



## REQUEST FOR PROPOSAL (RFP)

<b>DESCRIPTION: Architectural and Engineering Services for the Design a pilot Model Police Station in Tripoli</b>	DATE: 06 November 2017
	REFERENCE: RFP/LBY/ SLCRR/2017/036

Dear Sir / Madam:

We kindly request you to submit your Proposal for Architectural and Engineering Services for the Design a pilot Model Police Station in Tripoli.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before 20<sup>th</sup> November 2017, 14:00 hrs. (Tunisia time) and via email, courier mail or fax to the address below:

UNDP Libya, based at Tunis – Tunisia.  
Rue du Lac Windermere, Les Berges du Lac, 1053 Tunis, Tunisia  
**Attention:** Procurement Unit  
Proposals submitted electronically to be sent at [tenders.ly@undp.org](mailto:tenders.ly@undp.org)

Your Proposal must be expressed in the English Language and valid for a minimum period of 90 days from the date of deadline for submitting the offers.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Ermira Basha,  
Operations Manager,  
UNDP Libya

## Description of Requirements

Context of the Requirement	<b>Architectural and Engineering Services for the Design a pilot Model Police Station in Tripoli under Strengthening Local Capacity for Resilience and Recovery in Libya Project</b>
Technical Component	<p>UNDP's project 'Strengthening Local capacities for Resilience and Recovery' is a three-year EU funded initiative, aiming at supporting local authorities in Libya to respond to the many conflict and human mobility induced challenges - by strengthening the local resilience and recovery mechanisms - that impact negatively citizens' access to essential services, sources of livelihoods, the social cohesion and security of communities.</p> <p>The project – which will be implemented through conflict-sensitive approach - will offer support to local actors in achieving concrete results in three areas: 1) service delivery; 2) social cohesion and community security; and 3) livelihoods and local economic recovery/development. Within the second output, the project will support local governments to enhance local stability and security for the entire population in the selected locations. Strengthened collaboration between local authority staff, immigration officials and rule of law institutions is needed to effectively identify potential victims, provide necessary assistance to current victims.</p> <p>Based on joint analysis conducted by the Joint Technical Working Group for the Rule of Law and Security Sector, the project will provide support in strengthening police handling of the criminal justice chain, via creation of one 'model police station' to act as a pilot project for reform. The design of the 'model police station' will aim to adhere closely to the unique Libyan policing context, and overcome those institutional dysfunctionalities by adopting regional best practices.</p>
Technical Component of the proposal should include	<p>The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:</p> <p>a) <u>Description of the Firm and the Firm's Qualifications:</u> A brief description of your firm/institution and an outline of recent experience on projects of a similar nature, including experience in the country and language concerned. You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability and financial and managerial capacity to provide the services.</p> <p>b) <u>Understanding of the Requirements for Services, including Assumptions:</u> Include any assumptions as well as comments on the data, support services and facilities to be provided by the Government as indicated in the TOR, or as you may otherwise believe to be necessary.</p>

	<p>c) <u>Proposed Approach, Methodology, Timing and Outputs:</u> Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person-months in each specialization that you consider necessary to carry out all work required.</p> <p>d) <u>Proposed Team Structure:</u> The composition of the team which you would propose to provide in the country of assignment and/or at the home office, and the work tasks (including supervisory) which would be assigned to each. An organogram illustrating the reporting lines, together with a description of such organization of the team structure, should support your proposal.</p> <p>e) <u>Proposed Project Team Members:</u> The curriculum vitae of the senior professional members of the team.</p>
No. of copies of Proposal that must be submitted [if transmitted by courier]	<p><u>One original and Two copies</u>, submitted in a hard copy.</p> <p>The offer shall be composed of two separate sealed envelopes, including one for technical proposal (one original and two copies)</p>
Proposal Submission Address	<p>UNDP Libya, based at Tunis – Tunisia. Immeuble Le Prestige Business Center (Second Floor), Tour E et D, 2ème étage, Rue du Lac Windermere, Les Berges du Lac, 1053 Tunis, Tunisia Attention : Procurement Unit: Tender Reference: RFP/LBY/SLRR/2017/036</p>
Conditions and Procedures for electronic submission and opening	<p>Offers should be submitted electronically with proof of postage dated prior to the deadline. The <b>financial offer</b> should be provided separately to the technical proposal.</p> <p>The <b>financial proposal</b> should be <b>password protected</b> and the password should not be sent to UNDP unless requested by UNDP if the proposal is deemed technically qualified. You will have 24 hours to respond to the request for password from UNDP.</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:tenders.ly@undp.org">tenders.ly@undp.org</a></p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF files only,</p> <p><input checked="" type="checkbox"/> Financial offer</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB</p> <p><input checked="" type="checkbox"/> Max. No. of transmissions: 5 (five) for technical proposal and 1 (one) for financial proposal</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one)</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for the Technical Proposal “Architectural and Engineering Services for the Design a pilot Model Police Station in Tripoli”</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for the Financial Proposal:</p>

