



Section II: Terms of Reference (ToR)

**Provision of Consultancy for the Design Review Services of the Eastern Partnership
European School Design**

Invitation To Bid

PROCUREMENT OF DESIGN REVIEW SERVICES For WORKS

RFQ Process No.: RFQ/2022/40619

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BACKGROUND

UNOPS mission is to expand the capacity of the UN system and its partners to implement peace building, humanitarian and development operations that matter for people in need. Working in some of the world's most challenging environments, our vision is to always satisfy partners with management services that meet world-class standards of quality, speed and cost effectiveness. UNOPS provides services in sustainable infrastructure, sustainable procurement and sustainable project management, with projects ranging from building schools, roads, bridges and hospitals to procuring goods and services and training local personnel. By assisting UN organizations, international financial institutions, governments and other development partners, UNOPS makes significant, tangible contributions to results on the ground.

UNOPS Design Review

UNOPS strategic focus places increased emphasis on national capacity development and sustainable approaches to project management, procurement and infrastructure services. A key objective is to be recognized as an organization that delivers world-class infrastructure and project management, which is both economically and socially sustainable, even in the most challenging environments. Within UNOPS, Implementation Practices and Standards (IPS) is responsible for UNOPS delivery practices. IPS provides thought leadership, standards and oversight as support to the successful delivery of programmes and projects within UNOPS service lines (infrastructure, procurement, project management, human resources and financial management services). IPS comprises the Infrastructure and Project Management Group and the Procurement Group which aims to reduce organizational risks, improve project performance, and promote excellence across UNOPS projects through the Standards Management Framework and provides organizational oversight on the application of standards. These groups also support the positioning of UNOPS in the UN system and development sector in Infrastructure, Project Management and Procurement

Within UNOPS, IPMG provides an organizational oversight function and considers the application of standards, guidance and best practice throughout the execution of programmes and associated projects.

The Design Review process has the role of assuring the quality of all infrastructure designs developed and delivered within UNOPS. The primary aims are to ensure that minimum requirements for life safety and functionality are maintained and to achieve a consistent, effective and efficient approach in infrastructure activities for our donors and beneficiaries.

SCOPE OF SERVICES

General

The design review company under this Terms of Reference (herewith referred to as ToR) shall provide professional expertise in all areas of architectural and engineering consulting services for the Design Review of the Eastern Partnership European School Detailed Design.

The content of the Detailed Design is indicated in the point below.

Detailed Design

The Detailed Design of the Eastern Partnership European School involves four main parts:

1. Architectural, with the construction of two main buildings – Academic Building and Dormitory Building –

The Academic building includes the construction of a) administrative block b) auditorium c) theatre d) indoor sport pavilion and e) academic block. This academic building has four floors (1 underground floor and three over ground floors) with a total area of 6834 sqm.

The Dormitory building has four floors, and includes a large lounge in the ground floor and separate rooms for boys and girls in floors 1 to 3. The total area of the building is 2206sqm

2. Civil works: including the access roads, internal paths and retaining structures.

The school will have two main access roads for the vehicles, on the Academic building and the Dormitory building, internal pedestrian pathways as well as retaining structures (retaining walls) on the perimeter of the plot as well as in its interior.

3. Landscaping, which includes the earthworks, gardening and furniture for the whole plot area (26090 sqm)

These gardening works include elements as:

1. Vegetable garden
2. Aroma/ herb garden
3. Sculpture garden
4. Nature trail
5. Outdoor performance area (Amphitheater)
6. Pavilions/ Gazebos
7. Meditation Space
8. Green House

4. Outdoor Sport facilities: which involved the design of one (1) rugby field, two(2) basketball courts and one(1) volleyball court.

The Detailed Design will include the following Documents:

1. Executive Summary of the Design Stage;
2. Architectural Detailed (Shop) Drawings (plans, sections, facades, details, schemes & specifications of doors & windows, hydro insulation and thermal insulation details, units and etc.) in scales 1:100, 1:50, 1:25, 1:10, 1:5;
3. General Location and Master Plans in scales 1:500, 1:1000, 1:2000;
4. Final Visual and Photographic material for the Architectural & Landscaping solutions;
5. Landscape Detailed Design Drawings (including finalized masterplans, vertical planning, rainwater management solutions, layout plan of soil retaining walls and detailed drawings of these structures, placement of walkways/roads and greenery);
6. Detailed Drawings of small architectural forms and characteristic architectural-construction details – benches, sheds, decorative lamp poles, etc.
7. Final Structural Calculation Report, featuring detailed description of used FM model, loads, safety factors, results and etc. (the digital version of calculation model must also be provided), the final report must be based on and include the Seismic Microzoning Report for the site, if requested;
8. Structural Detailed (Shop) Drawings (layouts, reinforcement plans and details, installation schemes, material and technical specification, etc.);
9. Mechanical & Electrical Detailed (shop) Drawings (layouts, details, axonometric schemes, installation schemes, fire protection design, material & technical specification, etc.);
10. Weak Current Detailed (shop) Drawings (layouts, details, installation schemes, material & technical specification, etc.);
11. Interior Detailed Design (shop) Drawings (layouts, details, renders, furniture & fixture details, installation schemes, material & technical specification, etc.);
12. Detailed Design Stage BoQs included in each part of project documentation in Excel MS format for all works to be implemented; Cost estimations (unit rate breakdown by resources and summarized unit rates);
13. Evaluation of need of specific structures/measures for erosion/landslide prevention measures and detailed design of such measures, if needed;
14. Detailed Design of Utility Networks within the Project Land Plot (distribution from city connection points to the Buildings of the School Complex);
15. Detailed Technical Specifications;
16. Plans of preventive protection measures (the Fire Protection codes & standards, evacuation routes);
17. Detailed Construction Schedule (created in MS Project or similar software, featuring all the Construction activities, methodology, material submission/approval processes, testing, commissioning and etc).

