



## REQUEST FOR PROPOSAL (RFP 029/19)

NAME & ADDRESS OF FIRM	DATE: March 28, 2019
	REFERENCE: Providing professional services on developing design package for seismic upgrades, energy efficiency improvements and reconstruction of school building, located at Myasnikyan No. 2 Street in Yerevan

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Providing professional services on developing design package for seismic upgrades, energy efficiency improvements and reconstruction of school building, located at Myasnikyan No. 2 Street in Yerevan (the detailed TOR is attached separately as Annex 1a).

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

Proposals may be submitted on or before **Monday, 15 April 2019, 4:00 pm local Yerevan time (GMT +4)** via email, courier mail below (sealed in envelope):

**United Nations Development Programme / UNDP**  
**14 Petros Adamyan St., Yerevan 0010, Republic of Armenia**

Or submit via e-mail to the following e-mail address: **tenders.armenia@undp.org**

Please note that proposals received through any other e-mail address will not be considered. Your Proposal must be expressed in the English, and valid for a minimum period of 90 days calendar days.

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,

*Procurement Unit  
UNDP Armenia  
3/29/2019*

## Description of Requirements

Context of the Requirement	The UNDP-GCF “De-Risking and Scaling-up Investments in Energy Efficient Building Retrofits” Project supports Yerevan Energy Efficiency (YEE) Project” (“The Programme”) implemented by Municipality of Yerevan (MoY) aiming at sustainable energy efficiency improvements in the city.
Implementing Partner of UNDP	Municipality of Yerevan
Brief Description of the Required Services <sup>1</sup>	Providing professional services on developing design package for seismic upgrades, energy efficiency improvements and reconstruction of school building, located at Myasnikyan No. 2 Street in Yerevan
List and Description of Expected Outputs to be Delivered	<p>In the frames of providing professional services, the contractor must perform the following activities:</p> <ol style="list-style-type: none"> <li>1. Preform <b><u>detailed measurements</u></b> and design accordingly based on factual dimensions for the building;</li> <li>2. Develop design documents for seismic upgrades, according to the seismic survey results;</li> <li>3. Develop design documents for EE improvement, considering the energy audit results;</li> <li>4. Develop design documents for building’s reconstruction;</li> <li>5. Develop design documents of solar systems’ (PV and water heater) installations, based on the energy audit results;</li> <li>6. All structural components and building elements, as well as EE improvement measures are indicated in seismic survey and energy audit reports respectively. The reports/summaries will be shared with the selected contractor(s).</li> <li>7. Conduct “Author Supervision”, in accordance with RA Urban Development Minister’s N 143 resolution (28.09.1998) during the construction phase.</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager, De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits UNDP-GCF</i>
Frequency of Reporting	<i>As per TOR (Annex 1a) Timeline</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Timeline</i>
Location of work	<input checked="" type="checkbox"/> Exact Address as provided below <input type="checkbox"/> At Contractor’s Location

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Expected duration of work	Within 3 months after contract signing by both parties.
Target start date	25 April 2019
Latest completion date	25 July 2019
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Others Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <input checked="" type="checkbox"/> N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (AMD)
Value Added Tax on Price Proposal <sup>2</sup>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <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 type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

	<ul style="list-style-type: none"><li>Design works:</li></ul>			
Payment Terms <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release
	1) Building’s existing dimensional drawings with all the specifications, 2) Structural drawings with all the specifications, 3) 80% of the architectural drawings with related specifications	40%	Not later than 2.5 months from signing the contract	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Upon submission of the requested package in full, within the deadline noted in the timeline, including addressing of the received comments from the client and gaining approval from the independent expertise body.	60%	3 months	
	<ul style="list-style-type: none"><li>Author Supervision: after fully completing the construction works (and author supervision respectively) the payment shall be made for the author supervision based on the Acceptance Act.</li></ul>			
Person(s) to review/inspect / approve outputs/compl eted services and authorize the disbursement of payment	Project Manager, De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits UNDP-GCF			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)			