	Financial Proposal for “Architectural and Engineering Services for the Design a pilot Model Police Station in Tripoli”			
List and Description of Expected Outputs to be Delivered	UNDP is seeking for qualified offerors to provide Architectural and Engineering Services for the Design a pilot Model Police Station in Tripoli as specified in the TOR annex 2 of this RFP			
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager of Strengthening Local Capacity for Resilience and Recovery in Libya Project</i>			
Frequency of Reporting	<i>Company will be reporting to Project Manager on regular weekly basis, and/or as agreed during contract negotiating stage</i>			
Progress Reporting Requirements	Refer to TOR			
Location of work	<input checked="" type="checkbox"/> At Firm/institution’s Location			
Expected duration of work	60 Days			
Target start date	01 December 2017			
Travels Expected	As per the TOR			
Special Security Requirements	Firm/institution will take full responsibility over the safety and security of the people involved in contract implementation			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required Offeror must provide work implementation timeline for each design element			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required  Provide evidence that the proposed personnel possess necessary expertise, skills and certifications.			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars			
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release
	paid upon	30%		Within thirty (30)

	<p>satisfactorily accomplishment and submission of deliverables outlined in stage 2 outputs</p> <p>paid upon satisfactorily accomplishment and submission of deliverables outlined in stage 3 outputs</p> <p>paid upon satisfactorily delivery and submission project requirement and deliverables outlined in stage 4 and all final contract outputs</p>	<p>40%</p> <p>30%</p>		<p>days from the date of meeting the following conditions:</p> <p>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice from the Service Provider.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>Project Manager of Strengthening Local Capacity for Resilience and Recovery in Libya Project</i>			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm: <b>280 points</b> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan: <b>210 points</b> <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel: <b>210 points</b> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Where "x" is the price of the lowest proposal, and "y" is the price of any other proposal. The percentage score for price allocated to the lowest</p>			

	proposal will be 30 points, and to any other proposal x/y times 30.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR (Annex 2)
Contact Person for Inquiries (Written inquiries only)	<p>Please refer all queries to <a href="mailto:procurement.ly@undp.org">procurement.ly@undp.org</a> <b>5 days prior to offer submission deadline</b></p> <p><i>Note: This email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.</i></p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

<p>Required Documents that must be submitted to Establish Eligibility of Proposers</p>	<p>a) <b>Company Profile,</b> which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.</p> <p><b>b) Certificate of Registration of the business,</b> including Articles of Incorporation, or equivalent document if Bidder is not a corporation. International Bidders must provide proof of registration to operate in Libya or Registration of Libyan Partner organization/company with whom the implementation of the contract will be carried out.</p> <p>If the bidder is a Joint Venture (JV) or a Consortium, provide legal agreement to that effect. Further, the proposal should indicate who is the lead entity in the JV/Consortium;</p> <p>c) <b>Past relevant contracts</b> indicating Client name, duration of the contract, value of the contract and brief description of outputs delivered by the offeror</p> <p>d) <b>At least two references letters'</b> from the top clients (in terms of contract value) which was executed within the past three years</p> <p>e) All information regarding any past and current litigation during the last five (5) years, in which the offeror is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</p> <p>f) Structure of the proposed team; Names and relevant positions of the key personnel that will perform the services.</p> <p>g) Detailed breakdown of proposed implementation timeline.</p> <p>h) Written confirmation from each personnel that they are available for the entire duration of the contract</p>
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## Evaluation Criteria

The submitted proposals will be subject to a preliminary examination to verify the authenticity and completeness of proposals, and then a detailed evaluation will be conducted.

