

Section 5. Terms of Reference

Consultancy Services for Design & Construction Supervision

SISSTEM FACULTY PROJECT

The Consultant shall be required to provide Design and Construction Supervision services for:

- (i) The Renovation and Refurbishment of Maria Convent, a building of historic importance, and
- (ii) Two (2) prefabricated modular Laboratories, both re-assigned to house the SISSTEM Faculty, located at J.E. Irausquinplein 2A.

The Government of Aruba (GoA) and United Nations Development Programme (UNDP) are seeking proposals from Bidders or consortiums of Bidders with high level of international and local expertise. The successful Bidder is expected to be highly experienced in the following areas to be capable of undertaking the consultancy assignment:

- Design and Supervision leadership including skills in consultation, communication, presentations, and workshop facilitation to stakeholders and decision makers;
- Strategic education facilities planning and infrastructure master plans for multidisciplinary education systems, including integration with existing high-education facilities;
- Sustainable and integrated construction/reconstruction/restoration and land use planning;
- Multi-options design system alternatives analysis and assessment;
- University facilities multiuse modelling;
- Project feasibility, concept design, costing, and economic assessment at a strategy level;
- Project, risk and implementation and supervision management;
- Strategic environmental and social impact assessment;
- English report writing of professional technical and non-technical public documents;
- Strong graphic design skills, and the capacity to produce high quality printed and digital materials; and,
- Video and presentation development of a very high quality, suitable for presentation at Executive level.
- Knowledge of procurement, tendering and contracting processes and requirements.
- Experience in the development of tender dossier encompassing but not limited to Bill of Quantities, Technical description of works, Technical drawings in appropriate formats (excel sheets, pdf documents, dwg drawings).

Project Description/ Background.

Aruba has embarked on implementing a sustainable development strategy as a key pillar of its overall development by reducing its dependence on the tourism industry, as well as, its use of fossil fuels and is pursuing initiatives to facilitate a “green” knowledge economy driven by innovation. In doing so, the Government of Aruba (GoA) has identified the need to enhance its human resource capacity in higher education in Science, Technology, Engineering and Mathematics (STEM) and has endorsed the establishment of a group of programs for Sustainable Island Solutions through Science, Technology, Engineering and Mathematics (SISSTEM) at the University of Aruba (UA).

The key objective of the project is that the UA will be able to deliver tertiary level educational programs (Bachelor and Master level) as well as a research offer with particular focus on the STEM subjects. The SISSTEM project will result in an increase in the number of persons with expertise and technical skills for innovative, sustainable development in Aruba, in the Caribbean, as well as, in other Small Island Developing States (SIDS). UNDP has been selected as the implementing partner for the new faculty expansion which

will secure and make available physical facilities to house the new Bachelor STEM Program, a Master Program in Sustainability and a new Research Institute.

The immediate objective is to make available physical facilities for the SISSTEM Faculty. Fulfilling the infrastructural needs of the SISSTEM Faculty is a crucial step in establishing these programs and fulfilling the national need for skills in these areas as described in the previous section. The results of these actions are expected to be as follows:

- Increased capacity for the University of Aruba to accommodate staff and students;
- An expanded offer in terms of appropriate facilities for Science, Technology, Mathematics, and Engineering disciplines;
- An enhanced ability to attract non-nationals through the establishment of distance learning facilities;
- An increased educational and research capacity to engage in south-south and north-south institutional exchanges and therefore enable Aruba to become a hub for sustainable development.

The UNDP component of the SISSTEM Faculty Project will include the renovation and refurbishment with restoration content, as appropriate, of the Maria Convent in Aruba to accommodate 4 classrooms for 25 students, 1 classroom for 50 students, 12 office spaces for 30 staff members, 1 library, 2 meeting rooms, 1 student Lounge, 5 study rooms, support spaces (storage, 2 pantries, 4 restrooms, server annex), 2 laboratories (Physics and Technical), construction of two pre-fabricated modular laboratories (Chemistry and Bioscience) as well as procuring furniture and equipment for all classrooms, offices and laboratories.

Scope of Services and Expected Outputs.

The Consultant shall be required to provide design and construction supervision services for the project. The project design entails support to the faculty set-up of the programmes including research facilities and laboratories that comply with the European Qualifications Framework for Universities of this nature. This includes:

- i. Renovation and refurbishment of the Maria Convent in Aruba. This includes architectural protections; construction of multi-functional classrooms for between 25 to 50 students and office space for 25 staff. Specifically, 4 classrooms for 25 students, 1 classroom for 50 students, 12 office spaces for 30 staff members, 1 library, 2 meeting rooms, 1 student Lounge, 5 study rooms, support spaces (storage, 2 pantries, 4 restrooms, server annex), 2 laboratories (Physics and Technical).
- ii. Establishing of two (2) prefabricated laboratories next to Maria Convent for 1 chemistry lab and 1 biosciences lab for at least 10 students and 1 instructor each;

Consultant has to take special note during the design phase, that cost-effective sustainability criteria has been set as the goal for upkeep, use/exploitation and maintenance of the buildings/facilities including reference to the efficient use of resources like energy for electric supply, illumination and thermal/cooling needs, water as well as sewage and waste management.

