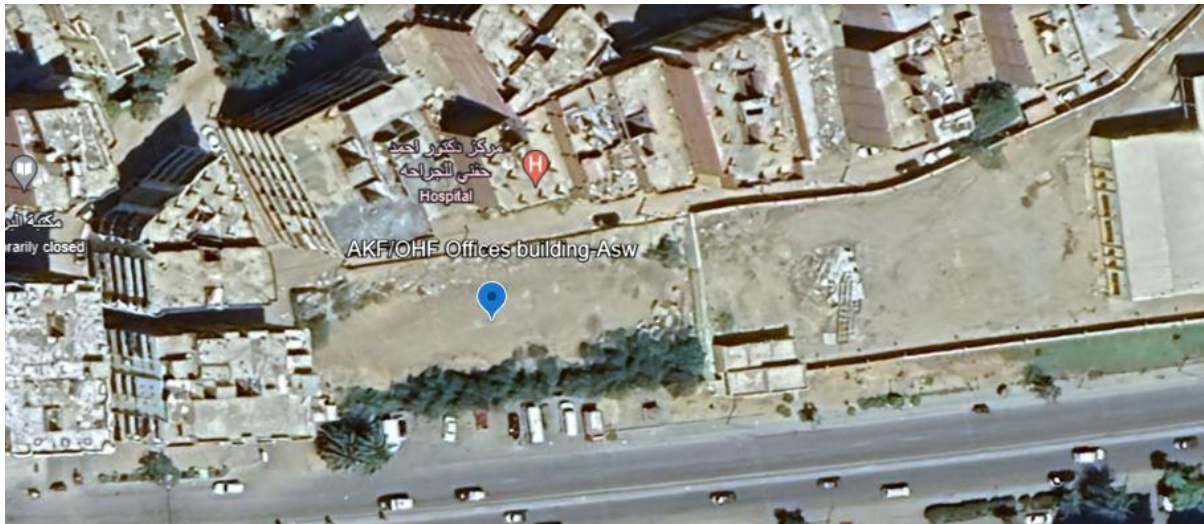
Length x width: 70 m x 30 m, Max height: 16 m

Gross Floor Area (GFA) 2,100 sqm

Site coordinates: (<https://maps.app.goo.gl/A3GGQxSBbgpURwjX9>)

LOCATION COORDINATES: 24°03'12"N 32°52'53"E

SITE AREAL PHOTOS:



PROJECT DESCRIPTION

SPACE REQUIREMENTS

The OHF property is approximately 0.513 acres, located on Al Saddat Street in Aswan. The Client aims to develop an office building of approximately 1,275 m² of built-up area, with a building footprint of approximately 425 m². The structure will consist of a ground floor and two upper floors, each measuring approximately 20 m x 21 m.

The building should adhere to green building standards for energy efficiency, incorporating local and carbon-free materials and solar panels on the roof.

Ground Floor: Reception foyer, program management offices, pantry, washrooms, classrooms, an event/performance space, and an IT room. Design considerations should prioritize technical fit-out and layout, with one main entrance and one side entrance for all floors (emergency exit).

First Floor: Senior programmatic officer offices, support staff workspaces, meeting rooms, classrooms, and labs for vocational training and development.

Second Floor: Senior executive offices, project teams, and additional meeting spaces and washrooms.

The Consultant should refer to the Client's **Spatial Program, Design Brief** and, attached hereto, for further details.

DESIGN REQUIREMENTS

Green Spaces: Ample green spaces with environmentally friendly design.

Green Building; IFC EDGE Certification: Design must meet EDGE advanced green certification standards. The consultants are required to refer to the Client's green building guidelines.

Preservation: Enhance the environment and local setting.

Quality: High-quality facilities that meet institutional needs.

Access and Safety: Ensure efficient and safe access, including a study of existing adjacent roads .

FORM AND MASSING

The design should establish a unique identity through massing, form, placement, orientation, scale, architectural features, landscaping, and signage.

Orientation and layout must consider the existing and planned surrounding context.

Landscaping and spatial separation should accommodate transitions.

Scale, height, massing, and architectural style should align with the surrounding context.

The first storey should allow for various uses, ensuring compatibility.

