

KINGDOM OF BAHRAIN



SHARIFA KANOO ART CENTER

COMPETITION

For

Concept Design

**Strategic Projects Directorate
January 2024**

Table of Contents	Page No.
Introduction	3
Part I: Concept Design Competition (For all Competitors)	4
Part II: Pre and Post Contract Consultancy Services (For Qualified Licensed Firms only- OPTIONAL)	8
2.1 Instructions to Participants	10
2.2 Form of Proposal (with Appendices A thru H)	18
2.3 Terms of Reference	30
2.4 Standard Contract Agreement and Condition of Contract - Engineering Consultancy Services	36
2.5 Standard Forms	53
Glossary	55
Annexure (A): Location Plan	56
Annexure (B): Requirement of the Center	58
Annexure (C): Technical Evaluation Criteria	61
Annexure (D): Technical Questionnaire Forms	62

Introduction

“Art should be something that liberates your soul, provokes the imagination and encourages people to go further.”- **Keith Haring**

Art has always influenced how we view our surroundings. It influences our societies, values, and creates a new narrative in art history and in the world. Art is a universal language that promotes communication between cultures, breaking barriers as it gives many individuals respect. It is art that can influence the way we as individuals grow, appreciate surroundings, and bring value to our surroundings.

Art has always been a great form of expression in the growth of youths. Research over the years has shown that exposure to art can help the youth develop positive skills and forward thinking that is essential in the growth of our country. Recognizing the importance of Art to youth in nation building, it is the desire of M/s Yousif Bin Ahmed Kanoo Group (hereinafter called the “Financier”) in collaboration with the Ministry of Youth Affairs (hereinafter called the “Client”) to establish an Art Center for Youth in the age group between (10-35 year). The Center shall create a nurturing environment for young individuals in various fields of arts to develop and improve their talents, communication and social skills allowing them to prosper into becoming part of the larger artistic community. The Centre also aims to be the first destination for the youth to get the opportunity of being granted recognized certificates in various artistic disciplines. The Center also aims to prepare young professionals to compete in the labor market in the Kingdom.

Hence, Yousif Bin Ahmed Kanoo Group in collaboration with Ministry of Youth Affairs and Ministry of Works would like to invite architecture students, young graduates, freelance architects and qualified firms to participate in a competition submitting a proposal for a concept design of the proposed Art Center.

The Center shall be located in Busaiteen next to Muharraq Model Youth Center (Refer to Annexure A for the project site). The main objectives of the Art Center are:

1. To motivate young individuals to invest their time in developing their creative minds and artistic talents.
2. Create a humble and nurturing environment allowing young artists to grow and develop their art, communication and social skills.
3. To give the young artists a chance to grow into professionals in various fields enabling them to compete in the labor market.
4. To create an inventory of a database of talented youth in various artistic fields.
5. To become a central hub for artistic production that highlights the creativity of the growing Bahraini youth in various fields to be presented both locally and internationally.

The requirements of the Center are included in Annexure B.

Part I

(for all Competitors)

1. Concept Design Competition (All Competitors)

The participants in the competition shall submit their proposal for concept design of the proposed Art Center, together with supporting documents and information (i.e. concept design report, presentations, drawings, brochures, etc.). The proposals shall be evaluated by a Review Panel based on pre-determined evaluation criteria to select the best and preferred proposal.

The Proposals for the Competition will be vetted by a Panel of Judges based on the evaluation criteria specified in Annexure C and the winner will be given an Award presented by M/s Yousif Bin Ahmed Kanoo Group (the Fancncier).

Ultimately, the Fancncier shall have sole ownership of the winning proposal, and at his discretion re-use the submitted drawings, data, and other information without any further remuneration to the competitor. Thenceforth, intellectual property shall be vested to the Financier.

1.1 Submission Guidelines for Concept Design Competition

All material requested must be clear, concise and thorough. Where restrictions or formats are specific, they must be followed explicitly; otherwise, the participants are free to express and represent their ideas in a manner best-suited to the material presented.

The content of the submission shall be limited to the following:

- i. Illustrative Boards (minimum of 2 boards)
- ii. Concept Design Report (soft copy)
- iii. Soft copy of Drawings (AutoCAD 2010)
- iv. Documentation on Microsoft Office 2010
- v. PowerPoint presentation of the project

The following shall be considered in the submission:

1.1.1 Illustrative Bords

a. Size:

All required drawing material shall be presented on A1 size boards. The title to appear in this space shall be one line, reading “**Sharifa Kanoo Art Center - Concept Design Competition**”. Scales shall be shown in graphic form. A north arrow shall be provided on all site and floor plans. The name of the participant shall be printed at the back of the board.

b. Colors:

At the discretion of the participants, color is permitted.

c. Rendering:

All component spaces shall be labeled to indicate compliance with the space programme. Legends shall be used on all floor plan drawings to indicate component spaces.

All elevations shall be rendered to show materials, shadows and colors if significant to concept. Sections are to be keyed to plans and finished floor elevations shall be clearly marked. Elevations and sections which traverse the entire site shall extend to include contextual elements.

1.1.2 Drawings:

All required drawings shall be A1 size. The following plans shall be submitted (number of drawings shall be decided by the participants in order to illustrate their design concepts):

- Concept Design.
- Elevations / Sections.
- Perspectives (External and Internal).
- Floor Plans.
- Any additional drawings the participants deem required to present their ideas.

1.1.3 Concept Design Report (maximum 20 pages)

The Concept Design Report shall comprise discussion of all items part as per the project comprehension below. It must be clear, concise, easy to read, and illustrated with diagrams, drawings, graphs, charts, matrices, etc., as deemed appropriate by the participants. Fold-outs and gate folds are acceptable.

The Concept Design Report shall be presented, as follows:

- a) On A4 white paper - single space.
- b) Organized with "Table of Contents".
- c) Drawings A3 size to be included in the report.

1.1.4 Project Comprehension

This element shall consist of a concise and complete discussion and comprehension of the Project. This shall cover:

- i. Purpose of the Project
- ii. Building Configuration Concept
- iii. Site Development/Landscaping
- iv. Any explanatory drawings and sections

Qualified Consultancy Firms participating in the competition **may** also include the following information in their Concept Design Submission:

- i. An outline study of all proposed architectural, structural, electrical, mechanical systems and their functions.
- ii. Requirements of the Project including codes, regulations and international and local standards to be applied; design parameters and other special requirements.
- iii. Estimated probable cost of the project.

1.1.5 PowerPoint Presentation

A PowerPoint Presentation of the project not exceeding 20 slides, including extracts from the rendered drawings, as well as the Concept Design Report.

1.2 Selection of Proposal

The proposals will be evaluated by a Review Panel. The participant submitting the best and preferred concept design and scores highest in the assessment will win the competition.

The assessment of proposals will be carried out according to technical criteria and a weighting scale will be given for each criterion. The Evaluation Criteria are given in **Annexure C** of this Request for Proposal.

1.3 Place of Submission

The Concept Design Proposals shall be returned to:

The Office of AUS, Construction Projects and Maintenance
New Building 9th Floor
Ministry of Works
Manama, Kingdom of Bahrain
Tel: (+973) 17545811

1.4 Time of Submission

Proposals shall be returned to the Place of Submission no later than 1:30pm on the day named in the Invitation letter/advertisement or any subsequently named day advised in writing by the competition organizers.

1.5 Communications

Participants are requested to send their questions to the attention of the Director, Strategic Projects Directorate, Ministry of Works. Questions may be sent via SPD-Competition@works.gov.bh at least 14 calendar days before the proposals submission date.

Any participant found to be non-compliant with this communication procedure may be disqualified from participating in the competition.

Part II

(for Qualified Licensed Firms Only-OPTIONAL)

2. Pre and Post-Contract Consultancy Services (For Qualified Licensed Firms only- OPTIONAL)

It is the intention of M/s Yousif Bin Ahmed Kanoo Group (the Financier) and the Ministry of Youth Affairs (the Client) to appoint a Consultant Engineer to carry out the Pre and Post-Contract Consultancy Services for the selected Art Center Design Concept.