A high standard for sustainability shall be incorporated into the final detailed design as well as in the process of selection of qualified, experienced and certified engineering/architecture consultant.

The consultant will clearly request the same in the tender documents for the construction works and installation. All goods/equipment will be also tendered with the objective to procure sustainable products with the highest rating standard. The objective is to achieve green and blue standards of self-sustaining facilities once all phases are completed.

Consulting services have been subdivided in four phases, as follows:

Phase I: Detailed Design and Bidding Documents

Phase II: Bidding Support Services

Phase III: Construction Supervision and Substantial Completion Project Delivery

Phase IV: Defects and Liability Period and Project Close-out

Each phase has been subdivided in tasks/ activities covering the broad spectrum of required services and activities as presented in the following sections. However, offerors are to note that the described tasks/ activities to achieve the overall project objective mentioned in the following scope of services are not to be considered finite, all-inclusive or complete, rather they are indicative and/or suggestive.

Phase I: Detailed Designs and Bidding Documents

The design and complete architectural, engineering and consulting services, required for a comprehensive final detailed design, shall be based on and include, but not limited to, as follows:

1. Research and collection of all available historic documents and information regarding historic, as constructed details, of the Maria Convent, under the guidance by the GoA Technical Representative;
2. Preparation of all design drawings in compliance with requirements of the “Design and Scope of Works Program”, for the Conceptual/ Preliminary Design Phase as well as for the Final Detailed Design Phase, both under guidance by the GoA Technical Representative, who is a member of the Technical Committee;
3. Securing that all identified and agreed restoration details are in compliance and according to the Monuments Law and Monuments Handbook of Rules and Regulations;
4. Obtaining approval(s), as needed, from the Technical Committee (members are: UNDP Project Manager, Project Manager UA, Deputy TAO representative, GoA Technical Representative, Office of Monuments, Department of Public Works) for the Conceptual/ Preliminary Design Phase and Final Detailed Design Phase, respectively, prior to proceeding to the following/subsequent phase;
5. Once approval for the Final Detailed Design is granted and received from the Technical Committee, the Consultant can proceed to Procurement Planning and the Bidding Documents preparation Phase;
6. Prepare a detailed and comprehensive Procurement Plan in synchrony with the financial and project implementation plan;
7. Prepare Bidding Documents with clear specifications regarding architectural, technical (electrical & mechanical), structural, infrastructural, landscape, interior design details, and construction detailed drawings. Further prepare a Manual with clear Specification and Scope of Works including an inventory of: all building materials, manufacturers quality standards, technical construction standards, work execution standards, procurement/purchasing regulations, sampling standards, quality certificates, etc.;
8. Detailed architectural, structural and construction drawings shall be drawn to a scale suitable and corresponding to international standards requirements. These drawings shall be prepared to include full details and dimensions. Sections and elevations of all facades shall be prepared to illustrate the refurbishment/restoration details and finishing. Floor finish plans and reflected ceiling plans shall be prepared illustrating and detailing all design elements and components. Lighting fixtures, Mechanical fixtures, Fire alarm, and Burglary/ safety alarm fixtures, shall also be carefully designed and illustrated. Furniture plans including ITC installation locations and electrical locations shall be designed and illustrated.

9. Finishing material schedules, doors and window schedules and detail drawings, shall be prepared. Detailed drawings of windows and doors should be at scale 1:20 or 1:10 and prepared to define their shape, construction, size, materials, type of glass, type of fasteners and joints and specify hardware;
10. Landscape/ infrastructural drawings shall include walkway layout and details, parking areas, green areas, paved areas, fencing and site illumination;
11. Electrical utility drawings shall include wiring diagrams, single line diagrams, cabling, grounding, site illumination, instrumentation, location of outlets, etc. for all components, to correspond to the electric code in Aruba. Drawings shall illustrate electric operation and control panels, switchboards, measurement equipment panels, lighting panels, fire alarm panels, safety alarm panels, etc.;
12. Mechanical drawings shall illustrate equipment, piping, fittings, electromechanical components, connections, controls, locations of equipment, etc.;
13. Foundation drawings for foundation slabs for modular laboratories including all necessary provisions for technical installations;
14. Structural and roof detail drawings for roof structure, roofing connections, gutter details, etc.;
15. Design should include handicap accessibility to all areas within the Maria Convent including modular labs;
16. Work drawings should be at suitable scales such as 1:50 for plans, sections and elevations, 1:20 or 1:10 for details. All drawings will provide sufficient details for the construction works and installation of all equipment.
17. Preparation, application and submittal of all the documents (drawings, historical information, specifications manual, etc.) as required by the Office of Monuments necessary to obtain the "Monuments Permit".
18. Obtain approval for the Bidding Documents from the Technical Committee and UNDP Project Manager;
19. Bidding Documents should include all construction detailed drawings as prescribed by the requirements for a Monuments Permit and the Technical Committee;
20. Coordinate all Sub-Consultants works, drawings and documents, such as all electrical installations, civil/ infrastructural works, mechanical installations, water, sewage and gas installations, landscape design and interior design;
21. Insure that all installation designs comply with local regulations/ standards and international standards such as NEN, ISO, DTI safety standards, Standard RAW regulations, Excavation and Installation Guidelines of the Utility Companies, DOW Standard Technical Section, etc.;
22. Ensure that all designs (architectural, landscape, interior, structural, civil, electrical, mechanical) are approved/signed off by the appropriate Government Agency and Technical Committee;
23. Preparing bills of quantity for each component and sub-component on a separate basis to a level of detail that will enable easy and accurate cost estimation, which will also facilitate procurement of works construction contractors to submit responsive compliant and reliable bids;
24. Obtain approval of bills of quantity from Technical Committee and UNDP Project Manager;
25. Prepare construction cost estimate based on a component and sub-component basis for ease of comparison of bids;
26. Prepare and justify cost estimate and obtain approval from Technical Committee, Steering Committee and UNDP Project Manager.