SUBMISSION PROCEDURES:

INFORMATION FOR THE CONSULTANT

- A. RFP Issuance (Monday 13th May 2024 at 12:00 hours)
- B. Proposal Due (Sunday 25th May 2024 From 9:00 hours until 17:00 hours)
- C. Last date and time for submission bids (through email): Proposal shall be submitted in the PDF files, through email on procurement@omhabibeh.org by 17:00 hours on 26.05.2024.
- D. Last date and time for submission of proposal in in Hard copy: Hard copy of Proposal shall be submitted by 17:00 hours on 26.05.2024 at following address:

Om Habibeh Foundation
In-front of Soliman hospital, El-Saddat Street.
Aswan, Egypt

It is understood that the applicant shall bear all costs related to preparation and submission of proposals and Client shall in no case be liable or responsible for these costs, regardless of the conduct and outcome of the selection process.

No	Description	Data
1	Contact person and address – for clarifications and for submission of proposal	Eng. Samer M.K El Sayed +201068831715
2	<ol style="list-style-type: none"> 1. Language of Proposal 2. Number of Hard Copies 3. Maximum Number of Pages 4. Paper Size 5. Soft Copy also required 	<ol style="list-style-type: none"> 1. English 2. 1 Nos 3. 25 4. A3 5. Yes
3	Maximum Time and Date of Submission	1700 Hours

		25th May, 2024
4	Clarifications and Addenda	All queries to be raised in written form and sent to the Contact Person noted above. Response shall be conveyed to all parties without quoting the name of the asking firm. No queries to be entertained less than 10 days before the date of submission of Proposal.
5	Date and Time of Site Visit	16th May, 2024 10:00 to 11:00
	Deadline for Consultants Queries Submission	19th May 2024 8:00 to 17:00
6	Necessary information about the proposal submission procedure, including the requirement that the technical proposals and financial proposals be sealed and submitted separately in a manner that shall ensure that the technical evaluation will not be influenced by price	One original and one copy of both the Technical Proposal and the financial proposal shall be provided, inside sealed envelopes. The original technical and financial proposal, shall be placed in separate folders.
7	Opening Date and Procedure	<p>The proposals shall be opened on 26th May by the Proposal Evaluation Committee nominated by the Client. The presence of Consultant Firms is not required at this occasion. The evaluation is likely to be completed by following which one, two or more consultant firms may be contact for follow up clarifications and/or negotiations. The process is likely to be completed within 10 Days of the submission of Proposal.</p> <p>No explanation and/or justification for any aspect of the selection process shall be given and the decision of the client shall be final and binding on all without any right of appeal. The applicants are, however, welcome to make a request to the Client, through the Contact person, for a debrief once the selection has been announced and such debriefing shall be carried out within 90 days of such a request being made.</p> <p>The Client reserves the right to reject any application, if at any time a material misrepresentation is made or discovered, or the Applicants do not provide the requisite information as required by the Client within the stipulated period.</p> <p>The Client reserves the right to reject any or all applications without assigning any reason.</p>

8	Validity Period of Proposals	The proposals should be valid for a minimum period of 90 days during which the Consultant undertakes to maintain, without change, the proposed key staff and shall hold to both the rates and total price proposed. In case the Client requests an extension in the validity period, the Consultant would have the right to withdraw their Proposal without objection by the Client or to suggest any modification in their proposal.
9	Expected date of commencement of the assignment	1 st June 2024
10	Currency(ies) in which the costs of services shall be expressed, compared and paid	Egyptian Pounds
11	Cost Proposal Format	Consultants are requested to submit their financial proposals in the format proposed in Appendix A, both the fees and the reimbursable and including both the local and international component, if any.
12	Evaluation Criteria	See AppendixIV
13	Tax or Duties Exemptions	None anticipated whether for local or international participants. All taxes considered included in the Proposal.
14	Fees escalation	Not accepted unless there is change of legislation
15	Terms of payment including any retention requirements	Payments to be subject to completion of work stages and not on monthly basis
16	Conflict of Interest	The participating firm or any of its affiliates shall be disqualified from providing goods, works or services that would fall into a conflict of interest with the subject of the agreement
17	Likelihood of follow-up assignments or possible downstream work	Successful consultant doing the concept design work is likely, but not certain, to get the job of construction supervision.