The Consultant Engineer shall develop the Concept Design selected/approved by the Financier/Client, perform the pre-contract consultancy services, i.e. preliminary design, detailed design, working drawings and tender documents, tender procedure, and award of construction contract; all in accordance with this Request for Proposal document.

The Consultant Engineer shall also administer and supervise the construction of the project in accordance with the duties and responsibilities stipulated in this Request for Proposal document.

Accordingly, the Financier and the Client have requested the Ministry of Works (hereinafter called the “Employer”) to manage the project on their behalf.

The Ministry of Works represented by Strategic Projects Directorate (SPD) shall embark on the appointment of the Consultant Engineer to undertake the Engineering Consultancy Services in accordance with the “Ministry of Works’ Standard Contract Agreement and Conditions of Contract-Engineering Consultancy Services-2009, Book 2 (Pre and Post-Contract Engineering Services)”.

Consultancy Firms are qualified to participate in the Competition by submitting their Concept Design Proposal in accordance with Part 1 of this Request for Proposal.

Furthermore, qualified licensed Consultancy Firms may opt to submit proposal for the development of the selected Concept Design, specifically to carry out the pre- and post-contract consultancy services, as specified in this document. Instructions for submitting the technical and financial proposals for the consultancy services are given herein below.

2.1 Instructions to Participants

2.1.1 Introduction

It is essential that the Consultant Engineer ensures that their technical and financial submissions are complete in all respects.

It is also essential that the submission is free from qualifications and/or exclusions as these may also prejudice the submission. Should there be any doubt or obscurity that would normally have lead you to qualify your submission you should endeavour to raise these doubts to the Employer so that clarifications can be given prior to proposal submission.

2.1.2 Performance Bond (in accordance with Tender Board's Decision No.3 of 2004 and TB Circular No. 5 of 2020)

The successful Consultant Engineer shall submit a Performance Bond in the form of the Bond set out in the Tender Documents within Ten (10) days from the date of notification of intention to award the contract and if the successful Tenderer not resident in Bahrain shall submit a Performance Bond within twenty (20) days from the date of notification of intention. The Performance Bond to be in accordance with Tender Board Decision No. 3 of 2004 and Tender Board Circular No. 5 of 2020. Original of the Performance Bond is to be submitted to the Employer.

The Performance Bond must be in one of the following forms:

- a) Certified cheque from a locally based bank, and cheques drawn on authorised foreign banks are accepted.
- b) Bank guarantee from local bank, while guarantees issued by foreign banks are accepted.
- c) In all cases, letter of guarantee must be unconditional; while the bank confirms to pay on demand by purchasing body, an amount equivalent to the bond without any delay or protest by the bidder
- d) Insurance Policy issued by authorized local insurance company
- e) Cheques, bonds, etc. should be made payable to the Ministry of Works.

The Performance Bond shall be fully maintained with the Employer until such time that the contract is fully carried out in accordance with the terms and conditions contract, thereupon the guarantee may be returned.

2.1.3 Submission of Proposals

The Financial and Technical Proposals shall be submitted in two (2) separate sealed envelopes in the following manner:

In Envelope A (Technical):

The full technical submission shall include inter-alia:

- Duly completed, signed and stamped Form of Proposal.
- Technical Questionnaire (Questionnaires Form) duly completed, signed and stamped.
- Company profile organizational set-up and Audited Annual Financial Reports for the last 2 years.
- A copy of the Commercial Registration Certificate and the Certificate of Compliance issued by the Ministry of Labor and Social Development regarding Bahraini manpower percentage.
- Current CRPEP Registration Certificate
- Detailed Programme (Appendix H to the Form of Proposal).
- Include a Gantt chart (Microsoft Project) and show manpower resource distribution, durations of involvement of each staff and cash flows.
- Capability statement including full details of similar jobs undertaken by your firm.
- Any other relevant information pertinent to the proposal.

In Envelope B (Financial):

- A copy of the company's Commercial Registration Certificate (valid at the time of the competition) or Certificate of Incorporation or the like as appropriate.
- A copy of valid Certificate of Compliance issued by the Ministry of Labor and Social Development regarding Bahraini manpower percentage.
- Form of Proposal for Consultancy Services shall be completed, signed by an authorized representative of your firm and stamped with your official seal.
- Appendices "A, B, C, D, E, F, G & H" to the Form of Proposal.
- Current CRPEP Registration Certificate

In preparing the Proposal, the Participants shall give particular attention to the following:

- Cost details, which will be treated confidential, shall include the fixed man-month rate for each Expert and break down of the rates into basic salary, social charges, overhead fee and overseas allowance, etc., where applicable.
- The fee proposal shall cover all foreign and local consulting services for the Project including costs of the Experts in the field. The Proposal shall also cover the costs of international travel, subsistence allowance and transportation in the Kingdom of Bahrain and any other costs not covered by these items.

Points to note:

- a) Failure to submit all of the required documents in the required envelopes could prejudice the examination of your Submission.*
- b) Envelopes A & B should be returned fully sealed and with no external inscription other than completion of the relevant boxes on the envelope/label*

2.1.4 Place of Submission

Both Envelope A and Tender Envelope B shall be returned to:

The Office of AUS, Construction Projects and Maintenance
New Building 9th FLOOR
Ministry of Works
Manama, Kingdom of Bahrain
Tel: (+973) 17545811

2.1.5 Time of Submission

Proposals shall be returned to the Place of Submission no later than 1:30pm on the day named in the Invitation letter/advertisement or any subsequently named day advised in writing by the Employer.

2.1.6 Proposal Validity

Proposals shall be valid for acceptance at any time up to 180 days after submission.

2.1.7 Technical Proposals

The following sets out the content of the Technical proposal:

2.1.7.1 Qualifying Information for Participants

This part of your submission shall not contain any fee information relating to your proposal.

The participant shall confirm, as attachments to the Technical Questionnaire (**Annexure D: Questionnaires Forms**), the following:

- a) Whether all Consultancy services are to be carried out:
 - i. in-house, or
 - ii. by a number of specialist firms acting as a group under the leadership of and responsibility of the invited participant, or
 - iii. as a joint venture of two or more firms or individuals for which the participants are both jointly and individually responsible.

- b) In the event that the services are to be carried out by a group of Architects or a joint venture, the required qualifying information shall be provided for each firm forming the group/joint venture. The qualifying information required are as follows:
 - i. Full name of the firm, address, telephone numbers, fax numbers, email address, web page, etc.

- ii. Date the firm was established under the present name.
 - iii. Legal structure of the firm (sole proprietorship, partnership, corporation, Limited Liability Company, etc.)
 - iv. Local addresses and contact numbers of branch offices.
- c) Qualifying information shall be provided for each organization forming the company regarding:
- i. Total number of employees; by discipline in the head and branch offices and supervision staff, stated separately. Indicate full time and part time staff separately. Information to be provided for current members of the organization.
 - ii. Chronological list of a minimum of 3 projects that most accurately reflect the Participant's demonstrated technical capabilities and project experience. Submit presentation drawings and/or photographs of these projects that demonstrate the participant's structural investigative analysis/assessment, planning and design capability.
 - iii. Turnover of each company for the last 5 years. The turnover shall be broken down to reflect the value in each year of the projects carried out in Bahrain, or in the firm's own native country.
 - iv. Experience and capabilities in the area of Computer Aided Design and Drafting (CADD) with indication of the degree in which the Participant implements CADD in executing architectural designs; inclusive of staffing, hardware and software resources,
 - v. Any other information that the participant considers relevant to the Project.
 - vi. Describe your procedure of obtaining or securing approvals from regulatory agencies.
 - vii. Description of the Participant's approach for the most relevant similar project including planning criteria and structural design & advance assessment methodology.
 - viii. Name and description of the project/s from which the participant's firm had been terminated before completion. Give reasons for the termination.