All designs shall be based on and comply with all standard government regulations for technical installations, building construction and monuments. All Bidding Documents (Drawing and Specification and Scope of Work Manual) as well as all correspondence, etc. shall be in English and shall be in accordance with UNDP's procurement rules and regulations.

Phase II: Bidding Support Services-

1. During this phase the process for the procurement of the construction contract takes place. The Invitation to Bid (ITB) process via UNDP's eTendering system will be used to solicitate bids. Only bids offering goods, civil works or services with the characteristics meeting or exceeding those defined in the ITB (i.e., rated "pass") shall be considered acceptable and responsive or compliant. The lowest-priced offer among the technically compliant/responsive offers must be selected.

This phase will include but shall not be limited to the following; Preparation of the technical specifications of components of the Bidding Documents for open competitive bidding. Amount of copies and format for the procurement process of the Works contract to be determined by UNDP;

2. Prepare detailed cost study estimate that will serve as a reference for evaluation of substantially responsive and compliant bids. Further it can be used as reference during the construction period for identifying excessive front loading, excessive unit rates, unreasonable materials, equipment and labor pricing;
3. Once there is no conflict of interest, participate in a pre-bid meeting for technical and procedural clarifications and prepare responses for circulation to participating Contractors and Evaluation Panel. Once there is no conflict of interest, participate in bid evaluations
4. Participate in pre-award meetings and provide inputs into a bid evaluation report and recommendation;

Phase III: Construction Supervision and Substantial Completion Project Delivery.

The Consultant shall be responsible for the supervision of works construction activities, and act as a liaison between the Contractor and the Steering Committee, Technical Committee and UNDP Project Manager. Responsibilities and activities shall include but not be limited to the following:

1. Review and approval of all necessary documentations that have to be submitted by the works Contractor for the start of the works;
2. Review, provide comments and approval of the works Contractor unit price bill of quantities, works execution timeline, work plan, Quality Control Program, alternative materials, materials order list, insurance policies and other subjects related to the contract;
3. Prepare input for Project Control System and Quality Control Program;
4. Review the Contractor's Critical Path Method Construction Schedule and monitor schedule compliance;
5. Responsible for oversight and direct supervision of the works Contractor construction activity, including worksite liaison for Contractor On-site Supervisor. As well as for UNDP Project Manager, UA Project Manager, Technical Committee, GoA Technical Representative and Government Departments;
6. Instructing and guiding the works Contractor on construction documents compliance and standards, client expectations, quality assurance, supply of construction materials and approved government and international building practices;
7. Inspecting and certifying all material deliveries (on-site and off-site) for compliance with specifications, quality, quantities and approved and prescribed standards in the construction bidding documents;
8. Review and provide comments on Contractor's technical submittals;
9. Create and provide working detail drawings if needed that are not already part of the construction bidding documents. The consultant should have an allocation in his financial proposal for these types of drawings;
10. Submit any drawings that are created during the works period be it working detail drawings or drawings for a change or variation order to the Office of Monuments for a change on the

Monuments Permit with two weeks of completing the drawing and it being approved by the Technical Committee and UNDP Project Manager;