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.		
Criteria for the Assessment of Proposal	<b>Technical Proposal (70%)</b>		
	<b>Section 1. Bidder's qualification, capacity and experience</b>		
	1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
	1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	70
	1.3	Experience in designing of seismic reinforcement of buildings	70
	1.4	Contracts (min 3) of similar value, nature and complexity implemented over the last 5 years.	60
	1.5	Experience in designing of energy efficient buildings	50
	Total Section 1		300
	<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		
	2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	100
	2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	50
	2.3	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50
	Total Section 2		200
	<b>Section 3. Management Structure and Key Personnel (as per TOR 5.III)</b>		
	3.1	Qualifications of key personnel proposed	Points obtainable
	3.1 a	<b>Architect (please specify if acts as Team leader)</b>	100
		- General Experience	20
		- Specific Experience relevant to the assignment	40
		- Regional/International experience	15
		- Language Qualifications	5
	3.1 b	<b>Structural Engineer (please specify if acts as Team leader)</b>	100
		- General Experience	20

		- Specific Experience relevant to the assignment	40	
		- Regional/International experience	15	
		- Language Qualifications	5	
	3.1 e	<b>HVAC Expert</b>		80
		- General Experience	25	
		- Specific Experience relevant to the assignment	45	
	3.1 f	<b>Water supply and sanitation Expert</b>		75
		- General Experience	20	
		- Specific Experience relevant to the assignment	35	
	3.1 g	<b>Electrical Engineer</b>		75
		- General Experience	20	
		- Specific Experience relevant to the assignment	35	
	3.1 h	<b>Estimator</b>		70
		- General Experience	15	
		- Specific Experience relevant to the assignment	35	
		- Language Qualifications	10	
<b>Total Section 3</b>				<b>500</b>
<b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.				
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Proposer.			
Annexes to this RFP <sup>4</sup>	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>5</sup> <input type="checkbox"/> Others <sup>6</sup>			

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	Procurement Unit, UNDP Armenia <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a> 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.
Other Information [pls. specify]	

---

<sup>7</sup> This contact person and 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 received.



**TERMS OF REFERENCE  
FOR PROVIDING PROFESSIONAL SERVICES****I. Information on the task**

Task Description:	Providing professional services on developing design package for seismic upgrades, energy efficiency improvements and reconstruction of school building, located at Myasnikyan No. 2 Street in Yerevan
Duration	3 months
Project:	“De-risking and Scaling-up Investment in Energy Efficient Building Retrofits” UNDP-GCF Project
Location:	Yerevan, Republic of Armenia

**1. General information**

According to the signed Statement of Intent (SoI) between the "National Agrarian University of Armenia" Foundation and the United Nations Development Program (UNDP) on 31.01.2019, as a joint project it is envisaged to carry out an energy efficient, earthquake resistant and accessible retrofit of the school building located at Myasnikyan No. 2 Street (formerly called Griboyedov School).

“De-risking and Scaling-up Investment in Energy Efficient Building Retrofits” UNDP-GCF Project supports the "National Agrarian University of Armenia" on implementation of low-carbon retrofit project in the existing school building with the common goal to demonstrate the opportunities of significant reduction in operation costs of building and reduce the financing risks of investment. As a project the energy efficient, earthquake resistant and accessible retrofit (hereinafter: Retrofit) of the University building (former school after Griboedov) at No. 2 Myasnikyan Street (hereinafter: “Building”) will be implemented.

Under this SoI, UNDP shall undertake to implementation of the following activities:

- a) Organize and finance development of Design of the Building to incorporate energy efficiency, renewable energy, earthquake resistance and accessibility ensuring measures and to propose other amendments as necessary,
- b) Based on tender results for Retrofit estimate the costs for additional energy efficiency measures and provide co-funding for such measures,
- c) Conduct energy audit and preparation of energy passport for the Building, as well as implement monitoring.

The Project goal is to demonstrate the energy efficiency and cost efficiency potential on the example of retrofitting the selected Building by applying the energy efficiency measures in the design and full reconstruction.

**2. Sector information****General Description**

According to the Armenia Development Strategy for 2014 – 2025, the promotion of energy efficiency (EE) in all sectors is a key priority for Armenia and existing legislation supports implementation of energy-saving measures. Armenia is relatively poor in natural resources and covers the major share of

its energy needs by fuel import. This dependence on energy imports results in serious consequences on the countries' external accounts and imposes a risk towards macroeconomic sustainability.

Within the framework of this initiative, the school building has undergone seismic assessment and detailed energy audit, ordered by UNDP in the frames of technical assistance to the Project. Relevant findings, conclusions and reports have been developed. These reports, as well as the Architectural Planning Technical Scope, will be shared with the selected contractor(s).

