

# Agreement for Performance of Work

## Terms of Reference

This consultancy is requested by:

Unit:	Administrative Services Unit
Division:	Division, Administration and Finance

### 1. Purpose of the Consultancy

This document provides Terms of Reference (TOR) for tender and procurement to acquire **Architectural and Engineering Design for Gym Fit-out and Expansion** (Reference Package Number IW02), with the Project Background indicated under Section 2 of this document.

This package shall provide design information for the scope coverage specified in Section 4 and within the timeline specified in Section 3. Design information that will be provided by the Consultant shall be in clarity and agreement with the Owner.

### 2. Background

The Project is named “**WHO Roof Deck Redevelopment**” located in World Health Organization (WHO) Building, UN Avenue, Manila, Philippines, with main project goal of improvement/renovation of the building roof deck. Renovation will be split into three major components listed as (a) Gym Fit-out and Expansion, (b) Construction of Hydroponics Garden, and (c) Installation of Solar PV System.

### 3. Planned Timelines

Services for the scope under this TOR shall start on the date that official Purchase Order is issued by WHO and signed by the selected contractor. High level target durations including design, construction, and completion are as follows:

- |                               |             |
|-------------------------------|-------------|
| a. Contract Commencement Date | 15 Sep 2021 |
| b. Contract Completion Date   | 08 Apr 2022 |

### 4. Work to be performed

The scope of work to be done by the selected Architectural and Engineering (A&E) Designer(s), as herein authorized by the Owner, for the subject project herein referred to consists of professional services for the following:

- 4.1 Site inspection for data gathering (Note: The following documents shall be supplied by Owner)

- a. As-built document of roof deck including but not limited to MEPF trade, Structural, and Architectural trade,
  - b. Gym Equipment Schedule including a confluence of pegs.
- 4.2 Due Diligence by Securing Building Permit forms from the concerned Building Official's office, if applicable
- 4.3 Securing/establishing Basis of Design in reference to design pegs targeted by the Owner
- 4.4 Production of detailed drawings and specification to include:
  - a. Architectural Working Drawings Documentation Package inclusive of, but not limited to:
    - Floor Plans and Reflected Ceiling Plans
    - Elevations
    - Transverse and Longitudinal Sections
    - Utilities and Service Area Provisions
    - Exterior Features
    - Blow-up and/or Assembly Details
  - b. Interior Working Drawings Documentation Package inclusive of, but not limited to:
    - Interior Elevations
    - Furniture Layout
    - Schedule of Finishes
    - Gym Equipment Schedule
    - Coloured Perspectives
    - Material Board/Swatches
  - c. Electrical Engineering Package inclusive of, but not limited to:
    - Lighting and Switching Design Drawings
    - Power Layout(s)
    - Schedule of Loads / Electrical Design Analysis
  - d. Mechanical Engineering Package inclusive of, but not limited to:
    - Mechanical Design Analysis
    - Heating/Ventilating/Air-conditioning Design
    - Schedule of Mechanical Equipment incl. Specifications and Power Requirements
  - e. Fire Protection Engineering Package
  - f. Plumbing/Sanitary Engineering Package
  - g. Electronics Engineering Package
  - h. Specifications to include:
    - Material Specifications
    - Outline Specifications
    - Equipment Specifications
- 4.5 Tender Price Breakdown creation including quantity take-off sheet for the construction tender
- 4.6 Support for the preparation of tender and procurement
- 4.7 Preparation of 10 sets of For Permit documents
- 4.8 Initiates value engineering propositions and / or material substitution as deemed necessary
- 4.9 Response to Requests for Information and/or Approvals relevant to design scope
- 4.10 Attendance to weekly site meeting

#### Preliminary Design Phase/Basis of Design

- a. The A&E Designer shall consult with the Owner and its Authorised Representative to ascertain the requirements of the Project and shall conform such requirements to the owner. Minimum design requirements are as follows:

- The design shall provide soundproofing/acoustic solutions to the meeting room below the Gym Area
  - The design shall provide control measures/mitigation in order not to damage the existing thermal and/or moisture protection. As the case may be, the Consultant should still verify conditions of such, and that a recommendation will still be sought after as deemed necessary.
- b. The A&E Designer shall consult with the Owner, its Authorised Representative, and Commercial/Quantity Surveying Team the budget for the Project for design consideration.
  - c. The A&E Designer shall make ocular inspection of the site as part of due diligence.
  - d. The A&E Designer shall have an agreement with the Owner and/or its Authorized Representative the Basis of Design that will be the reference for the succeeding design stages.
  - e. The A&E Designer shall prepare Preliminary Design studies leading to the recommended solution together with a general description of the Project for the approval by the Owner.