The Detailed Design has been developed on base of the Schematic Design, which files are attached to this ToR as a reference of the supplier to better understand the scope of the Design Review.

Main Services

The design review supplier shall carry out a technical review of the Detailed Design package or documentation as submitted in the instruction from the awarding CO, MCO or project team.

The depth of the review will be in accordance with the ascribed design stage and infrastructure and technical planning element of the specific instruction.

As a result of the design review, the supplier will issue a Design Review Report including all Design Review Checklists noting the corrections or approval of all elements of the design.

Mandatory Review Requirements

Qualifications and Expertise

The services shall be carried out in accordance with architectural and engineering design professional practices following the recognized design procedures and standards which have been specified in this ToR, as well as UNOPS Contract for Consultancy Services for Works as contained in with this RFQ.

The supplier's scope of services is to cover all activities necessary to accomplish the stated requirements of these services, the scope of services shall include all the suppliers' resources necessary to achieve the activities and requirements specified above and in doing so, the supplier shall execute all prescribed project design review activities.

The design review supplier must demonstrate expertise and experience in the following generic architectural and engineering disciplines to the levels indicated:

Disciplines and specialist expertise

Key Disciplines:

- Architecture
- Civil Engineering
- Structural Engineering
- Mechanical Engineer
- Electrical and HVAC Engineer
- Hydraulic/Water Engineering
- Quantity Surveying
- Geotechnical engineering
- Transport Engineering
- Environmental Engineering

Design Documentation

The design review supplier will be required to review the full range of design documentation associated with the design review instruction and may include, but not be limited to, the following:

- Design Report
- Site surveys and assessment
- Preliminary technical investigations (geotechnical, topographic, hydrologic, environmental, traffic, seismic, archeological, environmental, etc.)
- Drawings
- Technical Calculations
- Technical Specifications
- Bill Of Quantities

Design Standards

UNOPS implements infrastructure projects in a broad range of countries, and whilst each country has building code/regulations and an authority that reviews or approves building designs, there are still countries where there are no national building codes. In a context where there are no national building codes, UNOPS minimum requirements as outlined in the UNOPS design planning manuals: [Design Planning Manual for Buildings](#), [Design Planning Manual for Transport Infrastructure](#) and [Technical Guidance for Prison Planning](#), will serve as guidelines.

However, the manuals as such are not intended to supersede existing building codes and guidelines. The design review supplier must be aware or familiarize themselves of the existing standards in project country and ensure that any design solution identifies matches or exceeds country standards. Where national building codes do not meet UNOPS stipulated minimum design provisions, the UNOPS design manuals become the default standard for the supplier to follow.

The UNOPS design manuals and any national or international building codes in application in the project must be jointly applied, and compliance with the more stringent standard is required.

If required, the design review supplier must seek additional information or explanation from the design practitioner/awarding office to understand the rationale and context for solutions contained in the design.

Occupational Health & Safety Design Considerations

UNOPS endeavors to design and implement infrastructure projects in a manner that ensures that reasonable measures are taken to prevent personal injuries, illnesses and damage to property. The Design Review supplier shall be responsible to ensure:

- How the design will affect the health and safety of those who will interact with the infrastructure throughout its lifecycle, from the construction stage and through the operations and maintenance on completion and handover of the infrastructure from UNOPS to end users.
- That health and safety risks arising from the design during construction are eliminated or minimized.

Environmental Impact and Sustainable Infrastructure

The design review supplier must ensure that the design solution addresses all aspects of the UNOPS policy for Sustainable infrastructure, wherein UNOPS has committed to design and implement infrastructure projects in a manner that respect the principle of social and environmental responsibility, including preventing or mitigating adverse impacts on the environment and identifying opportunities for improved environmental performance.

The design review supplier must ensure that the identified design solution meets the functional statements of the UNOPS Design Planning Manual for Buildings and any other relevant UNOPS manuals, where the issues of green technology, climate change adaptation and environmental imperatives are highlighted and ensure that the environmental screening, as indicated in the manual has been applied . If the design review supplier identifies the possibility of negative social or environmental impacts, it must raise this risk with the awarding MCO, CO or project team.

In the case of higher environmental and social assessment criteria being in place in the project country, as confirmed in the relevant design brief, this should also be reviewed.