2.1.7.2 Particular Information for Participants

The participant shall provide, as attachment to the Technical Questionnaire (**Annexure D: Questionnaires Forms**), additional information regarding the qualification of his firms to undertake this project including:

- a) Particular relevant information pertaining to:
 - i. CRPEP registration (for local firms)

- ii. Name of firm (or Joint Venture) submitting the completed Technical Questionnaire.
 - iii. Name, title, and telephone number of Principal who will serve as point of contact. Such individual must be empowered to represent the firm regarding this tender.
 - iv. Address of the specific office that will be responsible for performing the work.
 - v. In the case of a joint venture, indicate whether or not the joint venture has successfully worked together on other projects.
- b) Other particular relevant information shall be given about the following:
- i. Number of staff by discipline and presently employed at their work locations for the proposed design team. This is applicable to both organizations forming the joint venture. While some personnel maybe qualified in several discipline, each person should be counted only once to accord with his or her primary function. Clerical personnel shall be included as "administrative".
 - ii. The Ministry has the right to inspect the participants premises to qualify the resources.
 - iii. If the participant intends to use other Architects or associates, such participant shall also give names and addresses of all such individuals or firms, as well as their particular areas and technical/professional expertise as it relates to the project. Existence of previous working relationships shall be mentioned.
 - iv. The participant shall submit brief curriculum vitae of key personnel proposed for the project. Curriculum vitae shall include:
 - Name of each key person and discipline.
 - The team member's role and responsibilities.
 - The name of the organization that individual is associated with, if applicable.
 - Years of relevant experience with present firm and other firms.
 - The highest academic qualification achieved and field of expertise.
 - If registered as an architect, engineer, surveyor, etc., provide proof of professional registration and the year that such registration was first acquired.
 - A synopsis of experience, training and qualification relevant to the project.
 - Qualify specific personnel, such as; Project Director, Project Manager and Project Engineer/Architect that should have a minimum of 10 years relevant experience.

- v. Deployment chart for Team/Staff: The Participant shall indicate the anticipated duration of the personnel involved in each stage of the work/design/assessment.
- vi. Team / Staff organogram.

2.1.8 Communications

All communications shall be directed to the Employer only. Any firm found to be non-compliant with this communication procedure may be disqualified.

Participants are requested to send their questions to the attention of the Director, Strategic Projects Directorate, Ministry of Works. Questions may be sent via email to SPD-Competition@works.gov.bh at least 14 calendar days before the submission.

Queries and requests for clarification shall be sent to the Employer in writing. The Employer's answers to queries will be sent to all Participants.

2.1.9 Documents mutually explanatory

The different parts of the Request for Proposal and other documents shall be read and taken as mutual explanations of one another.

2.1.10 Modification of Requirements

The Employer reserves the right during the Competition Period to add, vary, change or modify his requirements. In such an event, the Employer will notify the participants of such changes and at any time, make adjustments required to the competition documents.

2.1.11 Partnership

Joint ventures, partnerships or associations consisting of international/local firms must submit a statement indicating the form of joint venture or partnership arrangements between their local Bahraini firm and the international firm clearly identifying their legal arrangement in their tender.

2.1.12 International Consultant Engineer

In the event the firm is an international consultant, the firm and its proposed associate(s) or sub-consultant(s) shall abide by the terms and conditions of the agreement which will be governed by the laws of the Kingdom of Bahrain.

2.1.13 Award of Consultancy Contract

It is the desire of the Employer to enter into an agreement with the first placed Consultant Engineer provided:

- a) The fees are reasonable and within the budget limits set by the Employer.
- b) The Consultant Engineer and the Employer shall reach a mutual agreement.

Notwithstanding the above, the Employer shall have the right to award anyone of the other placed participants.

2.1.14 Client's Rights

Notwithstanding Sub-Clause 2.1.13 above, the Employer reserves the right, for whatever reason, not to award the contract to any of the competing firms.

2.1.15 Copyright in case of Award of Contract

Immediately upon entering into an agreement with the Employer, all works produced by the Consultant Engineer becomes the sole property of the Employer and all copyright privileges shall be unconditionally assigned and surrendered to him. The Employer, thereafter, has the right at his discretion to reuse all drawings, data, submittals and intellectual property therein without any remuneration to the competing firm.

2.1.16 Development of Design

The Employer reserves the right under its sole discretion at any time during Consultancy Agreement to decide on the development of the whole or part/s of the Project.

2.1.17 Disqualification

Participants may be disqualified if they do not adhere to the instructions in the Request for Proposal document.

2.1.18 Confidentiality

Any knowledge, know-how, information, design, calculation, assumptions, reports, drawings, pictures, commentary, or cost data made available and/or used shall be treated in strict confidence and will not be, for whatever reasons, released by the participant in pursuit of his respective business activity any time during or after this assignment and until the construction of this Project is completed.

No publicity or advertising in connection with the Contract or the Project will be promoted by the participant any time during or after this assignment or after this Project is complete without specific written permission from the Client.

2.1.19 Consultancy Agreement

The successful Consultant Engineer shall be invited to enter into a Consultancy Agreement, (refer to Form of Proposal for Consultancy Services).

2.2 Form of Proposal for Consultancy Services

2.2.1 Form of Proposal (With Appendices)

Minister of Works
P.O. Box 5
Kingdom of Bahrain

Your Excellency,

1. Having examined the Terms of Reference and Appendices and satisfied ourselves that we fully understand the intentions of the Ministry of Works (hereinafter called the Employer) and the scope of services, we the undersigned offer to provide Consultancy Services as generally described in the Invitation, the Terms of Reference and Ministry's Standard Contract Agreement and Conditions of Contract-Engineering Consultancy Services, 2009 (Pre and Post Contract Engineering Services), as follows:

1.1 Pre-Contract Engineering Services

Based on the Request for Proposal

Our fixed lump sum Fee is **BD**.....

The Detailed breakdown is given in *Appendix "A"*.

The Hourly Rates for Additional Services are included in *Appendix "B"*

1.2 Post-Contract Engineering Services:

- 1.2.1 Our Supervision Fee shall be calculated based on our quoted Man-Month Rates and the actual construction period.

1.2.2 Our Indicative Construction Supervision Fee is:

a) For Comparing Tenders

Based on 18 months Construction Period, Defects Liability Period of 12 months for Civil Works and 24 months for MEP.

Our Indicative Construction Supervision Fee is **BD**.....

The Detailed breakdown is given in *Appendix "C"*.

b) Based on our Understanding of the Terms of Reference

We estimate the Construction Period to be ___ months. On this basis and with Defects Liability Period of 12 months for Civil Works and 24 months for MEP,

Our Indicative Construction Supervision Fee is
BD

The Detailed breakdown is given in *Appendix "D"*.

2. Our Key Personnel for this Project are listed in *Appendix "E"*.
3. Our Man-Month Rates for different Supervision Categories during Supervision and Defects Liability Period are contained in *Appendix "F"*.
4. If our Proposal is accepted, we undertake to begin work immediately and to carry out the same in accordance with the Methodology as described in *Appendix "G"* and the Work Programme as shown in *Appendix "H"*.
5. We confirm our agreement to the terms and conditions of the Ministry's Standard Contract Agreement and Conditions of Contract, 2009 - Pre and Post Contract Engineering Services. Such terms and conditions shall form part of the consultancy agreement.
6. Unless and until a formal agreement is prepared and executed, this Proposal together with your written acceptance thereof shall constitute a binding contract between us.

Dated this Day of 2021

Signature

In the capacity of duly authorized to sign
for and on behalf of

.....

Address

.....
.....
.....

Note: The Appendices form part of this Proposal. Participants are required to fill-in all blank spaces in the Form of Proposal and furnish all required information in Appendices A, B, C, D, E, F, G & H

2.2.2 Appendices

- Appendix “A”: Detailed Breakdown of Lump sum Fee for Pre-Contract Services
- Appendix “B”: Hourly Rates for Additional Services
- Appendix “C”: Breakdown of Indicative Fee for Post-Contract Engineering Services
(For Comparing Proposals)
- Appendix “D”: Breakdown of Indicative Fee for Post Contract Engineering Services
(Based on Participant’s Understanding of RFP)
- Appendix “E”: Key Personnel
- Appendix “F”: Supervision Rates
- Appendix “G”: Method Statement
- Appendix “H”: The Participant’s Programme

Appendix “A”

Detailed Breakdown of Lump-sum Fee for Pre-Contract Services:

S. No.	Description	Amount in BD	Percent (%)
1	Investigation		
2	Final Concept Design		
2	Preliminary Design		
3	Detailed Design		
4	Working Drawings, Tender Documents and Priced Documents		
5	Tendering and Recommendation of Contractor		
6	Building Permit		
7	Provisional Sums a) Municipality Fees b) Surveys (Topographical, Geotechnical & Underground Utility Services, Traffic Impact Study, etc.) c) Value Engineering	20,000	
	Total		100%

Notes:

- 1- Retention of 10% on each stage payment shall be made and the aggregate shall be payable as follows:
50% upon issuance of Taking Over Certificate
50% upon issuance of Defects Liability Certificate
- 2- Provisional Sums shall be expended only upon the approval of the Employer.