INFORMATION REQUIREMENT FROM CONSULTANTS

No	Description	Data
1	Past experience with projects of a similar nature	i. List of similar completed projects ii. List of similar ongoing projects iii. Relevant supporting data for each project
2	Details of organization	i. overall organizational structure ii. key members of the firm iii. number of staff members– professional and support staff iv. office locations v. other related details of the firm
3	Size and responsibilities of staff	List of all the consultant personnel that will be part of the OHF Building Project Team. Provide an organogram of the team structure, role of each member of the team with resumes and other relevant details.
4	Type of organization and managerial method proposed for executing the work	Please provide a brief statement of the methodology proposed in order to give an indication of your understanding of the project
5	Level of participation and roles of other firms	Provide details of engineering firms (Mechanical, Electrical, Plumbing and Structural) and any other consultants that will be part of the overall design team for the project, including list of key personnel who will be engaged with the project.
6	Cost estimate	See Appendix VII for required format
7	Joint Ventures / Consortiums	<p>Applicants may be a firm or a consortium of firms. Consultants may associate with each other to form a consortium to complement their respective areas of expertise, or for other reasons. The consortium may take the form of a joint venture or of a sub consultancy. In case of a joint venture, all members of the joint venture shall sign the contract and shall be jointly and severally liable for the entire assignment. The short-listed firms to whom these Request for Proposals (RFPs) are issued are permitted any association in the form of joint venture or sub consultancy among them. Under such circumstance, one of the shortlisted consultants must become the lead member of the consortium and the Client shall only deal with the lead member for all the purposes.</p> <p>In case of a consortium a copy of the agreement/MOU/partnership deed already executed between the parties shall be provided along with the Proposal.</p>
8	Any relevant copyright or intellectual property issues	The documents and other information provided by the client or submitted by the Applicants to client shall remain or become the property of the Institute. All Applicants are to treat all information provided by

		client, in respect with this RFP, as strictly confidential which condition will survive in perpetuity, whether or not an applicant's proposal is accepted or not.
9	Quality management system	Please provide details
10	Project controls	Please provide details
11	Financial controls	Please provide details
12	Business integrity management system	Please provide details
13	Knowledge of local conditions	Please provide details
14	Project methodology, availability of resources	Please provide details
15	The alternatives to be considered (invitation for innovation)	Please provide details
16	Comments on the TOR	Please provide brief comments on the adequacy and accuracy of the TOR in order to improve for future projects
17	Confirmation of Receipt and Participation	Please confirm receipt of this RFP and intimate the Contact Person if your firm does not intend to participate

SUBMITTALS

Document Submission:

All reports, drawings, 3D renderings, presentations, and other documents required for the scope of services must be submitted as both soft and hard copies. These submissions should follow the formats and scales specified by the employer or its authorized representative. Additionally, conceptual drawings, detailed engineering drawings, reports, and 3D designs must be submitted electronically.

Compliance with Regulations:

All submissions must adhere strictly to statutory provisions, guidelines set by local authorities, and relevant government regulations. Furthermore, they must align with international best practices and standards applicable to the development.

Environmental Clearances:

The consultant must provide the necessary drawings and documents to support the process of obtaining environmental clearances, such as Consent to Establish. They must also assist in the preparation of presentations on building designs and be available for meetings with various environmental clearance bodies if necessary.

Information and Support:

The consultant is expected to supply all requested information within the scope of services to committees and agencies appointed by the Foundation. Additionally, they must provide the required support and assistance to these entities as needed and as requested by the client.

Stakeholder Collaboration:

The consultant should provide all necessary information, drawings, and support to the client, implementing agency, technical agency, and other consultants, advisors, and individuals engaged by the Foundation.

Knowledge Transfer:

The consultant must conduct knowledge transfer and handover all relevant aspects of the scope of services to the Foundation and/or implementing and management agencies as required.

CLARIFICATIONS:

Any requests for clarifications are to be sent by email to **Eng. Samer ElKerwash** Requests for clarification cannot be made through any other means.

WRITTEN ACCEPTANCE

Acceptance by the (client), OHF Foundation, will only be made by written instructions to the awarded consultant.

CONFIDENTIALITY

Tenderers should treat the tender documents as private and confidential between the tenderer and the (client), OHF Foundation. Tenderers should note that the (client) shall use the tender documents for the purposes of evaluation.