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared.

Only proposals that achieve above the minimum of 490 points (i.e. at least 70% of the total 700 points) on the substantive presentation shall be reviewed for price.

The technical proposal is evaluated based on its responsiveness to the Term of Reference (TOR).

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Specific Experience of the Firm relevant to the assignment	40%	280
2.	Technical Approach, proposed Methodology and Management Work Plan	30%	210
3.	Personnel	30%	210
<b>Total</b>			<b>700</b>

Technical Proposal Evaluation Form 1		Points obtainable
<b>Expertise of the Firm/Organization</b>		
1.1	<ul style="list-style-type: none"> <li>• Reputation of Organization and Staff / Credibility / Reliability / Industry Standing</li> </ul>	25
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> <li>- loose consortium, holding company or one firm -20</li> <li>- age/size of the firm -20</li> <li>- strength of project management support -20</li> </ul>	60
1.3	<ul style="list-style-type: none"> <li>• Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)</li> </ul>	25
1.4	Relevance of: <ul style="list-style-type: none"> <li>- Demonstrated expertise and experience of architectural and Engineering Services for the design in civil, mechanical, electrical engineering, etc. (30 marks)</li> <li>- Experience in development of comprehensive Scope of Works, Bill of Quantities, and Drawing and Designs (30 points)</li> <li>- Experience in preparation of tender package for</li> </ul>	170

	<p>humanitarian organizations/NGOs/Government institutes – (20 marks)</p> <ul style="list-style-type: none"> <li>- Similar design projects completed in the past – at least 3 similar projects (45 points)</li> <li>- Experience with projects in the Middle East Region (10 points)</li> <li>- Work for UNDP/ major multilateral/ or bilateral programmes (15 points)</li> <li>- Experience / Expertise in Libya (20 points)</li> </ul>	
		<b>280</b>

Technical Proposal Evaluation Form 2		Points Obtainable
2.1	To what degree does the Offeror understand the task?	20
2.2	Have the important aspects of the task been addressed in sufficient detail?	20
2.3	Are the different components of the project adequately weighted relative to one another?	10
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	30
2.5	Is the conceptual framework adopted appropriate for the task?	40
2.6	Is the scope of task well defined and does it correspond to the TOR?	70
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	20
<b>Total Form 2</b>		<b>210</b>

Technical Proposal Evaluation Form 3		Points Obtainable	
3.1	<b>Project Manager/Senior Architect</b>	50	
	- General Qualification (advanced engineering studies)		15
	- Professional Experience in the area of specialization		15
	- International Experience		10
	- Experience in region		5
	- Language Qualifications (Proficiency in English Language)	5	
3.2	<b>Police facility planner</b>	40	
	- General Qualification		10
	- Professional Experience in the area of specialization		15
	- International Experience		5
	- Experience in region		5
	- Language Qualifications (Proficiency in English Language)	5	
3.3	<b>Civil Engineer</b>	30	
	- General Qualification		10

Technical Proposal Evaluation Form 3		Points Obtainable
	- Professional Experience in the area of specialization	10
	- Experience in region	5
	- Language Qualifications (Excellent English and Arabic language skills)	5
3.4	<b>Electrical Engineer</b>	30
	- General Qualification	10
	- Professional Experience in the area of specialization	10
	- Experience in region	5
	- Language Qualifications (Excellent English and Arabic language skills)	5
3.5	<b>Mechanical Engineer</b>	30
	- General Qualification	10
	- Professional Experience in the area of specialization	10
	- Experience in region	5
	- Language Qualifications (Excellent English and Arabic language skills)	5
3.6	<b>Information and Communication</b>	30
	- General Qualification	10
	- Professional Experience in the area of specialization	10
	- Experience in region	5
	- Language Qualifications (Excellent English and Arabic language skills)	5
	<b>Total</b>	<b>210</b>

## Terms of Reference

### Architectural and Engineering Services for the Design a pilot Model Police Station in Tripoli

#### 1. Background:

UNDP's project 'Strengthening Local capacities for Resilience and Recovery' is a three-year EU funded initiative, aiming at supporting local authorities in Libya to respond to the many conflict and human mobility induced challenges - by strengthening the local resilience and recovery mechanisms - that impact negatively citizens' access to essential services, sources of livelihoods, the social cohesion and security of communities.