Appendix “B”

Hourly Rates for Additional Services

For the purpose of calculating remuneration for additional design services under Clause 11 of the Standard Consultancy Agreement the man-hour rates listed here below shall be used. These rates are inclusive of all expenses plus 10% administration fee.

Item	Category	Hourly rate in Bahrain (BD)	Hourly Rate in Head Office (BD)
1	Project Director		
2	Project Manager		
3	Project Architect		
4	Lead Architect		
5	Senior Architect		
6	Assistant Architect		
7	Architectural Technician and Draftsman		
8	Project Engineer		
9	Lead Engineer		
10	Senior Engineer		
11	Assistant Engineer		
12	Engineering Technician and Draftsman		
13	Resident Engineer		
14	Senior Resident Engineer		
15	Site Architect		
16	Site Engineer		
17	Site Supervisor		

Appendix “C”: Breakdown of Indicative Fee for Post Contract Engineering Services:
(For Comparing Proposals)

The calculation of construction supervision fees shall be based on quoted Man-Month rates (Appendix “F”) and Manpower Resource Loading during the Construction and Defects Liability Period.

Show Manpower Loading Chart and Cash flow:

Appendix “D”: Breakdown of Indicated Fee for Post Contract Engineering Services:
(Based on Participant’s Understanding of RFP)

The calculation of supervision fees shall be based on quoted Man-Month rates (Appendix “F”) and Manpower Resource Loading during the Construction and Defects Liability Period.

Show Manpower Loading Chart and Cash flow:

Appendix “E”: **Key Personnel**

The Participant shall list down the Key Staff to be deployed on the Project and their respective role/s. Curriculum vitae shall be submitted to include years of experience, education, and portfolio of works.

Appendix “F”: Supervision Rates

The following are our Construction Supervision Man-Month Rates.

Level	Supervision Categories	Man-Month Rates		
		Local	Expatriate	
			Eastern	Western
		(BD)	(BD)	(BD)
1	Project Manager			
2	Resident Engineer			
3	Senior Engineer			
4	Engineer			
5	Quantity Surveyor			
6	Land Surveyor			
7	Junior Engineer			
8	Senior Inspector			
9	Inspector			

Appendix “G”: Method Statement

(Participant shall include here his detailed Method Statement)

Appendix “H”: THE PARTICIPANT’S PROGRAMME

Our Programme for the Pre- and Post-Contract Consultancy Services is as follows:

1. Pre-Contract

<u>Activity</u>	<u>Duration in Weeks</u>
a) Investigation	(.....)
b) Employer’s Review	02
c) Final Concept Design	(.....)
d) Employer’s Review	02
e) Preliminary Design	(.....)
f) Employer’s Review	02
g) Detailed Design	(.....)
h) Employer’s Review	02
i) Working Drawings, Tender Documents and the Priced Documents	(.....)
j) Employer’s Review	02
k) Tender Procedure (Employer’s estimate)	08

2. Post-Contract

- a) Construction Period
(As per Participant's Assessment) (.....) months
- b) Defects Liability Period
- | | |
|-------------|-----------|
| Civil Works | 12 months |
| MEP Works | 24 months |

2.3 Terms of Reference

2.3.1 General

The Project description is included in the Introduction of the Request for Proposal for Concept Design.

2.3.2 Programme

The Consultant Engineer is required to submit a proposed project implementation programme from initiation to close out of the total project.

2.3.3 Budget

The Project budget shall be determined based on the agreed final requirements and design and shall be subject to revision from time to time on the basis of probable construction costs. The budget is inclusive of surveys, soil investigation, consultant fees, construction, capital contribution charges and FF&E (Furnishing, Furniture & Equipment).

2.3.4 Design Parameters

The design shall be efficient, cost effective and functional. The design should take into consideration the climatic and social conditions of the country and be fit for the intended purpose. Design should also offer barrier-free access to those with physical challenges and should accord in all other respects to nationally-accepted norms and customs.

2.3.5 The Consultancy Services

- a) The Services shall be as specified in the Second Schedule of Pre and Post Contract Engineering Services in the Ministry of Works' "Standard Contract Agreement and Conditions of Contract – Engineering Consultancy Services - 2009" (Book No. 2).
- b) The Pre and Post Contract Engineering Services in the Ministry of Works' "Standard Contract Agreement and Conditions of Contract – Engineering Consultancy Services - 2009" (Book No. 2) shall be used with the following amendments as per attachment to the Terms of Reference.
- c) Detailed Specifications for Construction Works, 2019. Copies can be purchased from Financial Resources Directorate, 3rd Floor New Building, Ministry of Works, Manama, and Kingdom of Bahrain. These specifications define the minimum requirement for this Project.
- d) The procurement of the Construction Contract shall be in accordance with the Legislative decree No. 36 and 37 of 2002 with respect to Regulating Government

Tenders and Purchases and also to comply with the Prime Minister's Resolution No. 21 of 1987 giving priority to National Products and Products of National Origin.

- e) The Consultant Engineer will be responsible for the design of architecture, building services, structure, civil engineering and external works, assisting with tendering procedure for various tender packages, supervision of construction for the entire project (including defects liability period) in compliance with legal, planning and administrative requirements the relevant Government authorities, all in accordance with Conditions of Contract and the Laws of the Kingdom of Bahrain.
- f) The Consultant Engineer shall also provide any specialist consultancy requirements, including communications, security systems and the like, indicated or implied as being necessary for the completion of the design and preparing tender and construction drawings and documentation.
- g) The Employer will engage an independent Consultant Quantity Surveyor for the Post-Contract QS services, whose scope of services is as defined in the Ministry of Works' Standard Contract Agreement and Conditions of Contract – Quantity Surveying Consultancy Services, 2009 (Pre and Post Contract Quantity Surveying Services) (Book No. 3)

All the Pre-Contract Quantity Surveying Services are the responsibility of the Consultant Engineer. However, the independent Consultant Quantity Surveyor shall review and comment upon the relevant deliverables submitted by the Consultant Engineer and such comments are deemed as comments by the Employer, which shall be incorporated and /or considered as appropriate.

- h) The Consultant Engineer will lead and work closely with other members of the Project Team, throughout the project duration to establish and comply with the approved budget and construction costs.
- i) Review and validation of the project requirements as contained in the Background Information and details given in the **First & Second Schedule**. This will require further consultations with the following stakeholders:
 - i. Urban Planning and Development Authority
 - ii. Ministry of Youth Affairs
 - iii. Bahrain Authority for Culture and Antiquities
 - iv. Electricity & Water Authority
 - v. Sanitary Engineering Planning & Projects Directorate, Ministry of Works.
 - vi. Roads Planning & Design Directorate, Ministry of Works.
 - vii. Telecommunication Regulatory Authority.
 - viii. Other related Authorities/Agencies.

- j) The Consultant Engineer shall liaise and coordinate with all stakeholders throughout the pre-contract and post-contract stages; to ensure that all their requirements are complied with. Prior to the issuance of the Taking-Over Certificate, the Consultant Engineer shall arrange to officially hand-over the different utility services systems/networks to the relevant Utility Services directorate/authority.
- k) The Consultant Engineers' team shall be composed of qualified and experienced staff duly licensed by the CRPEP. The supervision team shall provide adequate supervision during the construction and defects liability period.
- l) The successful Consultant Engineer shall take out and maintain professional indemnity insurance without unusual or onerous conditions attached to it, in the amount of (BD 2 Million for International firms and BD1 Million for Local firms) for any one claim and for unlimited number of claims, commencing no later than the date of the Contract Agreement and ending ten (10) years after the date the last of the Services was completed.
- m) The Employer reserves the right to have an inspection of the Consultant Engineer's premises to assure that the worked can be carried out in an efficient manner.