11. Provide regular monitoring of the progress and program as construction progresses and identify potential variations between the program and possible completion dates;
12. Review schedule of works not started or incomplete and make recommendations of adjustments to Contractor and UNDP Project Manager to be able to make up for time lost and meet the probable completion dates;
13. Maintain a daily job/ works diary of all activities, deliveries, quantity of personnel, etc. to be signed by works Contractor On-site Supervisor. As well as a drawing register and other records;
14. Prepare weekly construction progress reports that have to be signed by both consultant and works Contractor Representative;
15. Document all changes in schedule and report monitoring in the weekly progress summary reports;
16. During supervision monitoring, deciding and directing hold points at critical stages if necessary in case closer inspection is required;
17. Supervising and ensuring that all site security and works security are according to DTI requirements, regulations and standards;
18. Determine adequacy of the Contractor's personnel and equipment and availability of materials and supplies to meet the standards prescribed and for a successful execution and progress of the construction works and program;
19. Ensuring that all site personnel are trained on job safety protocol and procedures issued with and use approved personnel protective equipment and gear at all time;
20. Enabling and conducting weekly construction work meetings with Contractor and GoA Technical Representative, where procedures, progress, problems and possible changes are discussed;
21. Enabling and conducting weekly toolbox meetings with Contractor and Sub-contractors;
22. Enabling and conducting monthly construction progress meetings with Contractor, GoA Technical Representative, Technical Committee, UA UNDP Project Manager and UNDP Project Manager;
23. Preparing and distributing minutes of all above mentioned meetings;
24. Checking, approving and certifying progress payment reports after inspection of compliance with works progress, inspection of compliance with contract documents, quality, materials, quality of finishing and workmanship quality, on-site observations, verification of contract requirements;
25. Submitting in writing approved progress payment certificates and invoices for payment to UNDP Project Manager accompanied by support data such as weekly progress reports, photos and schedules;
26. Assisting the sub-contractors with permit process and approvals if necessary;
27. Issue correspondence, certificates, notices and instructions on behalf of UNDP Project Manager to contractor as may be requested;
28. Identify any change orders or variation orders for works not specified in the contract and construction bidding documents. Variations or changes may be variations which change or delete items contained in the contract and which change does not alter the Scope of Works and is not charged against contingencies and which do not increase the value of the contract. Variations may also include changes or additions that may increase the contract value, requiring the commitment of additional funds or use of the funds allocated for variations;
29. Review the value of the change orders submitted against the specified unit price bill of quantities and provide comments for changes or corrections;
30. Develop and implement a system for the preparation, receipt, review and processing of change orders or variation orders;
31. Maintain records of cost accounting of change/ variation orders, submitted, approved, executed and paid;

32. Review and negotiate on change / variation orders and provide UNDP Project Manager with recommendations on change/ variation orders;
33. Provide recommendations to UNDP Project Manager regarding the costs of the change or variation orders;
34. Review and issue certification of substantial completion on completed construction contract;
35. Review and certify the request for final payment at the completion of construction;
36. Review the calculations for the final payment due to the contractor for all guarantees and retainage in accordance with the actual work performed following completion and conclusion of such;
37. If necessary, recommend the withhold payment for any work which has been rejected or any work which has not been executed in compliance with the contract documents;
38. Maintain records on cost accounting for authorized work performed according to progress (amount of days worked and percentage of completion) and subdivided in actual costs for labor and materials. In addition, any other costs requiring accounting records;
39. Advise UNDP Project Manager on all aspects of change or variation of works and recommend any redesign necessary and prepare necessary drawings for cost calculation of the variation or change order;
40. Advise the UNDP Project Manager on all construction related aspects and matters for the project;
41. Review and approve testing of all construction materials as prescribed in the Specification and Scope of Works Manual;
42. Monitor the Quality Control Program as prescribed in the Specification and Scope of Work Manual that is to be established and executed by the Contractor. This Quality Control Program is to prescribe the quality assurance of all execution of works, of all deliverable and applied materials. Monitoring includes the testing and inspection of all materials and equipment to be procured, review of laboratory test results for compliance with specifications and standards as well as work construction activities. After review of tests notify the Contractor and UNDP Project Manager of approval or rejection of materials, equipment tested or activities;
43. Direct the Contractor to supply all representative samples of materials to be utilized in the construction works as described in the Specification Manual. Review and notify the Contractor in writing of the approval or rejection. When appropriate direct the Contractor to make the necessary corrections, adjustments or replacements of the materials sampled;
44. When necessary direct the Contractor to take the necessary action to remove, replace, correct or change work which does not comply with the Contract Documents and recommend the withholding of payment for such works until the appropriate corrections are made and the work is completed according to the prescribed standards and specifications;
45. Review and note any exceptions which are taken or observed in the results of the Contractor's on-site Quality Control Program. Instruct the Contractor to make the necessary corrections and actions to resolve the exceptions which are observed. These exceptions are to be reported in the weekly progress reports;
46. Maintain competent team member at the contract site to coordinate and provide technical observation of construction and the general direction of the work and progress to the Contractor;
47. Review and approve Contractor's submittals, methodologies, requests, shop drawings, procedures and schedules. Records should be maintained as to date received, date due, date review completed, date returned and date action undertaken or action required;
48. Review and approve Contractor's submittals for operating manuals, maintenance manuals, procedures, safety programs, start-up procedures, bonds, insurances, certificates of guarantee which are to be provided by the contractor according to the Contract Documents;
49. Maintain comprehensive construction progress photo records. With photos organized by category, date, time, activity, location, and photographer;
50. Conduct regular measurements of quantities of work performed by the Contractor;

51. Perform final inspections of each component of the work for compliance with Contract Documents and Drawings;
52. Witness all final performance tests and prepare completion and approval certificates and acceptance documents;
53. Inspect work of the Sub-Contractors and report any observations, corrections to the works Contractor;
54. Coordinate and facilitate any permitting and construction work efforts with all relevant Government Agencies, counterparts, etc. Including insuring that Contractor arranges the water and power connections (and accounts) to the building on a timely manner so water and power are supplied at the time of substantial completion;
55. Inspection of work for delivery with formulation of punch lists and approval or rejection of works, finishes and materials;
56. Final inspection of works after Contractor has resolved items on punch list or works having been rejected or disapproved;
57. Review and approve all Project Manuals and "As built" drawings by all installation Sub- Contractors (mechanical, electrical, civil, water & sewage) , including certificates, guarantees, equipment instructions, maintenance manuals, etc.;
58. Prepare the Certificate and Report of Substantial Completion on completed portion of construction Contract and have it signed by all parties.