Design Reviewers Liability

The Design Reviewer's liability shall be limited to evaluating the compliance of the design against the minimum requirements set out in the applicable design planning manual and shall not include any liability for the design itself, which shall remain with the original designer.

Language of Service Delivery

The deliverables of the supplier shall be written in English language.

Technical Deliverables

Design Review Report, Design Review Checklist and Certificate of Design Compliance

The design review supplier will issue a Design Review Report including all Design Review Checklists noting the corrections or approval of all elements of the design. The purpose of the Design Review Report and Checklist is to confirm that the minimum standards have been met and provide assurance to the UNOPS Project Manager that the design is ready to be submitted for a compliance check with UNOPS IPMG Design Review Unit for the final assurance review and issuance of the Design review Certificate.

The **Annex I** of this ToR includes the template of the Design Review Checklist.

Schematic design is attached to the RFQ as annex II.

The design review supplier will ensure that all relevant disciplines are included in any given design review activity and according to the technical content of the activity.

The design review feedback shall be submitted in the agreed format with associated annexures, drawing markups, calculations and the like, required to explain or clarify the design review comments to the design practitioner and awarding office simultaneously.

In all cases, review outputs for the Detailed Design will be delivered in accordance with the following schedule:

1. First instance review (60%). A complete design review report (in an Excel sheet format) including review comments on the Scope of Service's items listed above containing the supplier observations.

2. Second instance review (30%). The second round of review should consist of a review of the responses provided by the UNOPS project team to the report submitted above - softcopy in English with responses to round one of questions/clarifications from the project team, consolidated and issued as a revision to the comments log.

3. Close-out review, if necessary (10%). A meeting/conference call with the supplier review team and UNOPS project team to issue a final design review report - softcopy in English with responses to round two and summary of any resolution brought during the call to summary questions/clarifications from the project team, consolidated and issued as a revision to the final comments log as final report.

Key evaluation steps that may be included in a design review instruction may include, but are not limited to:

- Review of Site Survey & Assessment reports related to the design
- Completeness of overall design package and alignment to appropriate Codes and Standards
- Review of the design drawings package and technical reports, calculations and specifications
- Review of the BoQ quality and content;
- Review and cross checks of the structural calculations including critical nodes
- Checks to ensure that all aspects of design have been completed and incorporated, related to services maintenance, operational implications and health, safety and sustainability considerations

The design review supplier will receive design review requests as dictated by the Project manager for projects implemented by the CO, MCO or project team. Under the overall design management of the UNOPS Project Manager; the design review supplier will be required to review the Design Practitioner's response to comments and revised documentation and, if necessary, provide further comments, until the associated Design Review Checklist is completed.

A Conditional Certificate of Design Compliance may be issued by UNOPS IPMG DRU if the design is shown to meet minimum requirements and is completed at 90% definition, however there may be details and or minor information missing in the design which the Design Practitioner needs to close out. The design review supplier will need to confirm and accept these before the final certificate is issued.

The design review supplier will issue the completed and final versions of the Design Review Checklist and Report to the UNOPS Project manager of the awarding office. The awarding office will issue all technical deliverables to IPMG.

IPMGDRU will then conduct a final review of the Design Review suppliers Report and documentation and upon approval of the design issue the Certificate of Design Compliance.

CONTRACT REQUIREMENTS

Commencement and duration of services

The design review supplier shall be expected to commence the services typically within 5 days following the receipt of an instruction for design review services between UNOPS and the design review supplier.

The foreseen commencement date of the services is the last week of February 2022.

The time for completion of each instruction of the CO, MCO or project team shall be agreed between UNOPS and the Design Review supplier stipulated in the associated Agreement and will be dependent on the complexity and volume of the design documentation package to be reviewed. Likewise, the professional expertise to be provided for a given instruction will also be specified and agreed in the instruction.

The time schedule for the delivery of the First Instance Review from the supplier shall be **TEN (10) NATURAL DAYS**, from the date the full package is received by the supplier.

The time schedule for the delivery of the Second Instance Review from the supplier shall be **FIVE (5) NATURAL DAYS**, from the date the UNOPS replies are received by the supplier.

The delivery should consider due recognition for both the overriding requirement for a competent review, and the time constraint requested by the Project Team.

Where possible, reviews shall be conducted in parallel The format for the Contract for Consultancy Services for Works is attached to the RFQ

Cost and Payment of supplier's Services

The supplier will price the services according to the table 1 and 2 of the Form B: Price Schedule Form. In such a table the supplier has to state the daily rate (EUR/GEL per day) per each specialist and the number of specialists needed to complete the design review.

Any additional specialized resources, not listed below in the pricing template, may also be used to fulfill the specialized review requirements of a particular specialty by inserting the engineering discipline. However, payment will be based on the actual hours worked against applicable rates. The rates specified in the Returnable bidding forms must be fixed amounts and cannot be modified unilaterally by the supplier.

With the completion of a review for each Instance, the supplier will submit an invoice to UNOPS for the costs of review. The invoice will be accompanied by a timesheet detailing the resource name, discipline, expert level, and the hours worked on that particular review.