### **3. Scope of work, key tasks and activities of the Design Company**

#### **Scope of work**

The general task is to develop the full design package of reconstruction of school building located at Myasnikyan No. 2 Street in Yerevan, including the measures for seismic upgrades and EE improvements.

The contractor has to comply with the current relevant legislative and technical regulations in its scope of work, including but not limited to:

- RA Urban Development Minister's N87-N resolution, dated 24.03.2014 "On approval of the RACN 20-06-2014, Restoration, rehabilitation and strengthening of buildings and structures";
- RA Government N392-N Decree, dated 16.02.2006 "On Approval of the Procedure for Accessibility to Social Transport and Engineering Infrastructures for People with Disabilities and Population groups with limited Mobility";
- RA Government's adjacent State Committee on Urban Development Chairman's N43-A Decree, dated 05.04.2018 RASR 23-101-2017 "On Approval of the Set of Rules for Accessibility of Buildings and Structures for People with Disabilities and Population groups with limited Mobility";
- RA Government N1504-N Decree dated 25.12.2014 "Implementation of energy saving and improving EE measures at state-funded facilities' reconstruction, renovation projects".

The design documents should be developed for the school building located at Miasnikyan No. 2 Street in Yerevan.

#### **Key tasks and activities**

In the frames of providing professional services, the contractor must perform the following activities:

8. Perform **detailed measurements** and design accordingly based on factual dimensions for the building;
9. Develop design documents for seismic upgrades, according to the seismic survey results;
10. Develop design documents for EE improvement, considering the energy audit results;
11. Develop design documents for building's reconstruction;
12. Develop design documents of solar systems' (PV and water heater) installations, based on the energy audit results;
13. All structural components and building elements, as well as EE improvement measures are indicated in seismic survey and energy audit reports respectively. The reports/summaries will be shared with the selected contractor(s).
14. Conduct "Author Supervision", in accordance with RA Urban Development Minister's N 143 resolution (28.09.1998) during the construction phase.

#### **4. Components of the Design**

Development of working drawings should be in compliance with the Order 128-N of 11.09.2017 issued by the Chairman of State Urban Development Committee under the Government of the Republic of Armenia, and Annex 1 to the RA Government Decree No 879-N made on 23.06.2011.

1. *General description;*
2. *Master plan;*
3. *Floor plans for all levels, including basement and technical floor (if available) showing all elements regarding structural reinforcement and conventional buildings' refurbishments (reinforced-concrete structural elements, metal structures, details of metal structures, wooden structures, etc.);*
4. *The section drawings of all the main elements of the building façade including: the roof layers, ceiling, exterior walls, doors and windows, basement units and other important connections and joints;*
5. *Detailed drawings for installation and fixing of thermal insulation layers with walls, ceilings, floors, windows and doors as described in Energy Audit Reports;*
6. *Detailed drawings of the external walls and associated components, such as piping, drainage pipes and gutters, rainwater down pipes, brackets, hangers and holders, telecommunication accessories, etc., these drawings should be complemented with the relevant floor plans including solar hot water systems' piping*
7. *Detailed drawings of connections to drainage, sewage or sanitation wells or other appropriate solutions*
8. *Single line diagrams on rainwater and wastewater drainage horizontal and vertical systems*
9. *Detailed drawings and single line diagrams of HVAC systems and their thermal insulation including floor plans and section drawings as stipulated in the energy Audit Reports*
10. *Detailed drawings and single line diagrams of grounding and lightning protection*
11. *Detailed drawings and single line diagrams of internal and external lighting as stipulated in the Energy Audits Report*
12. *Detailed drawings and single line diagrams of fire-fighting systems*
13. *Detailed drawings and single line diagrams of gas supply systems*
14. *Detailed drawings and single line diagrams of voice-data networks and CCTV*
15. *Detailed drawings and electrical single line diagrams of the PV systems as stipulated in the Energy Audit Reports*
16. *Technical descriptions of all structural reinforcements' and conventional building refurbishments' works*
17. *Technical descriptions of all MEP systems to be implemented (HVAC, Plumbing and electrical, firefighting etc.) as described in Energy Audit reports*
18. *Technical specifications of all equipment and materials to be used during construction, specifically: detailed description of materials, equipment and installations related to structural reinforcement, conventional buildings' refurbishments and EE improvement (thermal insulation materials, windows, doors, lighting and HVAC systems, PVs and solar hot water system). The Technical Specifications should also cover all the MEP equipment and material referenced above, as well as detailed method statement for the construction works of each system, equipment or material;*
19. *Environmental protection;*
20. *H&S plan;*