#### Schematic Design Phase

- a. The A&E Designer shall have, but not limited to, the following coordinated information agreed with the Owner on this stage
  - Space Management/Planning, Orientations, Positioning
  - Lighting Concept/Strategy, Positioning
  - Floor and Ceiling Layout
  - MEP Access and Maintenance Strategies
- b. The A&E Designer shall have an initial coordination with the QS Team for Cost Planning Strategies for budget-design alignment.
- c. The A&E Designer shall anticipate clash detection strategies for the succeeding design stages.

#### Design Development Phase

- a. The A&E Designer shall produce the Detailed Design of the Project consisting, but not limited to, the following items:
  - Detailed and coordinated A&E Construction Drawings needed to implement/construct the design intent incl. plans, layouts, schedules, blow-ups for Architectural, Interior Design, Electrical, Electronics, Sanitary, Mechanical, Fire Protection, service-connected equipment and site works, ALL as deemed necessary.
  - Required specifications describing the type and quality of materials, finish, and manner of construction and the general conditions under which the project is to be constructed.
- b. The Detailed Design shall be sufficient and comprehensive for tendering and procurement for the contractor(s) and supplier(s), as well as it shall meet the requirements of information and compliance to codes and/or regulations of the governing authorities.
- c. The A&E Designer shall submit to the Owner and its Authorised Representative a coloured Perspective for visual idea of the Project.
- d. The A&E Designer shall secure a sign-off/agreement with the Owner and/or its Authorised Representative to formalize the completion of detailed design intent for the Project.

#### Construction Drawings/Contract Documents

- a. The A&E Designer shall produce the agreed detailed design drawings and specifications in ten (10) complete sets, signed and sealed, for the purpose of planning/building permit application.
- b. The A&E Designer shall provide complete construction drawings as part of tender/contract documents.
- c. The A&E Designer may opt to charge the Contractor for all printed materials, should the latter request for print-outs. The price shall be agreed and notified prior to procurement process.

#### Construction Phase

- a. The A&E Designer shall check and approve samples, schedules, shop drawings and other submissions only for conformance with the information given by the Contract Documents of the Contractors for submission to the Owner.
- b. The A&E Designer shall provide information should there be any design information required to further clarify the design intent.
- c. Should there be any design change or any concern arising from, but not limited to, clash detection, clarification of information, and so forth, the A&E Designer shall coordinate with the Owner and its Authorised Representative for agreement on direction.
- d. The A&E Designer will make periodic visits to the site to familiarize himself generally with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Construction Drawings. He will not be required to make exhaustive or continuous on-site inspections to check the quality of the work and he will not be responsible for the Contractor's failure to carry out the construction work in accordance with the Contract Documents. During such visits and on the basis of his observations progress of the work, will endeavour to guard the Owner and its Authorised Representative against defects and deficiencies in the work Contractors, and he may condemn work as failing to conform to the Contract Documents.
- e. The A&E Designer will attend weekly site meetings.

## 5. Technical Supervision

The selected Consultant will work on the supervision of:

Owner / Proponent:

Responsible Officer:	Ms Nguyen Thi Minh Ly Administrative Services Officer ASU/DAF	Email:	nguyenthim@who.int
Manager:	Mr Jeffery Kobza Director, Administration and Finance	Email:	Kobzaj@who.int

## 6. Specific requirements

6.1 Tender queries and proposal shall be sent and addressed only to:

Email address: [wproungm@who.int](mailto:wproungm@who.int)