2.3.6 Detailed Project Requirements

The Consultant Engineer shall validate with the Employer the Project Brief, inter alia; key design criteria, space requirements, dimensions, finish, materials, etc., in order to define the required scope of consultancy services. (Refer to the First Schedule and Second Schedule for details).

2.3.7 Monthly Progress Reports

The Consultant Engineer shall submit two (2) hard copies and two (2) soft copies of Progress Reports on the activities during the design and construction stages.

2.3.8 Language

- a) All reports, drawings, design calculations, documents, minutes of meetings, etc., shall be in English. The Consultant Engineer staff involved in the Project shall have good command of spoken and written English.
- b) The Consultant Engineer shall produce reports in addition to the English version, documents, etc. in Arabic language if required by the Employer.

Attachment to Terms of Reference

AMENDMENTS TO THE STANDARD CONTRACT AGREEMENT AND CONDITIONS OF CONTRACT 2009 PRE AND POST CONTRACT ENGINEERING CONSULTANCY SERVICES

FORM OF CONTRACT AGREEMENT

Article 1

Amend this Article to read as follows:

- 1 In this Contract Agreement words and expressions shall have the same meaning as in the Conditions of Contract hereinafter referred to. Reference to Agreement and/or Contract shall be used interchangeably throughout.

CONDITIONS OF CONTRACT

COMMENCEMENT, COMPLETION AND TERMINATION

13.2 By Notice of the Consultant Engineer

Add a new item after Clause 13.2 b to read as follows:

- c In any case, the Consultant Engineer shall not terminate the Contract for any reason unless the Employer clearly informs him of his wish to terminate.

THE CONSULTANT ENGINEER'S REMUNERATION

14 Payment to the Consultant Engineer

14.4 Delete this clause entirely

GENERAL PROVISIONS

23 Assignment and Subletting

23.1 Amend Clause 23.1 to read as follows:

The Consultant Engineer shall not assign the Contract or any part thereof or any benefit or interest therein without the prior written approval of the Employer, provided that :

- The assignee shall be bound by the terms and conditions of the Contract and be responsible towards the Employer;
- The assignee shall provide the required Insurance Policy and Performance Bond as per the Contract terms upon assignment; and,
- No extra amounts shall be incurred by the Employer by reason of such assignment.”

Add a new Clause after Clause 23.2 to be read as follows:

- 23.3** It shall be lawful for the Consultant Engineer at any time to take into partnership another partner or partners whereupon it or they or the survivors of them shall thenceforth automatically be deemed to be included in the expression the (Consultant Engineer) for all the purposes of the Contract Provided that the assignee or the partners shall remain jointly and severally responsible to the Employer for the execution and performance of the Consultancy Agreement.

DISPUTES

26.1 Settlement of Disputes

Amend Clause 26.1 to read as follows:

Any dispute, controversy or claim arising out of or relating to this contract in any way whatsoever, or the breach, voidance, termination or invalidation thereof shall be finally determined by arbitration administered by the Bahrain Chamber for Dispute Resolution (BCDR-AAA) in accordance with its Arbitration Rules.

26.2 Mediation (if applicable)

Delete this clause entirely and replace with this new amend as follows:

If the parties are unable to reach agreement on any matter on which the Employer has given a decision or failed to give a decision in accordance with clause 26.1 and 26.3.1 below of the Condition of Contract, the Dispute shall be immediately referred to and resolved by mediation administered by and under the rules of the Bahrain Chamber of Dispute Resolution (BCDR), whose costs shall be paid equally by for Disputes Resolution the parties.

26.3 Arbitration

Amend Clause 26.3 to read as follows:

- 26.3.1 In the event of any dispute, controversy or claim arising out of or in connection with this Contract (Dispute), any Party may serve formal written notice on the other Party that a Dispute has arisen (Notice of Dispute). A senior official in both the Ministry and the Contractor shall co-operate in good faith to resolve the Dispute as amicably as possible within fifteen (15) days from the date on which the Notice of Dispute is served by one Party on the other Party (or such longer period as may be agreed in writing between the Parties) to resolve the Dispute on an amicable basis.
- 26.3.2 If the Parties are unable to resolve the Dispute by amicable negotiation within the time period referred to in clause 26.3.1 the Dispute shall be immediately referred to and finally resolved by arbitration under the rules of the Bahrain Chamber of Dispute Resolution (BCDR) (the BCDR Rules) by a panel of three (3) arbitrators.
- 26.3.3 The initiating Party shall notify the other Party forthwith in writing of its decision to submit a dispute to arbitration and such Party shall nominate one (1) arbitrator. The other Party shall within two (2) weeks of receipt of the above notification, nominate an additional arbitrator. The two (2) arbitrators shall thereafter within two (2) weeks of the date of the second nomination agree on the selection of a third arbitrator who shall be the presiding arbitrator.
- 26.3.4 If either Party fails to nominate an arbitrator, the BCDR shall, upon the written request of the other Party, nominate an arbitrator on behalf of the Party which has failed to nominate an arbitrator. The two (2) arbitrators appointed shall thereupon nominate a presiding arbitrator in accordance with clause 26.3.3 above.
- 26.3.5 If the arbitrators nominated by the Parties, or nominated in accordance with clause 26.3.4 above, fail to appoint a presiding arbitrator within the stated periods, the presiding arbitrator shall be appointed by the Secretary of the BCDR within two (2) weeks of receiving a written request to do so by either Party.
- 26.3.6 The BCDR Rules are deemed to be incorporated by reference to this clause 26.3.6. The seat of the arbitration shall be in Bahrain unless otherwise agreed by the Parties in writing and the arbitration, including all documentation, correspondence. Oral submissions and witness examination shall be conducted in the English language. Any cash award shall be made and paid in Bahraini Dinars.
- 26.3.7 The arbitrator shall have the discretion to assess costs, including attorneys' fees and the fees and expenses of the arbitrator, in whole or in part against either Party.
- 26.3.8 Where a conflict exists between the BCDR Rules and the terms of this clause, the terms

of the BCDR shall apply.

26.3.9 Either Party shall be entitled to join any arbitration proceeding arising out of this Contract with any other arbitration proceeding arising out of this Contract or any other agreement between the Parties with respect to the Services.

26.3.10 Without prejudice to the Parties rights under this Contract, performance of this Contract shall continue during any: (a) amicable settlement negotiations; and (b) arbitration proceedings. No payment due or payable by either Party hereunder (other than payments which are subject of a Dispute) shall be withheld on account of any pending Dispute.

After clause 26.3 add the following clause as follows:

27.0 Value Added Tax (VAT)

All amounts set out or expressed to be payable under this Contract by the Employer shall be deemed to be exclusive **of any** Value Added Tax (“VAT”). In the event that VAT is chargeable:

- a) The Employer shall pay to the Consultant Engineer the full amount of the VAT, for the Services that are subjected to VAT.
- b) By paying the full amount of VAT, the Employer shall be discharged, and the Consultant Engineer shall not have the right to claim from the Employer any amounts related to the above-mentioned VAT.
- c) The Consultant Engineer shall incorporate the VAT amounts into their tax statement and shall deliver the amounts to the National Bureau of Revenue within the specified deadlines as per the VAT Law and **shall be responsible for these amounts in accordance with the** VAT Law and its Executive Regulations.”

2.4 Standard Contract Agreement and Conditions of Contract – Engineering Consultancy Services

1. The Ministry of Works' Standard Agreement and Conditions of Contract 2009, Book No.2 – Engineering Consultancy Services will be used.

A copy can be purchased from:

**Director
Financial Resource Directorate
3rd Floor (New Building)
Ministry of Works
P.O. Box 5, Manama
Kingdom of Bahrain**

2. Participants shall confirm their acceptance of the terms and conditions of this standard document.
3. Certain clauses and schedules in the Standard Contract Agreement may have to be modified to accord with the Terms of Reference.

The following Schedules are specific to the Project and shall be read in conjunction with the corresponding Schedules in the Ministry's Standard Contract Agreement and Conditions of Contract – 2009 (Book 2). If there are conflicts or discrepancies, these Schedules shall take precedence.