- Due to the nature of your services and the assignment, you may have access to documents, information or data which are personal and confidential. It is absolutely essential for you to keep in confidence, in the course of your assignment and otherwise, everything that you may learn in connection with your duties.
- The said duty of confidentiality, which you shall discharge vigilantly, shall apply to all matters dealt with by OHF.
- You may not disclose, orally, in writing, electronically or by any other means or media, documents, photographs, films, recordings, data or, more generally, information on any of these subjects, except with the Client's prior written consent.
- Accordingly, you may not give interviews or conferences, make statements, write or publish articles or series of articles and, more generally, publish anything on any electronic or other media on any of these subjects, except with the Client's prior written consent.
- Any publication (written or on any electronic or other media) relating to any aspect of your work shall be subject to prior written approval from the institution after submission of the text(s) by you.
- Violation of this duty of confidentiality will be deemed to be a material breach of your contract and will result in your immediate dismissal, without prejudice to any other legal remedies that may be pursued against you.

INTELLECTUAL PROPERTY

- All Intellectual Property Rights of the schemes and proposals submitted in fulfilment of the scope of services shall rest with OHF and no claim whatsoever shall be admissible on the Foundation in respect of any proprietary rights or copyrights of the same on the part of the Architect(s).

- The Architect(s) shall indemnify OHF from any claims including but not limited to third party claims related to violation of any copyright or Intellectual Property Rights. However, the Architect(s) shall reserve their right to be acknowledged as the author of the schemes and proposals.
- The decision of the Foundation shall be final in all matters relating to the interpretation of architectural design and related architectural details; and the Architect(s) shall be bound to execute such decisions to the satisfaction of the Foundation.

FRAUD & CORRUPT PRACTICES

- The Consultant and its respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection process. Notwithstanding anything to the contrary contained in this RFP, the Foundation shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice (collectively the “Prohibited Practices”) in the Selection process. In such an event, the Foundation shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Foundation for, inter alia, time, cost and effort of the Foundation, in regard to the RFP, including consideration and evaluation of such Bidder’s Proposal.
- Any effort by a consultant to influence processing of proposals or to award decision by OHF, or any officer, agent or Advisor thereof may result in the rejection of such Consultant’s proposal. In such a rejection of proposal, the foundation may initiate the legal action against the Consultant.

SELECTION PROCESS

The Foundation, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

- a) suspend and/or cancel the selection process and/or amend and/or supplement the selection process or modify the dates or other terms and conditions relating there to;
- b) consult with any Consultant in order to receive clarification or further information.
- c) retain any information and/or evidence submitted to the Foundation by, on behalf of and/or in relation to any Consultant; and/or
- d) independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Consultant.

It shall be deemed that by submitting the Proposal, the Consultant agrees and releases the Foundation, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

All documents and other information supplied by the Foundation or submitted by the Consultant shall remain or become, as the case may be, the property of the Foundation. The Foundation will not return any submissions made hereunder. Bidders are required to treat all such documents and information as strictly

confidential.

The Foundation reserves the right to make inquiries with any of the clients listed by the Bidders in their previous experience record.

RIGHT TO ISSUE FURTHER INSTRUCTIONS

During the tendering period, the OHF Foundation (Client), reserves the right to make changes to the contract documentation and the tenderer will, without reservation, accept such changes. Should it be necessary for the (client) to amend the documentation in any way, all tenderers will be notified simultaneously.

SUSTAINABILITY REGULATIONS

OHF Foundation is committed to implementing sustainability principles in all its activities. All tenderers should be aware of and agree to OHF Foundation' sustainability principles. Tenderers must follow and adhere to the OHF Foundation policies and procedures.

COMPLIANCE

Tenders must be submitted in accordance with these instructions to tenders, failure to comply may result in a tender being rejected by the (client).

PERIOD TENDERS ARE TO BE HELD OPEN

Tenders must remain valid for acceptance for a period of ninety (90) calendar days from the date of submission of tenders.

SCOPE OF WORK AND DELIVERABLES

SCOPE ASSIGNMENT

The scope of this assignment involves design and engineering consultancy services for the OHF Admirative Office Building in Aswan, Egypt, for the different building trades architecture, structure engineering, MEP (mechanical, electrical, plumbing) engineering, Interior Design, FF&E and landscape design services to be designed, coordinated and developed taking in consideration, the AKDN architectural building design guidelines, sustainable design solutions and highest/best professional practice/excellence. The selected firm will be responsible for each of the below.

The scope of the Design Consultant shall include but not be limited to integrating the green, sustainability and energy efficiency considerations; associated liaison; preparation and submission of all reports, drawings, and all other documents as may be required; and incorporating necessary changes or making modifications in the designs based on inputs received from the concerned regulatory/ratings authorities or the Client, including requisite audit one year after completion.