Based on joint analysis conducted by the Joint Technical Working Group for the Rule of Law and Security Sector, the project will provide support in strengthening police handling of the criminal justice chain, via creation of one 'model police station' to act as a pilot project for reform. The design of the 'model police station' will aim to adhere closely to the unique Libyan policing context, and overcome those institutional dysfunctionalities by adopting regional best practices.

#### 2. PROJECT NEEDS:

The existing police station located in Hay Al Andalus area of Tripoli, operates beyond the current facilities capabilities, it deals with overcrowding and suffers from lack of appropriate infrastructure. The current space areas and size remain limited. Through this RFP process, it is proposed to construct a new police facility (to serve as pilot 'model police station' for the rule of law reform), which will meet its current and future demands for a fully functioning, efficient and effective police force.

In this context, it is proposed to construct a new model police station, of preliminary estimated net area of 400 square meters, in place of the existing old building (which should be demolished) adjacent to the currently functioning police station located in Hay Al Andalus, Tripoli, Libya. The new model police facility shall provide the essential space needs, in compliance with the requirement of the national and international Standards, as well as the budget availability.

The new police facility shall house the needed space for the offices, a community meeting room, administrative room, public counter, briefing rooms, lockers, rooms, armory, evidence processing area, records storage, secure parking areas, secure police parking, public areas and landscaping.

#### 3. SCOPE OF WORK

UNDP is seeking the professional services of an international firm/institution, to include Design Team (architecture/engineering and police facility planner team) with experience in police facility design and capable to conduct: space analysis, cost analysis, and design and documentation in compliance with applicable codes and Standards. In coordination with UNDP Project Manager (who will liaise to the Joint Technical Working Group on Rule of Law and Policing), the Ministry of Interior and the Police Commander, the successful proposer chosen by the evaluation committee shall provide pre-design, schematic design, and design development, as well as should produce tender documents services.

Analyze current police facilities to identify space needs at the existing level of services and concluding

with a forecast of future space needs to achieve the right balance of space in a continuously evolving environment. This will include current site evaluation, facility condition analysis, programming, and conceptual budgeting for project and construction costs.

The Firm/institution will be required to participate in the pre-bid meeting during the tendering process and to reply to firm/institutions' queries concerning the tender documents. The Company will also be required to reply to queries during the construction process if needed and to make corrections to any mistakes or faulty designs discovered during construction.

#### **a. SOIL INVESTIGATION**

The work shall be carried out in accordance with the standard method. The firm/institution shall be responsible for arranging the required soil test activity. The firm/institution shall develop all pertinent geotechnical design parameters based on findings from field investigation, analysis results. All geotechnical laboratory and field work shall be based on standards set forth by ASTM International code. Firm/institution shall not use DIN standards. Standard penetration test (SPT) shall be performed per ASTM D1586.

Firm/institution shall submit the Geotechnical Report as part of the design package.

#### **b. SITE TOPOGRAPHIC SURVEY**

The firm/institution shall perform a topographic survey of the site, adapt the Site Plan to the conditions applicable for specific location; prepare a complete proposed grades, and building finished floor elevations based on the technical requirements; prepare a landscaping plan; prepare a water supply, and connection lay out plan. If there is a requirement for on-site demolition, the firm/institution shall prepare and submit a demolition plan for that particular site.

The finish floor elevation of all facilities and slabs on grade shall be a minimum of 450 mm above the adjacent finished grade. The firm/institution shall provide drawings and details to describe any adaptations to the standard design that shall be required for this construction site.

#### **c. CIVIL SITE DEVELOPMENT**

The firm/institution shall prepare plat or plan of property as part of the design package consists of a Boundary Survey of Police Station. The survey shall show the closure of the property boundary consisting of identifying all property corners, establishing horizontal and vertical control listing all bearing and distances of property lines from the centerline of all adjacent roads.