A) The First Schedule: The Project

1. The Project comprises the design, construction, completion, testing all the plants and equipment and commissioning, and maintenance of the complete works of proposed Sharifa Kanoo Art Center in Busiateen Area including all associated services and external works.
2. The scope of consultancy services shall include but not limited to the following:
 - a) Pre and Post-Contract Engineering Consultancy and Pre-Contract QS services for the Works.
 - b) The Works consisting of the following:
 - Art Center comprising of studios, workshops, training halls, offices and associated services.
 - Covered outdoor garden
 - All necessary circulation roads, carparks and related landscaping
 - Associated services and utilities
 - Coordination with other authorities to deal with existing services

Points to consider:

- a) It is the Consultant Engineer's responsibility to design structural system, electrical and mechanical services for all aspects of the Project, IT system and other ancillaries to render the entire building operational.
- b) The Consultant Engineer shall be responsible to seek approvals from all required government authorities and departments prior to the commencement of any construction works.

B) The Second Schedule: The Services

1.0 General Scope of Consultancy Services

1.1 Extent of Scope of Services

i) Inclusions:

All professional consultancy services necessary for the engineering designs, preparation of tender and contract documents, construction supervision and administration up to the issue of the Defects Liability Certificate for the Works.

All professional consultancy services shall include, inter alia:

- a) investigation and survey,
- b) architectural,
- c) finishes,
- d) interior designs,
- e) structural engineering, analysis, design and detailing,
- f) civil engineering,
- g) electrical, mechanical, plumbing and drainage services engineering,
- h) soft and hard landscaping, covered walkway and external works,
- i) interior and external lighting design – including functional exterior, lighting of the building and roads and landscaping lighting (this includes ceremonial lighting i.e. national day lighting),
- j) fencing and boundary wall,
- k) security systems design including card access and CCTV systems,
- l) computer and communications network cabling and system,
- m) value engineering,
- n) design of equipment and fit outs, if required,
- o) local technical representation and liaison
- p) preparation of terms of reference and pricing documents for the procurement of Investigation Studies and evaluation of the same for subsequent award,
- q) assisting with the tendering procedure for various tender packages,
- r) advice on the necessity of traffic impact study, etc.
- s) supervision of the execution of the Works and their maintenance during the defects liability period,
- t) compliance with legal and planning requirements of relevant Government Authorities including obtaining Building Permit,
- u) carry out the Quantity Surveying work during the pre-contract stage,
- v) preparation of preventative maintenance packages for mechanical/electrical systems,

- w) co-ordination and work closely with the Quantity Surveyors appointed by the Employer during the post-contract stage, and
- x) any other consultancy service recommended by the appointed Consultant Engineer and agreed by the Employer

ii) Exclusions:

Post-contract Quantity Surveying Services.

1.2 Extent of Scope Stages

The extent of Consultancy Services includes the following:

Pre- Contract Consultancy Services

1. Investigation
2. Preliminary Design
3. Detailed Design
4. Working Drawings and Tender Documents

Post-Contract Consultancy Services

1. Construction Supervision
2. Defects Liability Period.
3. Project Close-Out

2.0 Particular Scope of Services

Note: Completion and approval in writing from the Client will be required before the Consultant Engineer can move from one phase or stage to the next.

2.1 Investigation

- The Consultant Engineer shall investigate all available data relevant to the Project and shall initiate and supervise required bathymetric, cadastral and topographic, geotechnical surveys, TIA, EIA, etc.
- The Consultant Engineer shall advise the Employer of the need for any special surveys, investigations or tests necessary for the safe and proper design and execution of the Project, shall be obtained with the Employer's prior written approval arrange for these to be carried out on the Employer's behalf and shall study, analyse and report in full to the Employer on the results thereof.
- Collect data from any As-Built Drawings (if available), meetings with concerned stakeholders and statutory authorities, site surveys, etc. in order to locate and identify the existing underground and overhead services if needed.

- Investigate the existing power source (substation) and verify the available capacity.
- Formulate an approach regarding the permanent power supply if needed before the execution of the main construction works.
- The Consultant Engineer shall approach all relevant authorities in order to establish basic approval criteria relevant to the design and execution of the Project.

2.2 **Final concept**

The purpose of this stage is to develop the selected concept design scheme into its final form. Specific tasks during this stage include:

- Incorporate the comments of The Employer on the concept design selected from the Competition into the final concept.
- Prepare refined concept for discussion with the Employer,
- Prepare diagrammatic outlines of systems, i.e.; structural, electrical, mechanical, telecommunication, health & safety provisions, etc.
- Include flow diagrams to demonstrate inter-relationship of spaces and services.
- Incorporate sustainable and energy efficient methods and treatments.
- Ensure that all aspects of the selected design concept scheme meet all the regulations/ requirements of statutory authorities.
- prepare an estimate of cost to ensure that it is within the project budget.
- prepare final concept presentation comprising, but not limited to the following:

Architectural package

- site plan,
- floor plans of each floor,
- elevations,
- roof plan,
- sections,
- perspectives of the building and the site
- external works arrangements,

Engineering report

- to allow the Employer to understand the principles of
 - the structural design,
 - the methods proposed for providing mechanical, electrical, sanitary and all other building services,
- liaison with QS for preparation of budgets and estimates,
 - liaison with Employer for provision of Access Control/Security,

- prepare final schedule of areas for approval of the Employer,
- all as required to fully illustrate the scheme to the Employer

Note: Scales of drawings should be as large as practicable, e.g.

- plans, room elevations, reflected ceiling plans, sections/ details shall preferably be 1:100 or 1:200 scale.
- detailed plans (if required) to demonstrate functionality.

2.3 Preliminary Design

i) The task during this stage is to consider the Employer's comments on the Concept Design to finalize the building design, its interior and services in terms of:

- the final spatial layout identifying zoning and security control
- general arrangement site layout
- site layout
- building design
- equipment and fit-outs
- construction materials
- interior and exterior finishes
- furniture layout
- built-in / specialist equipment
- structural system
- services systems
- cost parameters
- design and construction time frame

At the end of this stage the Employer expects to be able to give approval to proceed to the Detailed Design Stage on the understanding that he has been clearly advised of:

- the final orientation of the proposed building,
- the building aesthetics,
- materials of construction and construction methodology
- estimated cost/budget

During this stage it is essential to maintain a dialogue with the Employer to ensure that the progress of the Preliminary Design is not delayed for want of Employer input. It is also essential that the Employer is kept informed by means of regular progress weekly/biweekly reports, meetings and workshops on the progress of the design in order to monitor compliance with the overall project time schedule.

ii) Particular issues to be resolved through dialogue and general research include:

- prepare sufficient drawings to illustrate the project in terms of spatial arrangement and inter-relationships, circulation, sections and appearance.
- develop the structural system (including foundations and any related underground improvement if necessary).
- develop all the building and site services systems.
- provide an energy statement as to the intended efficiency of the building comparing energy use with insulation factors, comparison with local regulations, etc.
- provide a preliminary schedule of finishes for the building, including alternatives for the facade materials.
- provide a fire strategy report which identifies the standards on which the active and passive fire safety parameters are based (the report shall include all drawings, schedules, etc. necessary to explain how the design will comply) and agree this strategy with the Fire Officer.
- arrange geotechnical, cadastral and topographic, bathymetric, underground services surveys, TIA, EIA for the use in the design, if needed.
- liaise with Statutory Authorities to implement/integrate their requirements.
- cost estimating, value engineering and planning. During this stage the Project cost plan will be evolved, and the required project budget will be defined.
- prepare presentation packages and reports to fully demonstrate the final scheme to the Client.
- submit application for Building Planning Permission.
- submit Preliminary Design and report for Employer's review and approval.

iii) Submission shall include:

- **Architectural**
 - site plans showing landscaping, external works and connections to existing road system,
 - floor plans defining architectural layout and structural grid and incorporating requirements of main structural design, mechanical and electrical services, equipment and fit-outs, furniture layout;
 - sections and elevations showing the forms of the building, type of structure used, treatment of facades, construction materials and exterior finishes.
 - final layout of on-site road system, footpaths, landscape and car park and other special areas showing equipment and plant on-site.