Each firm will submit a Scope of Services with their proposal. The Scope of Services listed in this section is intended to give firms direction and understanding as to what the Client values. Firms are encouraged to tailor their proposed Scope of Services to deliver a process that balances timelines, cost efficiency, input and exploration of options and best practices for the new building.

During Construction Phase the consultant shall be either contracted to provide Design Guardianship scope or Site Supervision scope, to assure design intent implementation throughout the construction and finishing works.

CONCEPT DESIGN PHASE

The concept design phase shall be divided into three stages, the first stage at 10% completion and the second stage at 50% completion and the third at 100% completion. At 10% the consultant shall submit 3 different design proposals showing building exterior and mass layout only for clients approval on direction. At 50% completion the consultant shall submit floorplans, elevations & sections for review, comments and approval which shall be required to proceed to the 100% completion stage. During this design phase the consultant shall provide the following;

- The Consultant shall prepare a Concept Design proposal for the project and provide an illustration of the architectural concept proposed for the property, with floor plans, perspective views and building elevations showing the structure(s) to be constructed.
- Establish principles of design, and the design philosophies and idioms, for the property. The choice of style of architecture should be influenced primarily by the nature of the surrounding areas, the zoning restrictions and requirements, the use of materials and the traditional identity of the locality. This should be presented through a written report.
- Define the massing of buildings, vistas, external circulation, topography, and vegetation.
- Establish limits of zoning heights and massing of buildings, taking into account any restrictions and constraints of the local by-laws, which should complement the style of architecture.
- Establish building and construction principles based upon the region's practices, but integrated with modern techniques of energy conservation, solar energy and protection against seismic hazards.
- The conceptual design shall indicate conformity to the local by-laws for Building and Town Planning.
- The Consultant shall assist in obtaining and collating all documents necessary for all of the required regulatory permits such as planning approval, Environmental Impact Assessment (EIA) etc. The owner will pay the requisite fees for the permits
- The Concept Design should consist of plans, massing studies, elevations studies, cross sectional studies, 3D studies including models and materials proposed for all aspects of the buildings and external works.
- The Concept Design shall be presented to the Client for approval and shall convey the overall design intent, supported by presentation drawings, a block model, architectural renderings, and other necessary materials considered appropriate for such presentations and approvals.
- The Design for utilities infrastructure shall address utilities distribution network and identification of service corridors; plants, their location and sizing; alignment and easements; systems guidelines; and materials.

- The Consultant shall take special care to accommodate for accessibility needs paying particular attention to the American with Disabilities Act (ADA), as a Client standard, designing to the minimum requirements.
- The Consultant shall commission geotechnical surveys prior to commencement of the work and as part of the site development.
- Submit a cost estimate in the range of $\pm 25\%$ accuracy with separate cost estimates and project package for each part of the project viz building, hard/soft landscape including roads.
- The Consultant will be required to make presentations to the Client / Project Management Team
- Based on the site visit and tentative survey, prepare a conceptual design package to represent the whole building/ facility. Site plan sketch which shall include but not limited to:
 - a) Magnetic North
 - b) Engineering Scale: Minimum 1-inch equals 20 feet.
 - c) Graphic scale
 - d) Legend
 - e) Existing spot elevations with benchmark and survey data
 - f) Finished floor elevations.
 - g) Existing utilities with future and new utility connections
 - h) Access and parking areas
 - i) Fire Fighting System
 - j) CCTV camera system
 - k) Biometric system placement for staff and team
 - l) Solar street lighting & fencing
 - m) Identify building physical security measures including landscape or other buffering measures for the building and site
 - n) Identify sustainable design concepts and strategies including building orientation, daylighting strategies, sustainable site strategies and energy conservation/renewable resource strategies, rainwater utilization strategy etc.
 - o) Cover all major building system selections like AHU, HVAC systems, roofing, exterior wall systems, plumbing and lighting.

SCHEMATIC DEVELOPMENT DESIGN PHASE

Based on the approved Concept Design Package, the Consultant shall prepare and issue a Schematic Package. The Schematic Design shall incorporate the approved concept into drawings and specifications suitable for public bidding.