The firm/institution shall place property corner markers and a monument on the property showing site elevations. The survey design shall include topographic map and the locations of all building corners, structures, major trees, road right of ways, names of roads, easements, right of ways, setbacks, parking and paving areas, stoops, sidewalks and walkways, above ground utilities, electrical locations. The firm/institution shall identify and show perimeter barrier, fences, temporary guard houses and entry point structures (if any). The firm/institution shall locate the facilities in general agreement with the drawings included and any requirements in the Scope of Work. All site features shall be clearly defined and dimensioned on the site plan. Road and parking areas shall be designed for turning radius of the vehicle entering the building area. The site plan shall show geometric design of the site, including applicable dimensions of all exterior facilities, mechanical equipment, pavements, utilities, etc. Required

facilities are described in the following sections of this specification. All site plans and master plans shall be drawn in the following projection and datum for UNDP.

**d. ARCHITECTURAL**

The firm/institution shall provide site adapt design of standard building designs, and civil infrastructure as specified herein: The firm/institution shall perform this work as a Site Adapt contract in accordance with the requirements stated herein and in ‘Technical Requirements. Site Adapt work shall be the responsibility of the firm/institution and submitted for review to UNDP.

Firm/institution shall design all features (architectural, structural, civil, mechanical, plumbing, and electrical, etc. firm/institution shall submit complete Design Analysis, Plans and Specifications for all Design Submittal stages required by UNDP.

All necessary information (design analysis, plans and specifications) shall be submitted for review and approval by UNDP.

UNDP Project Manager and the Engineer shall be informed of all changes to coordinate a modification.

**e. DESIGN SUBMITTAL AND PROJECT SCHEDULE**

The following is an internal design schedule .The design submittal milestones are described in Section ‘Submittal Procedures for Design Project’ in this document. Overall time constraints are required and cannot be changed except by contract modification. The successful firm/institution shall be required to submit a complete schedule for design that meets or exceeds the overall time goals of UNOPS for this project. Note the design phase only includes site work (civil discipline); all other designs are inclusive as part of the contract and provided to the firm/institution. The firm/institution is referred to’ Submittal Procedures for Design Project and detailed requirements for each design submittal as follows.

1. Notice To Proceed (NTP)	Following Contract Award (upon written Notification)
Design Phase Basic Services Pre-Construction	within 10 calendar days from NTP Conference
10% Site Design Submittal including discussion	within 20 calendar days following NTP and approval
65% Design submittal including approval Design	15 calendar days following approval of 10%
90% Design submittal including approval Design	15 calendar days following approval of 65%
Total (100) Design Period	60 calendar days from NTP

**f. MATERIAL STRENGTHS AND STANDARDS**

The firm/institution should use the IBC and recognized international standards to provide sound structural design.

## **f.1 LIST OF CODES AND TECHNICAL CRITERIA**

The following codes and technical criteria and those referenced therein shall be required for the contract. References within each reference below shall be required and adhered to. If there is conflict in the criteria the most stringent requirement shall be applied. This list is not exhaustive and is not necessarily complete.

ACI 301M Specifications for Structural Concrete (ACI) American Concrete Institute

ACI 318 American Concrete Institutes (ACI) for Structural Concrete,

ACI 530/ASCE 5/TMS 402, American Concrete Institutes (ACI) for Masonry

AISC 360 Specifications for Structural Steel Buildings American Institute of Steel Construction

ASCE 7, Minimum Design Loads for Buildings and Other Structures

AWS D1.1-04, Structural Welding Code Steel, American Welding Society

NFPA 1, General Fire Protection,

NFPA 80, Fire Rated Doors and Windows,

NFPA 101, Life Safety Code,

NFPA 221, Standard for Chimneys, Fireplaces, Vents, and Solid Fuel Burning Appliances

NFPA 1141, Site Fire Protection

IBC 2006 Design: General Building Requirements,

ICC A117.1, (International Code Council). Design Build Technical Requirements,

IBC 2006 Pavement Design for Roads, Streets, Walks, and Open Storage Areas

IB2006 General Provisions and Geometric Design for Roads, Streets, Walks, and Open Storage Areas

IB2006 Structural Load Data,

IB2006 Structural Design Criteria for Buildings,

## **g. SUBMITTAL PROCEDURES**

### **g.1 DESIGN DATA**

Firm/institution shall calculate analyses or other data pertaining to a part of work. Design submittals, design substantiation submittals and extensions of design submittals.