- ***Structural***
 - typical framing plans showing the structural systems proposed for construction, the location of expansion joints/control joints, and dimensions of main structural members,
 - outline details of typical structural members and special structures,
 - outline structural specification.
 - any special methodology for construction or sequence of work that may affect the structural system.
 -

- ***Building Services Engineering***
 - flow and/or riser diagrams showing supply and distribution systems of all building and site services;
 - outline floor plans and sections showing the distribution of the above systems coordinated with the building form and structure,
 - outline layout of building services plant and equipment rooms;
 - outline specifications and reports
 - liaison with all local utility service providers to establish points of connection and availability of service requirement.

Before giving approval to proceed to Detailed Design the Client and Employer will need to be satisfied that sufficient coordination has taken place among all disciplines to ensure that all services can be finally coordinated within the detail design without dimensional implication on the architectural and interior design plans, sections and elevations and to have a clear understanding of the operation and major materials of the systems being proposed.

- ***Interior Finishes.***
 - Typical sections for all areas to define ceiling heights and general profiles of ceilings.
 - Schedule of final interior finishes.
 - confirmation of final proposals for interior finishes and colour scheme.
 - reflected ceiling plans showing, lighting, air condition diffusers and other special features.

- ***Specialist Services Engineering***

- reports, outline specifications, diagrams etc., to ensure the special security requirements have been fully identified and incorporated into the design.
- ***Administration***
 - provision of all information required to monitor compliance with the cost plan;
 - update the drawing list and provide a list of drawings anticipated to be produced in the Detailed Design stage for the Tender packages;
 - confirm the time scale for the detailed design stage;
 - prepare the Preliminary Design Report highlighting design progress and problems remaining to be resolved.

2.4 Detailed Design

The task during this stage is to consider the Employer's comments on the Preliminary Design.

To achieve this objective the Consultant Engineer is required to prepare:

- fully detailed and co-ordinated drawings and schedules fully describing the works to be constructed.
- a fully detailed Specification to amplify or amend if necessary, the MOW standard Specification for construction Works 2019.
- all necessary constructional details relating to all design elements.
- Produce accurate Bill of Quantities and Pre-Tender Estimate for tendering and to allow the Contractor to complete the Works without involvement in design - related issues other than the production of "shop drawings" normally produced by the Contractor to describe the routing and installation of services, speciality items (such as lifts) or the fabrication of elemental components of the design such as ductwork, electrical panels, windows, doors, etc.

Submission shall include:

- ***Architectural***
 - site plans, sections and details; including landscaping, roads, parking, footpaths and all other external works;
 - floor plans including reflected ceiling plans.
 - building sections and elevations.
 - window / wall sections.
 - large scale interior and exterior details.
 - miscellaneous details.
 - casement work - types and details.

- woodwork - types and details (for special features such as counters, fixed furniture, etc.);
- door and associated hardware schedules and details.
- window and associated hardware schedules and details.
- Furniture layout, schedules, types and details.
- finishing and colour schedules.
- wet areas (toilets facilities, pantries ,etc..) details & drainage.
- staircases and ramps details.
- lift details.
- special external furnitures (car park canopies, external shading, etc.).

▪ ***Structural***

- foundation layout – plans, sections and details.
- schedules of footings,ground beams and the like.
- floor framing – plans, sections and details.
- column, beam and slab details including reinforcement presented in beam and column schedules along with section details.
- location of control joints, water-stops, special slab and beam openings, etc.
- plans, sections, details of external works and builders-work.
- water proofing for foundations, protection of excavation and fills, method of dewatering and all related matters to substructure work.
- section details for ground improvement,excavation and filling work below foundation.

▪ ***Mechanical Systems***

- sanitary drainage network.
- rainwater drainage with drain fittings and collecting network.
- gray water to be used for irrigation purposes.
- the water supply network with all necessary treatment systems, tanks, pumps, filters and the like.
- the hot water network with all necessary generation, storage and circulating equipment.
- the fire protection network with detection and alarm systems and fire fighting equipment as appropriate and previously established and agreed in the Fire Strategy Report.
- the air supply and exhaust systems for toilets, kitchen hoods and the like including all necessary duct work, fans, inlets and outlets;

- the air distribution network including all terminals, air handling units, fan-coil units, ductwork, air outlets and air balancing dampers, sound attenuation and the like:
 - control elements and systems including all valves, thermostats, humidistats, relays and the like:
 - the building automation, control and management systems.
- ***Electrical Systems***
 - lighting installation - layout plans and fittings schedules.
 - power supply and distribution installation - layout plans, riser diagrams, dimmer systems and equipment schedules.
 - earthing installation - details.
 - lightning protection - layout plans and details.
 - panel and distribution boards and feeder data schedules.
 - low-voltage systems installation - layout plans, schematic diagrams and schedules.
 - fire alarm.
 - telecommunication, voice and data.
 - containment systems for security and surveillance systems including CCTV and perimeter intrusion alarm,
 - miscellaneous installation details.
 - ***Specialist Services Engineering***
 - Access control/security requirements.
 - ***Administration***
 - Preparation Schedules of Rates and Prices.
 - Finalise drawing list.
 - Liaison with Statutory Authorities.
 - Identify and confirm with the employer the limit of Contractor's hoarding and movement area including site access route to avoid disruption of traffic flow within the compound.
 - Determine and confirm with the Client the existing Security System and procedures for entries of operatives and equipment including material deliveries into the compound to be enforced during the construction period.

2.5 Working Drawings and Tender Documents

The services to be provided under this phase relate to all the individual work packages identified during the design phase (**refer to the Second Schedule**).

i) Administration

- as detailed in the Second Schedule (The Services) of the Ministry's Standard Agreement and Conditions of Contract-2009 (Book 2).
- The Consultant Engineer shall also be responsible for the preparation of working drawings and tender documents for items of works included in the Construction Contract as a Provisional Sum which shall be tendered out separately.

2.6 Tendering and Recommendation of Contractor

i) Administration

- As detailed in the Second Schedule (The Services) of the Ministry's Standard Agreement and Conditions of Contract-2009 (Book 2).

ii) Tender clarifications

- Collate tenderer queries and prepare answers for the employer to circulate to all tenderers.

iii) Tender Report & Evaluation (Construction Tender)

- On receipt of Tenders, tender evaluation and report on technical and financial issues and make recommendations to the Employer

2.7 Construction Supervision Service Phase

These Services shall comprise the administration and post contract inspection of the Project during the construction and maintenance period and the Consultant Engineer shall in this connection undertake the following duties (hereinafter collectively called "the Supervisory Duties"):

- a) Issue to the selected contractor (hereinafter called "the Contractor") such instructions and give such professional opinions as are necessary for the execution of the Project in accordance with the Construction Contract. Such instructions must only be issued in accordance with the employer's procedures.
- b) Review and approve the programme of work of the Contractor and all drawings, reports and proposals submitted by the Contractor from time to time.
- c) Advise on any errors and/or omissions revealed in the Detailed Design or the Construction Drawings during the course of the execution of the Project and arrange for any necessary amendments or prepare such drawings that may be required for the proper execution of the Project.
- d) Approve materials and equipment.
- e) Implement quality control.
- f) Ensure compliance to health and safety regulations.
- g) Assist the Quantity Surveyor on technical matters concerning the progress of the execution of the Project, receive interim and final valuation recommendations from the Quantity Surveyor, prepare and issue interim and

final valuation certificates of payment, outlining any difference which may occur between the Quantity Surveyor recommendation and the Consultant Engineer's certificate. Such certificates are to be in a form approved by the Employer.