Phase IV: Defects and Liability Period and Project Close-out (6 months)

Activities include but are not limited to the following:

1. Consultant shall prepare the Architectural "As built" drawings and adapt for accuracy;
2. Prepare technical inputs to the final reports;
3. Prepare project related final cost accounts and contractual close-out summary and cost;
4. Supervise and inspect upon completion works that the contractor may have been allowed to complete during the Defects and Liability Period. Approve or reject works executed during this period;
5. Supervise and inspect the repair of identified defects by the Contractor and review upon completion for approval or rejection;
6. If necessary, resolve all outstanding contractual and residual issues relating to the project and its close-out. Submit a review report of the execution of the project to ascertain lessons learned for future projects;
7. Management of the defects period including handing over of all as built drawings, records, documentation and manuals;
8. In case additional services are required after the issue of the Certificate of Substantial Completion that are not mentioned here or in the contract, these shall be agreed upon on a case by case basis and deemed to be an additional service under the contract;
9. During this period the Consultant shall ensure that the Contractor finish the work, if any outstanding works are mentioned on the Certificate of Substantial Completion. The Consultant shall monitor and instruct the Contractor to complete all work of repair, amendment, reconstruction, imperfections, shrinkages, rectification and making good of defects or other faults as may be required;
10. Upon satisfactory completion of all the works outstanding and approval by the UNDP Project Manager the Consultant shall within 15 days of the expiration date of the Defects and Liability Period issue the Contractor the Certificate of Final Completion and Project Close-out;

11. A set of all “As built” drawings (architectural, infrastructural, interior and all technical installations) including a set of all project manuals should be delivered to the UNDP Project Manager, the UA UNDP Project Manager, the Office of Monuments and the TAO;
12. The Consultant shall prepare a Final Close-out Report which shall consist of but not be limited to the following: represent all aspects encountered during the Defects and Liability Period, financial report, lessons learnt report, performance evaluation, original documentation, photographs, etc. The report shall be submitted in draft form to the UNDP Project Manager. After review the report shall be submitted in its final version including all comments and remarks by the UNDP Project Manager. Two hard copies shall be submitted to the UNDP Project Manager and one hard copy to the Deputy TAO Aruba (DEZHI).

All documentation shall be in English.

Supervising Authorities

The UNDP Project Manager will designate a UNDP Individual Consultant Engineer responsible for Supervision of the duties and responsibilities of the selected Consulting Firm. The Consulting Firm shall be primarily and ultimately responsible to the UNDP Project Manager. And shall maintain the UNDP Project Manager up to date to regular progress during all phases by regular correspondence via email.

Duration of the consulting services work

Phase I - Design of the works and Detailed Design and preparation of the Bidding Documents shall be completed in 100 working days starting from the date of contract signing.

Phase II – Bidding Support Service period shall be according to UNDP rules and regulations for contractor procurement. For a maximum of 30 working days.

Phase III – Construction Supervision Services shall be for the period of construction being a minimum of 360 working days up to a maximum of 420 working days.

Phase IV – Defects and Liability Period and Project Close-out shall be for a period of 6 months.

Consultants shall submit all invoices to the UNDP Project Manager. Payments will be made in tranches, after each deliverable, and upon acceptance of the satisfactory completion of works by the UNDP.

Consultant's Preferred Profile

Type of Firm:

The firm shall primarily be an architectural or engineering firm well experienced in design and works contract supervision with experience in renovation and refurbishment with restoration content of projects of comparable magnitude to the Maria Convent, as well as the design of modular labs. Knowledge of tendering and contracting processes and requirements. Experience in the development of tender dossier encompassing but not limited to Bill of Quantities, Technical description of works, Technical drawings in appropriate formats (excel sheets, pdf documents, dwg drawings)

The Consultant shall be thoroughly knowledgeable of all Aruban Government regulations including regulations regarding Historic Preservation. As well as knowledgeable of International technical standards as mentioned before.

During the design phase the Consultant shall be responsible for own facilities, self-sufficient in all materials and support services which shall be fully covered and priced in its Financial Proposal, notwithstanding force majeure and additional services which may be requested by the UNDP Project Manager, which shall warrant payment to the Consultant During the construction phase an on-site facility shall be provided for the Consultant by the Contractor as described in the Bidding/ Contract Documents for the works.

Corporate qualifications:

The firm shall demonstrate its qualifications by submitting

- Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured
- Certificate of Incorporation/ Business Registration
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
- Organizational Commitment to Sustainability,
- Audited Financial Statement (Income Statement and Balance Sheet) for the past 3 years (2018, 2017, 2016)
- In the absence of Audited Financial Statements, the bidders shall submit a bank statement indicating access to Cash and Credit Facilities of no less than 6 figures in the mid to high range.
- Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past three (3) years
- A-copy of preliminary Agreement in case of JV/Consortium/Association,
- Implementation Plan (sequence of actions) for the services required in the ToR
- CVs (shall be signed by the envisaged person), together with attestation certificates/licenses (if applicable) and training attendance certificates (if applicable), of the Key personnel.
- All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded

Years of Experience:

The firm shall demonstrate to have at least 5 years of experience in project management, 5 years in project design and preparation and 1 year of experience in renovation, refurbishment with restoration content. And have at least one (1) project comparable in magnitude to the Maria Convent, including design of modular labs, as well.