### **g.2. DESIGN SUBMITTALS**

a. Firm/institution furnished design submittals are the various design documents which primarily consist of field investigations, calculations, design analysis, drawings and specifications.

b. For each design submittal, the contactor shall submit all non-administrative modifications issued for the Contract as part of the Design Submittal package to enable UNDP to validate.

**NOTE: Design submittals should only address Contract requirements not shown on plans and any specifications already furnished to the firm/institution as part of this contract. Plans and specifications furnished to the Firm/institution shall NOT be included as part of any Design Submittal.**

c. The firm/institution shall clearly label and date all design submittals.

d. It is crucial that each submittal is complete and includes all components identified below as well as any other pertinent.

f. The sole responsibility of ensuring that the design submittals comply with contract documents remains with the Firm/institution. UNDP retains the right to comment on the design at any stage, and the lack of UNDP comments at a given review cannot be used as a basis for the Firm/institution to fail to address UNDP's comments on subsequent reviews, regardless of design stage.

g. As a minimum, design submittals shall be submitted at the following intervals: Preliminary Design & Reports 10% General Design - 65% Design - 90% Cleared for Construction - 100%.

### **g.2.1 PRELIMINARY SITE DESIGN &REPORTS (10%)**

The review of this submittal is primarily to ensure that the firm/institution has at a minimum developed the sub-surface investigation.

**NOTE: This work shall be completed no later than 10 days from Notice to Proceed (NTP). Failure to do so at the satisfaction of UNDP shall constitute grounds for withholding of all progress payments.**

1. Geotechnical Report, indicating appropriate information for various site characteristics, soil parameters as determined by certified lab tests, allowable soil bearing capacities, correlation with foundation design parameters, and any changes in foundation design of structures furnished in the Contract; estimated settlement for building foundation loads; and all other project feature changes due to the Geotechnical Report conclusions.

2. Preliminary site plan to provide a general overall understanding of the project site and surrounding area; demolition plan for existing site features (if required); and a preliminary grading and drainage plan with existing grades, proposed grades and building finished floor elevations based on Contract technical requirements including BOQ preparation.

### **g.2.2 GENERAL DESIGN (65%)**

This design submittal presents all information necessary to site-adapt the fully designed and detailed buildings and other project features as applicable. Any modifications to the designs provided should be identified no later than this submittal. As a minimum the submittal shall contain:

### **g.2.3 DESIGN (90%)**

The review of this submittal is primarily to ensure that the contract documents and design analysis are nearing completion and that the Contract requirements and design criteria are being correctly understood and adhered to.

As a minimum the submittal shall contain:

1. Design Analysis, complete with all prior comments incorporated;
2. Geotechnical Report, complete;
3. Construction Specifications complete and edited to include only applicable requirements;
4. Construction Drawings complete; the firm/institution is expected to have completed all of his coordination checks and have the drawings in a design complete condition. The drawings shall be finalized at this time including the incorporation of any design review comments generated by all past

design reviews. The drawings shall contain all the details with distance necessary to assure a clear understanding of the work throughout construction.

#### **g.2.4 CLEARED FOR CONSTRUCTION (100%)**

The review of this submittal is to ensure that the design is in accordance with all the TOR requirements and any directions provided the firm/institution by UNDP during the design process. The only effort remaining between the Final Design submittal is the incorporation of UNDP review comments. For Site Adapt facilities, the firm/institution shall provide a complete set of drawings.

As a minimum the submittal shall contain:

1. The design package must include: a. architectural design, b. structure; c. electrical; d. mechanical.
2. Design Analysis, only if changes have occurred since 90% Final Design submittal. The Design Analysis shall contain all explanatory material giving the design rationale for any design decisions which would not be obvious to an Engineer reviewing the Final Design submittal;
3. Construction Specifications complete;
4. Construction Drawings complete;
5. Once the design documents have been cleared for construction by the UNDP Engineer, the firm/institution shall clearly identify each document by annotating it as "Cleared for Construction."

### **H. SPECIFICATIONS**

All equipment and products shall be specified according to internationally accepted standards.