21. *Engineering and technical measures for civil defense and prevention of emergency situations;*
22. *Organization of the construction works with the estimated duration/schedule of civil engineering works (demolishing and dismantling plan, environmental protection measures, fire protection measures, measures for ensuring access to persons with limited mobility, EE and energy conservation measures).*
23. *Cost estimates and bill of quantities - the detailed bill of quantities (BOQ) for the school should be submitted.*
24. *Brief descriptions and specifications of the main construction materials, products, installations and structural elements;*
25. *All descriptions and specifications (demolishing, rehabilitation works, water and sewage systems, etc.) must be in tabular format showing the individual volume of work for each numbered space/room and the total volume.*

**The design for renovation of the building must include the following works:**

**Seismic upgrades**

Enhance seismic condition of the building, in compliance with solutions and recommendations noted in the seismic survey report and current regulations/norms.

**Accessibility**

In compliance with RA CN “IV-11.07.01-2006” and RA SR “23-101-2017”, accessibility for disabled with limited mobility should be provided for the building.

**Roof**

- Removal of the old cover in pitched roofs and construction of the new sheeting on new wooden joists/rafters (if technically and economically feasible, turn pitched roofs into flat ones while discussing such solution with the client).
- While selecting the timber for the roof due regard should be paid to the dimensions of materials available in the market.
- Proper installation of vapor-barrier and thermal insulation layers.
- Treatment of the entire roof timber with antiseptic and fireproof coatings.
- All ventilation pipes must be above the roof cover to comply with the effective standards and norms. The combined ventilation pipes must be thermally insulated and protected by galvanized sheeting mounted above the roof.
- All ventilation ducts in the attic level must be insulated by thermal insulation layer.

**External walls**

- Remove all devices and equipment mounted on the external walls, including: metal ladders for building maintenance, components of air-conditioners, pipes, electrical appliances, etc.
- Apply thermal insulation layer on external walls to comply with the recommendations of the energy audit report.
- Dependent on the thermal insulation material type, provide detailed description of the technology, insulation layers and sequence of works and the specification of the respective materials to be used.

### **Windows and doors**

- Dismantling and storage of old windows; installation of new energy-efficient windows to comply with the recommendations of the energy audit report; at least one window with a compound lock, mosquito net, and an air inlet/vent in each room. *In recent years some of the windows have been replaced. The adjustment and/or replacement of such windows, as well as reducing the opening sizes must be agreed with the client.*
- Installation of the internal windowsills, tightening and balancing.
- Installation of external basalt windowsills.
- Dismantling of external doors; installation, adjustment and air tightening of the new aluminum framed doors with embedded thermal breaks. Additionally secondary doors, as a thermal buffer, in the entrance area should be foreseen.
- Dismantling (storage) of the internal doors; installation, adjustment and air-tightening of the new doors;

### **Heating, ventilation, and water supply systems**

- Inspection, repair, and testing of the existing heating systems. Where needed - replace existing radiators by new ones with thermostatic regulating valves; design a new heating system (complete or partial) depending on recommendations of the energy audit report.
- Inspection and repair of the ventilation (inlet and outlet) systems; design new inlet and outlet systems (complete or partial) depending on recommendations of the energy audit report. In case of impossibility for application of inlet systems, air vents should be foreseen for 50% of bedroom windows;
- Inspection and (where necessary) repair, demolish, construct new and test internal and external networks for the cold/hot water supply and sewage systems.

### **Internal repair works**

- Repair, demolish, construct new sanitary rooms where necessary
- Dismantling of sanitary equipment; installation of new ones (the sizes should be selected for specific age groups).
- Examination of the floors in the rooms and corridors of the school and upon defining defects/areas for improvement agree on the solutions with the client.
- Examination of the walls, ceilings of the corridors and available spaces; repair of the plaster finish surface and, if necessary, remove the old plaster and make a new layer by using good quality finishing materials.
- All materials used for interior finishing and floors must be environmentally friendly and comply with the fire safety, sanitary and general hygiene and other currently effective requirements (selection of the materials must be agreed with the client).