6.2 Tender queries shall be sent within seven (7) working days upon the issuance of this TOR.

6.3 Tender submission date: 01 September 2021.

## **7. Competencies**

- 7.1 Duly licensed corporation organized/registered under the laws of the Philippines to conduct the scope specified in this TOR.
- 7.2 Possess necessary permits and registration certificates to render services in the A&E Design of Gym Fit-out and Expansion such as Business Permits, Bureau of Internal Revenue (BIR) registration certificates, Securities and Exchange Commission registration certificates, etc.
- 7.3 At least ten (10) years of experience in Architecture and Engineering Design for fit-out scope.
- 7.4 Capability to provide engineering, procurement, construction/installation, and may offer flexible financing solutions through collaboration of design with other project disciplines.
- 7.5 Capability to do as-found documentation to support the design intent.
- 7.6 Can immediately mobilise and execute the project to the agreed start date.
- 7.7 Must have a team of professionals assigned on the project for a day-to-day coordination with WHO and Project Management Team consisting of licensed engineers and skilled technicians for every discipline needed and highly trained in performing the tasks.
- 7.8 Can provide plant-based support/design solutions in case pre-fabrication of materials will be needed to avoid delays and faster project turn around.

## **8. Place of assignment**

- Manila, Philippines

## **9. Medical clearance**

- n/a

## **10. Travel**

- n/a

## **11. List of documents required for submission**

- 11.1. Permits and registration certificates needed to render services under this scope
- 11.2. Company Profile/Portfolio including indication of years of experience relevant to scope
- 11.3. Table of Organization of the design team that will be delegated for the Project and their corresponding CV's
- 11.4. Record of ongoing or built works relevant to the scope, and provide 2-3 case studies of relevant projects showing their complexities, challenges, strategies performed, and lessons learnt.
- 11.5. Record of three (3) Client feedbacks, commendations, or reference letters

- 11.6. Technical proposal describing project understanding, approach, and methodology to deliver the services required in this TOR
- 11.7. Timeline to deliver the scope
- 11.8. List of partners the A&E Designer can refer to provide smooth transition from design production to implementation/construction
- 11.9. List of codes, laws, and regulations governing the Project.
- 11.10. Financial proposal showing the rate and all relevant costs

## APPENDIX A. EVALUATION CRITERIA

No.	EVALUATION CRITERIA	Weight
<b>1.</b>	<b>RELEVANT EXPERIENCE</b>	
1.1	Ongoing and/or built works relevant to scope	25%
1.3	Specified the years of experience relevant to the Project and be able to provide 2-3 case studies of relevant projects showing their complexity, challenges, strategies done, and lessons learnt.	
<b>2.</b>	<b>ACCOUNT MANAGEMENT</b>	
2.1	Demonstrate relevant partnerships, if required, to deliver as per defined scope of services by showing/providing list of subconsultant the bidder can partner with.	20%
2.2	Team capability, structure, experience and resource readiness as to commitment to the Project by providing company profile describing organizational structure and CV's aligned to the outlined qualifications in the Terms of Reference.	
2.3	Good Client record by providing 3 commendation / reference letter from Clientele.	
<b>3.</b>	<b>PROJECT UNDERSTANDING AND METHODOLOGY</b>	
3.1	Understanding of the Project within the proposal.	30%
3.2	Manage, understand, and ability to deliver key dates and timelines.	
3.3	Offer project specific feedback and opportunities where relevant.	
3.4	Demonstrate understanding of the process required for the Project and partnerships required for successful approvals.	
3.5	Demonstrate understanding of market constraints and how design and construction quality and success can be managed.	
3.6	Demonstrate additional value add to the Project.	
3.7	Define design approach and critique opportunities and weaknesses	
3.8	Demonstrate the sustainability opportunities within the project and how WHO could be assisted.	
<b>4.</b>	<b>COMMERCIAL MANAGEMENT</b>	
4.1	Able to provide commercial elements relative to cost overrun mitigation/management.	10%
4.2	Demonstrate awareness of cost constraints and ability to work with Cost Managers and drive value through intelligent, value-considered design.	
<b>5.</b>	<b>HEALTH, SAFETY, AND ENVIRONMENTAL AWARENESS</b>	
5.1	Able to demonstrate health and safety planning through design.	10%
5.2	Awareness on the use of environment sustainable materials and its application for the Project.	
<b>6.</b>	<b>DESIGN TEAM AND CONTRACTORS</b>	
6.1	Provide interfacing strategies from design to construction.	5%
6.2	Able to provide list of partners that will to add value on smooth transition from design to construction.	