### **I. DRAWINGS**

#### **I.1 COMPUTER ASSISTED DESIGN AND DRAFTING (CADD)**

- a. Computer Assisted Design and Drafting (CADD) is required. Only personnel proficient in the preparation of CADD drawings shall be employed to modify the contract drawings or prepare new drawings.
- b. The CADD deliverables shall meet the requirements of International Standards.

#### **I.2 SUBMITTAL FORMAT**

- a. The firm/institution shall furnish all softcopy design submittals and as-built using software applications in either DWG format (Auto Desk, AutoCAD Release 2009 or newer). Use of unregistered or student-copy of software applications to prepare design drawings is not permitted.
- b. In addition, the firm/institution is required to submit the softcopy design submittals in PDF (Adobe Acrobat) format and DWG discipline designation and drawing file.
- c. CD media submitted containing the softcopy design submittals shall be organized per the instructions by UNDP.
- d. Format the folders, content and structure in the following manner:

##### **I.2.1 DRAWING BORDER SHEET SIZE**

All drawings shall be prepared in size ANSI D border sheets (610mm x 813mm). Hardcopy design submissions may be printed on half size drawing sheets (ANSI B, 279.5mm x 431.5mm) for purposes of saving paper and ease of review. All final contract drawing sets (as-built) shall be submitted on ANSI D border sheets,(A3,A1).

### **I.2.2 SEQUENCE OF DESIGN DRAWINGS**

The sequence of drawings in the submittal set shall follow the outline provided in the A/E/C CADD standards as shown below:

1. General
2. Hazardous Materials
3. Survey/Mapping
4. Geotechnical
5. Civil
6. Landscape
7. Structural
8. Architectural
9. Interiors
10. Equipment
11. Fire Protection
12. Plumbing
13. Process/functionality
14. Mechanical
15. Electrical
16. Telecommunications
17. Resource
18. Other Disciplines
19. Sub-Firm/institution / Shop Drawings
20. Operations

### **I.2.3 DRAWING FOLDER STRUCTURE**

CADD files shall be organized in folder names that correlate with the A/E/C CADD Standards sequence as indicated above.

### **I.2.4 LAYER / LEVEL NAMES**

Layer or level files names shall follow the guidelines of the CADD Standards, [discipline].dwt (drawing template files) shall be used to import the proper layers that will be inclusive of the correct line type, color, and line thickness of the respective layer.

### **I.2.5 DRAWING FILE NAMING CONVENTION**

The sheet identifier will consist of the discipline designator, the sheet type designator and the sheet sequence number as referenced in the CADD Standards.

### **I.2.5 SHEET IDENTIFICATION BLOCK**

The sheet identifier will follow the format of the border sheet file. This will consist of the discipline designator, the sheet type designator and the sheet sequence number as referenced in the CADD Standards.

### **I.2.6 DRAWING SCALES**

The scales indicated on the following list shall be the guide in determining the scale for all drawings. Bar scales on drawings are preferred as printed copies may lose their plotted scale through generational copying. The firm/institution may, at its option, make exceptions to the scales indicated, if approved in writing by the UNDP.

#### **TYPICAL DRAWING SCALES**

SITE PLAN 1:200 1:400 1:500 1:600 1:700 1:1000

FLOOR PLAN 1:50 1:100

ROOF PLAN 1:100 1:200

EXTERIOR ELEVATIONS 1:100 1:200

INTERIOR ELEVATIONS 1:50 1:100

CROSS SECTIONS 1:50 1:100 1:200

WALL SECTIONS 1:20 1:50

STAIR DETAILS 1:10 1:20 1:50

DETAILS 1:5 1:10 1:20

### **I.2.7 UNITS OF MEASUREMENT**

Design documents shall be prepared in METRIC MEASUREMENTS SYSTEM.

## **J. QUALITY CONTROL ORGANIZATION**

The Firm/institution shall organize the Quality Control Program which may be required during the construction period. The Quality Control Program shall include 3 mandatory visits to construction site during the work implementation phase.

Inspections shall be performed 3 times during the period of construction phase to ensure continuing compliance with the design, drawings and specifications.