### **Electricity supply and lighting**

- Inspection, repair, removal and replacement (where needed) of wiring and electrical devices; dismantling of old luminaires and replacement by new luminaires with LED bulbs (color temperature  $\leq 4,000$  °K) of estimated light output; partial and general testing of the networks.

### **Solar thermal and PV systems**

- Solar PV systems should be installed in locations where they will get full sunlight and not be shaded;
- Special care has to be taken to ensure that the exterior waterproof envelope of the roof is not compromised which could lead to leaks and rain penetration (in particular, where fixings, cables and pipes penetrate the roof);
- If the solar system is to be located on the roof of the building(s), roof structures must be designed to accommodate the additional dead loads (static load) and live loads (dynamic load) of the PV and/or ST system. Orientation and tilt angle of the solar systems, as well as the nominal capacity of the system and related components should comply with the values noted in the energy audit report.
- For PV systems, installation scheme of the modules, fittings and fixtures, framing, location of inverters and auxiliary equipment, as well as wiring diagram should be provided.

### **Landscape design**

- Renovation of the fence wall along with the existing small doors, painting. The sketch should be agreed with the Client.
- Construction of the sidewalk around the perimeter of the building.
- Black soil fill in the lawn areas.
- Correction of the levels/positions associated with water supply, sewerage and other networks for the area according to the terrain and construction of new ones upon necessity.
- Repair of stairs or building new ones.
- Asphalting of the area (for ensuring of the drainage of rainwater and surface water).
- Repairing of the benches and/or installation of pre-made ones.
- Installation of waste bins.
- Outdoor lighting installation with LEDs.
- Washing and renovating of the masonry of the facial sides of the building.
- Rehabilitation of irrigation system or construction of new ones.
- Include all the works needed to bring the school area to a fully refurbished look.

### **NOTES:**

**All the engineering components of the design, such as seismic retrofit, HVAC, Lighting, etc. should be justified via detailed calculation/documentation which should be provided upon request.**

**All materials, equipment and installations related to energy-efficiency and energy-saving must be designed to strictly comply with the technical recommendation and other specifications recommended in the energy audit report as well as should be guided by the “Technical solutions for the thermal insulation of the building envelopes for the newly constructed and renovated residential, public, and industrial building in the Republic of Armenia” Advisory Handbook, while agreeing such solutions with the client.**

The Handbook is available on [http://www.nature-ic.am/wp-content/uploads/2013/10/Advisory\\_Handbook\\_on\\_Insulation\\_2013.pdf](http://www.nature-ic.am/wp-content/uploads/2013/10/Advisory_Handbook_on_Insulation_2013.pdf)

### 5. **General provisions**

- Include in the working drawings all possible works necessary for complete renovation and regular operation of the school:
  - a. submit the scope/volume of works substantiated by the findings of the detailed study;
  - b. elaborate the design in accordance with the requirements of all construction norms currently effective in the Republic of Armenia;
  - c. Submit the warranty period (term) requirements for the separate parts (elements, etc.), and used materials of the contracted facility
- The contractor shall be obliged to obtain all necessary technical conditions.
  - Submit the scope/volume of works substantiated by the findings of the detailed study;
  - Agree the design and cost estimates with the client after completing the works.

According to the RA MoUD order No11-N of 14.01.2008, and RA Government decree N526-N of 04.05.2017, the following documents must be attached to the design package:

- The implementation schedule (plan) by individual types of work;
- Requirements for the licensing, technical means and workmanship for the implementation of the construction project.

## II. **Expected main outputs**

The final output of the task shall be the designs made for seismic improvement, energy-efficiency improvement, and renovation of the school building located at Myasnikyan No. 2 Street to be submitted in the electronic carrier (in AutoCAD compatible format) and in **7 copies on A2 format** paper. The cost estimates and the bill of quantities shall be submitted in electronic version (excel format) **4 copies on A4 format** paper.

## III. **Professional requirements**

The bidding organization (company) shall have:

- a. at least **5-year** experience in designing public buildings;
- b. a **staff of experienced specialists**, including:
  1. one architect, with a minimum of 10 years working experience (whom can take the role of team leader);
  2. one structural engineer, with a minimum of 10 years working experience (whom can take the role of team leader);
  3. HVAC expert, with a minimum of 5 years working experience;
  4. water supply and sanitation expert, with a minimum of 5 years working experience;
  5. electrical engineer, with a minimum of 5 years working experience;
  6. estimator, with a minimum of 5 years working experience.