The firm shall demonstrate to have clear experience and familiarity with Government projects and familiarity with Government regulations and standards.

The proposed team of professionals who will conduct a technical expertise and develop detailed technical design must have the following professional skills

The firm shall complete its project team with support services by an electrical engineer, mechanical engineer, civil engineer (if necessary) and a structural engineer. Other services such as an interior designer and landscape architect may also be added to the firm's team. All support services are to be coordinated by the firm team leader and responsibility of the firm, including payment of these services.

UNDP promotes gender equality and equal opportunities of men and women to participate in all its works. Gender diversity and women's representation in team composition of preferred firm is an added value in the selection process.

Firm Team Member Qualifications & Experience

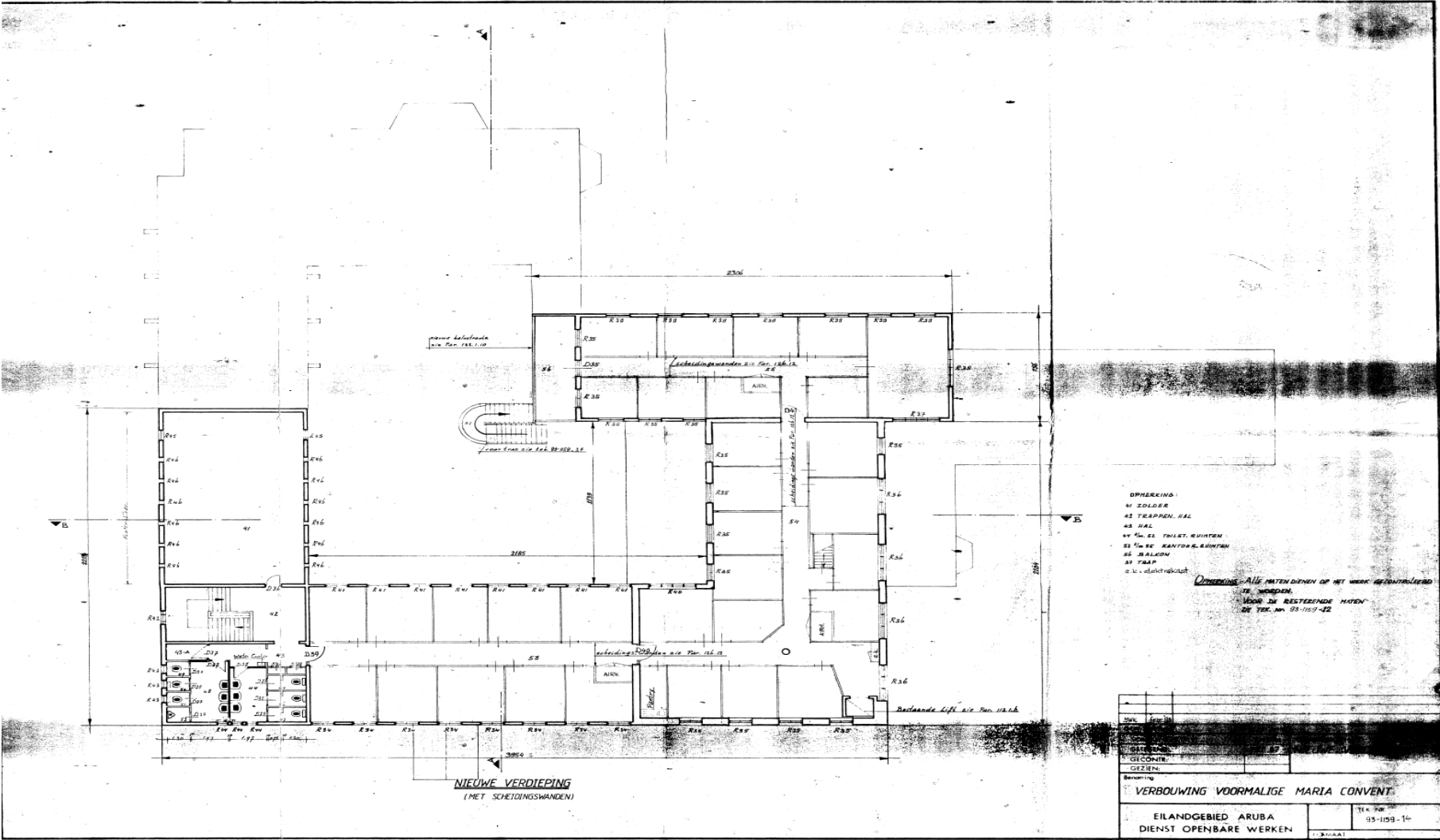
Position title	Relevant Experience yrs	Minimum Education	Special skills
Team Leader- Design	5	Bachelor degree in Engineering and/ or Architecture (Building Science)	Project management for large scale projects be it corporate or government funded. Renovation and Refurbishment/Restoration of buildings of historical importance. Familiarity with Monuments Permit process.
Mechanical Engineer	5	Bachelor in Mechanical Engineering	Designing mechanical installations and systems for large scale buildings and historical buildings as well as schools with laboratories
Electrical Engineer	5	Bachelor in Electrical Engineering	Designing electrical installations for historical buildings as well as schools with laboratories
Senior Designer	5	Bachelor in Architecture with preference for Master degree	Designing renovation and refurbishment with restoration content of buildings of historical importance as well as experience with schools and/ or large scale buildings. Familiarity with Government standards and regulations and Monuments Permit process
CAD draftspersons	5	Minimum technical diploma in Building or Civil engineering	Familiarity with government standards and drawing standards for working drawings and detail drawings for Monuments Permit. Well versed in Autocad or Revit for creating detailed drawings
Senior Construction Supervisor/ Quality Assurance Engineer/ On-site inspector	5	Bachelor degree in Civil Engineering	Monitoring, knowledge of construction standards and testing and certification processes