## **4. PROPOSED PROJECT/PROFESSIONAL SERVICES DESCRIPTION:**

### Specific tasks:

- Analyze current police facilities to identify space needs at the existing level of services and concluding with a forecast of future space needs to achieve the right balance of space in a continuously evolving environment. This will include current site evaluation, facility condition

analysis, programming, and conceptual budgeting for project and construction costs.

- Lead the Design Team from the inception of the project, from programming, design and bidding documents, and provide accurate, knowledgeable estimates of potential costs.
- The firm/institution will be required to coordinate with UNDP Project Manager.

#### **5. Required Qualifications and Experience of Key staff:**

The minimum technical staff required for performing the above-mentioned tasks should be as follows:

##### **Project Manager/Senior Architect:**

- Project Manager/Senior Architect with minim Master's Degree in the field of design or relevant field;
- At least 7 years of relevant work experience in architectural design or 10 years of relevant work experience with Bachelor Degree in the field of design or relevant field;
- At least 3 years of relevant experience in international level;
- Minimum of 3 years of international work experience in MENA region;
- Proficiency in English Language.

##### **Police Facility Planner:**

- Police Facility Planner with minim Master's Degree in the field of design or relevant field;
- At least 5 years of relevant work experience in architectural design or 7 years of relevant work experience with Bachelor Degree in the field of design or relevant field;
- At least 2 years of relevant experience in international level
- Minimum of 2 years of work experience in MENA region
- Proficiency in English Language.

##### **Civil Engineer:**

- Civil Engineer with Bachelor Degree in the field of Civil Engineering or relevant field;
- At least 5 years of relevant work experience in civil/structural design;
- Minimum of 2 years of work experience in MENA region;
- Excellent English and Arabic language skills.

##### **Electrical Engineer**

- Electrical Engineer with Bachelor Degree in the field of Electrical Engineering or relevant field;
- At least 5 years of relevant work experience in electrical design;
- Minimum of 2 years of work experience in MENA region;
- Excellent English and Arabic language skills.

**Mechanical Engineer:**

- Mechanical Engineer with Bachelor Degree in the field of Mechanical Engineering or relevant field;
- At least 5 years of relevant work experience in mechanical design
- Minimum of 2 years of work experience in MENA region
- Excellent English and Arabic language skills.

**Information and Communication:**

- Information and Communication Technician with Bachelor Degree in the field of IT or relevant field;
- At least 5 years of relevant work experience in network designing and cabling;
- Minimum of 2 years of work experience in MENA region;
- Excellent English and Arabic language skills.

**6. Required Qualifications and Experience of the firm**

- Minimum 7 years of work experience in the field of design and architecture
- Demonstrated expertise and experience of architectural and Engineering Services for the design in civil, mechanical, electrical engineering, etc (supporting material on the subject to be provided, at least one);
- Experience in development of compressive Scope of Works, Bill of Quantities, and Drawing and Designs supporting material on the subject to be provided, at least two
- Previous experience of working with a UN agency and NGOs/ bilateral programmes in MENA region in related area (Statement of Satisfactory Performance from top 2 clients to be provided);
- Three similar projects completed in the past - supporting material on the subject to be provided, copies of three similar contracts

**7. Duration of the Contract:**

The contract is expected to be completed within 8 weeks, effective the date of signing the agreement.

**8. Payment Modality:**

The Company will be paid based on the accomplishment and submission of project requirement and deliverables as follows:

- First payment of 30% of the Contract value will be paid upon satisfactorily accomplishment of 75% of activities and submission of deliverables.
- Second payment of 40% of the contract value will be paid upon satisfactorily accomplishment of 90% and submission of deliverables.
- Third payment of 30% of the contract value will be paid upon satisfactorily delivery and submission of final Design Submittal (100%) and acceptance by UNDP.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>1</sup>)*

[insert: Location].

[insert: Date]

To: Ms. Noura Hamladji, Country Director, UNDP Libya based at Tunis, Tunisia

Dear Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

### C. Qualifications of Key Personnel

*Service Provider must provide:*

<sup>1</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables [list them as referred to in the RFP]</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	Deliverable 1		
2	Deliverable 2		
3	Deliverable 3		
	Total	100%	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's Authorized Person]  
[Designation]  
[Date]*