DETAILED DESIGN DEVELOPMENT PHASE

Based on the approved Concept Design and Schematic Design Package, the Consultant shall prepare and issue a Design Development Package. The Detail Design shall incorporate the approved concept and schematic designs into drawings and specifications suitable for public bidding. The Design Consultant shall prepare the Detail Design documents for the work to include but not limited to the following (as applicable to the project)

TENDER AND CONSTRUCTION DRAWINGS AND DOCUMENTS DESIGN PHASE

Based on the approved Concept Design and Schematic Design Package, the Consultant shall prepare and issue a Design Development Package. The Detail Design shall incorporate the approved concept and schematic designs into drawings and specifications suitable for public bidding. The Design Consultant shall prepare the Detail Design documents for the work to include but not limited to the following (as applicable to the project)

DESIGN GUARDIANSHIP DURING CONSTRUCTION PHASE

During the Construction Phase the consultant shall make period site visits during the different construction stages up to snagging and handing over completion, for the purpose of ensuring design implementation to highest standards during the construction and finishing stages.

SITE SUPERVISION DURING CONSTRUCTION PHASE

The site supervision team from consultants' office shall supervise, monitor and inspect the construction and finishing works to handing over completion. The requirements of supervision is to provide senior engineer's with 10+ years of experience for each of the following trades (ARCH, MEP & CIVIL) for the duration of construction and finishing stages.

ARCHITECTURAL DRAWINGS

Shall include but not limited to the following;

- Architectural Cover Sheet (Project Data, Maps, Notes, etc.)
- Architectural Site Plan and Details
- Architectural Floor Plan (Dimensioned with notes, wall types, key notes, etc.)
- Door Types, Door & Hardware Schedules, Interior Door, and Window Details, etc.
- Exterior Door and window details and schedules
- Roof plan and details
- Building sections
- Walls sections
- Building elevations

- Interior elevations (Cabinet and Room)
- Reflected ceiling plan and details
- Plumbing plans and details
- HVAC plans and details
- Security system plans and details
- Equipment Plan and Notes
- Project Manual/Specifications Book
- Other drawings needed to define work and allow for competitive bidding

STRUCTURAL ENGINEERING DRAWINGS & NOTES

The Architect(s) shall be responsible for getting the detailed structural analysis and designs of select buildings/structures, as selected by the Foundation, vetted by structural engineers from reputed National/State Institutes as decided by the Foundation.

- Foundation Plan (with Details and Notes)
- Framing Plans (Details, Roof and Special Conditions)

MEP ENGINEERING DRAWINGS (MECHANICAL, ELECTRICAL AND PLUMBING)

The following is a general description of anticipated activities associated with the project by phase of work. The Consultant's proposal shall include all necessary activities required to complete the scope of work in accordance with this Request for Proposal.

- Mechanical Plan (HVAC with Equipment Schedules and Details)
- Electrical Plans (Power, Lighting, Fixture Schedules, and Details)
- Plumbing Plans (Wastewater, Domestic Water and other plumbing or electrical requirements)

INTERIOR DESIGN DRAWINGS, FF&E (FURNITURE, ART AND ACCESSORIES)

- Provide a layout for proposed fixed & loose furniture
- Select and prepare specifications and information necessary for procurement.
- Obtain Dealer/Manufacturer bids and make award recommendation to the Client.
- Coordinate with the Furniture Dealers and or Manufacturers to collect dimensional and critical information necessary for the completion of the construction documents.
- Prepare a floor finish plan and finish schedule.
- Prepare a wall finish plan and finish schedule.

LANDSCAPE DESIGN DRAWINGS (HARDSCAPE & SOFTSCAPE)

- Provide grading plans.

- Specifications & Bill of Quantities
- Coordinate landscape design with the architecture, civil and MEP
- Prepare all plans and specifications necessary for approval.
- Prepare Softscape Schedule (Plants & Trees) selection.
- Prepare Hardscape drawings BOQ & SPECS
- Prepare Irrigation Network drawings, BOQ & SPECS
- Prepare Lighting drawings, BOQ & SPECS

PERMITS ISSUANCE SUPPORT

The consultant shall assist (Client) or authorized office on behalf of client with any information/technical support needed for building, construction and operation licenses/permits issuance.

SCOPE NOT EXHAUSTIVE

The Scope of Services specified in the above paragraphs are not exhaustive and the Consultant shall undertake such other tasks as may be necessary to appraise the project financially, prepare the Drawings and Detailed BOQ, develop bid drawings & documents to complete the bid process for the Project.