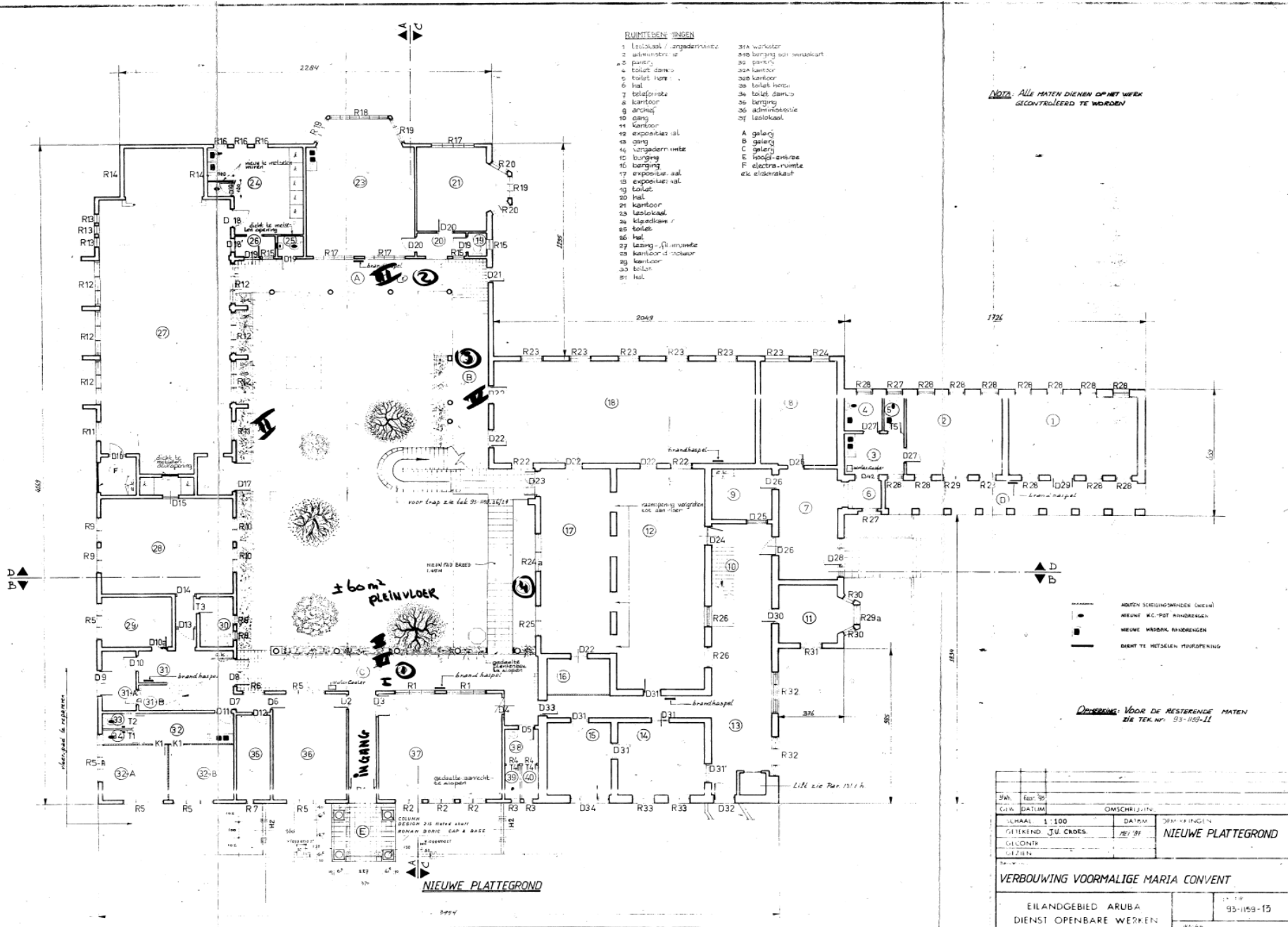
Structural Engineer- Construction Team Lead	5	Bachelor's degree in structural engineering	Structural strength assessment of existing structures for historical buildings as well as schools with laboratories
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Deliverables and Schedules/Expected Outputs