Team Leader	Architect	Structural Engineer	HVAC Expert	Electrical Engineer	Water supply and sanitation Expert	Estimator
full name	full name	full name	full name	full name	full name	full name
-	-	-	-	-	-	-

#### IV. Required composition of the design documents

Making of design documents for the school building shall be guided by “Rules for the composition and content of the design document for residential, public and industrial buildings” approved by the Order N273-N of the Minister of Urban Development made on November 29, 2006.

The design documents shall also include a part on energy performance of the building, i.e. the energy performance passport (the format shall be agreed with the client).

The bids made shall comply with the standards specified in the “Rules for cost estimation of urban development documents/projects and architectural and civil engineering/development works” approved by the Order No19-N of the Minister of Urban Development made on 15.02.2008.

#### V. Bid Package Composition

Applicant organization/company must submit below requested information for the specified works in the application package:

1. Copy of state registration certificate,
2. Copies of the relevant licenses and inserts (inserts 01, 02, 03 and 10) required for the design activities as defined by the assignment, according to RA government decree No 1533-N for preparation of engineering documents, dated 27.12.2018, provided by the Urban Development Committee licensing agency.
3. Description of the similar experience in projects and activities of the organization (to present the list of similar works for the last five years, the address and phone number of the client),
4. Resumes of the required experts, **signed by relevant expert**, documents confirming the relevant work experience (CVs) and qualifications (copy of the diploma), as well as certificates of the architect and structural engineer, according to No 1533-N RA government decree,

**IMPORTANT NOTE: In case of contract granting, the works must be performed by the experts presented in the package.** Change of an expert by another qualified specialist is permitted only with the consent of the client. At the request of the customer, the contractor is obliged to change the experts.

Price proposals can be made in the following tabular format:

design price	author supervision price	Total
a	b	a+b

***NOTE: The price for author’s supervision shall be equal to at least 20% of the total contract price.***

#### VI. Timeline

The design development package for the school should be submitted in 3 months.

The contractor should submit the finalized draft design package for the school via e-mail no later than 75 calendar days after beginning of the work.

The client will provide feedback in 5 calendar days, after which the contractor is obliged to address all the issues and modifications and submit the design package to the client for varying out independent



expertise. The contractor should submit the finalized version of the package (with approved expertise) in 10 calendar days (in soft and hard copies), taking into account all the comments and revisions.

Month 1			Month 2			Month 3		


Design Period

Client's revision

Final correction, print out and submission

## VII. Payment procedure

The payment shall be made in **two phases** (design works and author supervision):

- Design works: the payment will be made in two installments based on the signed Acceptance Acts:
  - a) 40% of the payment will be made upon submission of:
    - 1) Building's existing dimensional drawings with all the specifications,
    - 2) Structural drawings with all the specifications,
    - 3) 80% of the architectural drawings with related specifications.

These drawings should be submitted not later than 2.5 months from signing the contract.

- b) 60% of the payment can be made upon submission of the requested package in full, within the deadline noted in the timeline, including addressing of the received comments from the client and gaining approval from the independent expertise body.
- Author Supervision: after fully completing the construction works (and author supervision respectively) the payment shall be made for the author supervision based on the Acceptance Act.

The ownership rights of the designs shall belong to the client.

## **Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)***

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/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 or 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, contract references;*
- e) Copies of the relevant licenses and inserts (inserts 01, 02, 03 and 10) required for the design activities as defined by the assignment, according to RA government decree No 1533-N for preparation of engineering documents, dated 27.12.2018, provided by the Urban Development Committee licensing agency.*
- 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.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are experts, 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 for design and author supervision services\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	1) Building's existing dimensional drawings with all the specifications, 2) Structural drawings with all the specifications, 3) 80% of the architectural drawings with related specifications.	
2	Upon submission of the requested package in full, within the deadline noted in the timeline, including addressing of the received comments from the client and gaining approval from the independent expertise body.	
3	Author Supervision	
	Total	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Key Expert 1				
b. Key Expert 2				
c. Expert 3				
d. Expert 4				
2. Services from Field Offices				
a. Key Expert 1				
b. Key Expert 2				
c. Expert 3				
d. Expert 4				
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>				

Proposal Amount:

Design price	Author supervision price	Total
a	b	a+b

**NOTE: The price for author supervision shall be equal to at least 20% of the total contract price.**

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

*[Designation]*

*[Date]*



## **Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES**

(attached separately)