FINANCIAL OFFER:

FEES FORMAT SCHEDULE REQUIRED FOR SUBMISSION OF CONSULTANTS FEES (APPENDIX VII).

- The consultancy submitted fees offer must include all overheads and profits inclusive of taxes and others
- The consultancy submitted fees offer must include all trades architecture, civil engineering, mechanical, electrical, plumbing, interior design – fixed furniture & equipment's FF&E, landscape design, (ARCH, CIVIL, MEP, I.D, & LS)
- The client may select from the consultants offers a) none, or b) one, or c) more than one of the below design stages with its related scope of works.
- The consultant shall require the written approval of the project Engineer for each work stage/phase prior to submitting invoice and moving to the following stage/phase

FEES STRUCTURE AND PAYMENT TERMS

- The fees are inclusive of all local travel cost.
- The fees are all levies and taxes as per the latest taxes and rules applicable, and inclusive of fees payable by the consultant to any other sub-consultant and associate. The necessary taxes such as income tax etc. as applicable will be deducted at source.
- During Construction Phase the Client shall select either or items No's 6 & 7
- The amount of fees for the consultant shall be paid in the following stages:

Stage	Description	Amount (% of the total fee)
PHASE I – DESIGN & ENGINEERING		
1.	Signing Amount	10%
2.	Conceptual Phase Completion with Broad Bill of Quantities (Unpriced)	30%
	a) 10 % Concept Stage-1 Fees	10%
	b) 50 % Concept Stage-2 Fees	10%
	c) 100 % Concept Stage-3 Fees	10%
3.	Schematic Phase Completion with Bill of Quantities (Unpriced) & Specifications	20%
	a) 50% Schematic Stage-4 Fees	10%
	b) 100% Schematic Stage-5 Fees	10%
4.	Detailed Design Phase Completion With Broad Bill of Quantities (Priced) & Specifications	20%
	a) 50% Detailed Design Stage-6 Fees	10%
	b) 100% Detailed Design Stage-7 Fees	10%
5.	Tender & Construction Documents Completion with detailed Bill of Quantities (Priced) & Specifications	20%
	a) Pre-Final Package Submittal Design Stage8 Fees	10%
	b) Final Package Submittal Design Stage-9 Fees	10%
PHASE II- CONSTRUCTION		
6.	Design Guardianship	
7.	Site Supervision (ARCH, CIVIL & M.E.P)	

TIME-FRAME

CONSULTANTS' SELECTION & AWARD TIMELINE

ACTIVITY	DATE
1.1 RFP Invitation	Monday, 13 th May 2024
1.2 Site Visit Date	Thursday 16 th May 2024
1.3 Deadline for Receiving Queries	Sunday 19 th May 2024
1.4 Submission Date	Saturday 25 th May 2024
1.5 Contract & Award	10 days
1.6 Start of Concept Design Phase	Sunday 2 nd June 2024

DESIGN & CONSTRUCTION TIMELINE

Design Phase		Duration
1.1	Concept Design Phase	4 weeks
1.2	Schematic Design Phase	3 weeks
1.3	Detailed Design Phase	3 weeks
1.4	Tender & Construction Drawings + BOQ & SPECS PHASE	4 weeks
Construction Phase		Duration
1.5	Design Guardianship	18 mo.
1.6	Construction Phase- Site Supervision	18 mo.

APPENDICES:

APPENDICES

- I. Project Design Brief
- II. OHF (Client)- Space Program
- III. Topography Survey Drawing (CAD)
- IV. Evaluation Criteria
- V. AKDN Green building guidelines
- VI. Plot Images
- VII. Fee Template Spreadsheet
- VIII. Plot Validity License

APPENDIX IV

EVALUATION CRITERIA (Out of 100 points)

A) TECHNICAL (50 points)

- | | | |
|------|---|-----------|
| i. | Previous Similar Projects/Company Profile | 10 Points |
| ii. | Organizational Structure/Team Qualifications | 10 Points |
| iii. | Key Players & Project Staff (Level of Seniority) | 10 Points |
| iv. | Detailing Capabilities-Level of Details-Sample working drawings | 10 Points |
| v. | Variety of Design Ideas & Approach | 10 Points |

B) FINANCIAL (50 points)

- | | | |
|-----|---|-----------|
| i. | Best Financial Offer (lowest) | 25 Points |
| ii. | Discount percentage (post negotiations) | 25 Points |