Phase	Title	Proposed Deliverable Duration- Timeframe
1	Detailed Design and Bidding Documents <i>1.1 Preliminary design, 1.2 Detailed design; and 1.3 Preparation of all bidding documents and drawings</i>	
2	Bidding Support Services <i>Provision of technical advice during procurement period and on bids until the award of the contract</i>	
3	Construction Supervision <i>Complete supervision of construction works including reporting and management</i>	
4	Defects and Liability Period and Project Close-out <i>4.1 Completion of As built drawings and 4.2 Project related final accounts, 4.3 Review of final construction works; and 4.4 Contractual close-out</i>	

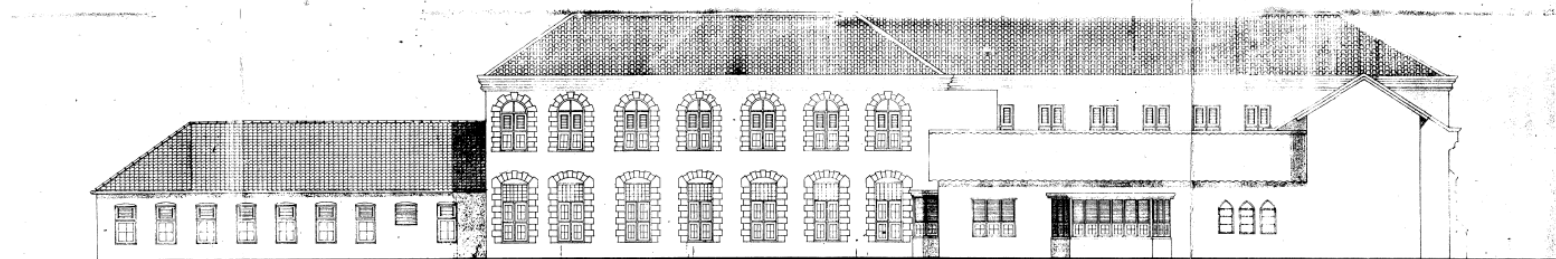
ANNEX 1 MARIA CONVENT SITE PLANS





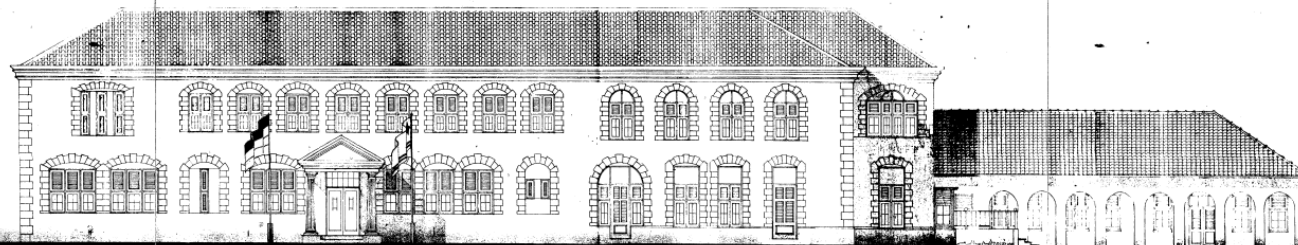


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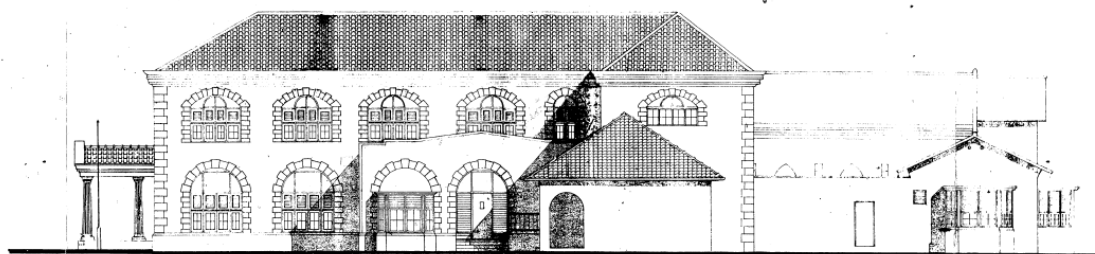


- Oostgevel -

SWK	1990	OMSCHRIJVING	
GEW.	DATUM	DATUM	OPMERKINGEN
SCHAAL	1:100		
TEKENDE	H. van der Grinten		
GECONT.			
GEZEH.			
Benoeming: <i>Verbouwing Voormalig Maria Convent</i>			
EILANDGEBIED ARUBA		TEK. NR.	
DIENST OPENBARE WERKEN		03-1150-16	



- Westgevel -



- Zuidgevel -

JWYK	Febr-1915	OMSCHRIJVING	
GEW.	DATUM	DATUM	OPMERKINGEN
SCHAAK	1:100		
GETEKEND	J. J. J. J.		
GEZEEN			
Benoeming			
Verbouwing Voormalig Maria Convent			
EILANDGEBIED ARUBA		TEK. NR.	
DIENST OPENBARE WERKEN		93-109-15	