- h) Submit to the Employer monthly reports on the progress of the Project.
- i) Inform the Employer immediately in writing of any accident or damage that may occur on the site of the Project and instruct the Contractor to make accident reports as required by the Local Authorities.
- j) Where delays on the site of the Project or other problems occur the Consultant Engineer with the Contractor shall prepare and submit to the Employer proposals designed to rectify the situation.
- k) Advise the Employer on the necessity for the inspection and testing of materials and plant supplied for incorporation in the Project and arrange for such inspection and testing to be carried out on the Employer's behalf within the costs allowed for in the Tender Documents.
- l) Participate in and administer inspection and testing (including acceptance tests) upon manufacture, prior to shipment, upon delivery and during and after installation of all electrical and mechanical materials, machinery and plant supplied for incorporation in the Project as required by the specification and/or directed in writing by the Employer.
- m) Assist the QS on technical matters in preparing and submitting to the Employer at monthly intervals a review of the estimated final cost of the Project.
- n) Maintain full and proper records of the progress of the Project in order to deliver to the Employer on completion: maintenance manuals, as-built drawings, spare parts lists and all such other records and information as are necessary for the operation and maintenance of the Project. Provision of as-built information from the construction contractor may be incorporated into the construction contracts but base drawings will be required to be provided by the Consultant Engineer to those contractors.
- o) Assist in settling any disputes or differences which may arise between the Employer and the Contractor. The Consultant Engineer and their site supervisory staff shall continuously exert their utmost efforts to avoid the submission of claims by the Contractor. In the event that any claim shall be received from the Contractor prior to the issue of a final certificate at the end of the Project's maintenance period, the Consultant Engineer shall immediately inform the Employer in writing and shall then study such claim in conjunction with the Quantity Surveyor. The Consultant Engineer shall prepare and submit to the Employer a detailed report incorporating their comments and recommendations for settlement and upon demand shall supply the Employer with any information and documents as may reasonably be required by him in connection with such claim. For the avoidance of doubt the Consultant Engineer will deal with all technical and programming aspects of any claims. Financial and Contractual aspects of any claim will be dealt with by the Quantity Surveyor who shall submit his recommendation to the Consultant

Engineer for inclusion in their report to the Employer. Should the Consultant Engineer disagree with the recommendations of the Quantity Surveyor, such disagreement should be outlined to the Employer with full supporting reasoning for such disagreement. The Employer, in the event of disagreement or doubt as to whether a matter is 'technical', 'financial' or 'contractual', shall decide who will deal with each aspect. Following recommendation to and acceptance thereof on the proposed course of action with the Employer, issue such opinions or awards to the Contractor fully in accordance with the construction contract.

- p) During the execution of the Project act as "Engineer" as defined in the Construction Contract although the Consultant Engineer shall not be entitled to amend or vary the Construction Contract nor to give any instructions (except for pressing reasons of safety) that could increase or decrease the overall cost of the Project nor to authorise expenditure from provisional or contingency sums without the prior written approval of the Employer or his appointed representative. The Consultant Engineer shall promptly submit to the Employer copies of any approved variation orders or equivalent instructions as soon as these are issued to the Contractor.
- q) Together with the Contractor hold site meetings at fortnightly intervals to be chaired by the Consultant Engineer. The Employer reserves the right for himself and his duly authorised representatives to attend and participate at all such site meetings. Minutes shall be prepared by the Consultant Engineer and shall be submitted to the Employer within seven (7) days of each site meeting.
- r) At the end of the construction phase, undertake final inspections, obtain As-built drawings from the Contractor, review, comment and submit a complete set of approved (by Employer) as-built drawings to the Employer leading to the issue of Taking-Over Certificate.
- s) Obtain and present to the Employer on the completion of the Project final certificates relative to the Project issued by all-relevant Government and Municipal authorities.
- t) Employ on the site of the Project throughout the period of construction such supervisory staff agreed by the Employer as necessary to properly carry out the supervisory duties during the various stages of construction and provide for full time office support from all necessary administrative staff. In the case of full time personnel the normal working week shall be 48 hours to be spent on Site. The actual daily working hours will be at the Consultant Engineer's discretion provided that all efforts are made to be on Site at times when the Employer is likely to visit or at times where critical supervision is required (e.g. concreting).

2.8 Defects Liability Period

These Services shall comprise the administration and supervision in the event that defects arise after the construction completion of the project, within the defects

liability period as mentioned in the contract, the Consultant Engineer shall in this connection undertake the following duties:

- a) Conduct routine/regular inspections of the Project
- b) Investigate all the defects identifying the cause and whose responsibility under the conditions of contract.
- c) Advise the Contractor and the Employer the extent of the defective works and cost of corrective works.
- d) Supervise the rectification of defective works.
- e) Coordinate with stakeholders, as required.
- f) Undertake final inspections leading to the issue of Defects Liability Certificate.

2.9 Project Close-Out

These Services shall comprise the administration upon completion of the above sub-clause 2.6. The Consultant Engineer shall submit a report to Employer comprising the following:

- a) Lessons learnt
- b) Issuance of Defects Liability Certificate.
- c) Statement of Final Account and certification of Final Payment.
- d) Submission of approved “As-Built Drawings” (Hard & Soft Copy)
- e) Submission of approved Operations & Maintenance Manuals.

3.0 Points to note:

- 3.1 Whilst carrying out their services, the Consultant Engineer shall provide such design expertise, project management and senior representation appropriate to this prestige project. Submittals shall be accompanied by narrative reports including design criteria, structural analysis and design calculation including modeling and software outputs, electrical and mechanical calculations for Employer review and approval at appropriate design stages or upon request by the Employer.
- 3.2 During design, the Consultant Engineer will be expected to maintain close liaison with the Employer's representatives and to co-ordinate utility service provisions with the relevant authorities including, but not limited to, those related to telephone, fire, electricity, roads and sewerage and water all in co-ordination with the Employer's designated representative for the project.
- 3.3 The Consultant Engineer shall alert the Employer at all stages when the approved budget is expected to be exceeded due to design changes by the Employer or Client.
- 3.4 All design work is to be compatible with and in full compliance with Bahrain regulations, laws, decrees and standards (e.g. TRA, Fire Authority, EWA, Municipality, GDCD etc.) (which are generally in line with British and other recognised international standards) prevailing and currently in operation in the Kingdom.

- 3.5 Amounts to be entered in the Contract Documents for Provisional or Prime Cost Sum items shall be derived by the Consultant Engineer with the consent of the Employer, bearing in mind the design intent of the Consultant Engineer. Thereafter, the agreed figures shall be considered as the Target Costs for each item when the Consultant Engineer undertakes the design detailing or the material selection. In the event that the Target Costs are exceeded (except where the Employer has altered the scope of the item) then the Consultant Engineer shall, without further charge to the Employer, take all necessary action either by re-design or by alteration of the scope of the item, as directed by the Employer, to ensure that the item is brought back within the Target Cost.
- 3.6 The Employer shall conduct a general review of all design submissions to determine if the Consultant Engineer has met the minimum requirements at each stage. In the event that the general review indicates extensive or serious shortfalls in the design that requires a more in-depth review then the costs of that review will be deducted from the remuneration due to the Consultant Engineer or will be settled by a payment from the Consultant Engineer to the party conducting the in-depth review as instructed by the Employer.
- 3.7 The Consultant Engineer shall submit monthly progress reports to the Employer during the execution of these services. The content and form of these reports will be agreed with the Employer.
- 3.8 In respect of each member of the Consultant' supervisory team the Consultant Engineer shall be fully responsible for:
- a) Welfare
 - b) Costs such as salary, benefits, travel, accommodation, visas, etc.
 - c) Provision of a motor vehicle for transport to, from and around the work sites.
 - d) Conduct
- 3.9 In respect of holiday and sick leave for each member of the Consultant' supervisory team:
- a) Prior written authority from the Employer's Project Manager will be required at least one month before departure on leave. During the course of the Supervision Phase the Consultant Engineer shall co-operate with the Employer, other Consultants and their Sub-consultants to ensure that a co-ordinated leave schedule is maintained so as to avoid absences of too many personnel from the team at the same time.
 - b) A medical certificate from a recognised doctor will be required for two or more consecutive day's illness. Sick leave of more than 6 days per 12 months period will incur deduction of fee.

- c) At its sole discretion, the Employer may request that the Consultant Engineer provide a replacement for any of the supervisory team during absence on holiday or protracted sick leave. Up to 2 days hand-over at the beginning and end of such replacement may be required by the Employer. Such replacements (including the handovers) are deemed to be included within the fees/rates for the supervision service.
- d) Replacement staff shall be equivalent in qualification and status as the member being replaced otherwise the Employer reserves the right to adjust the remuneration accordingly.

4.0 Major Deliverables

The Consultant Engineer shall submit the following deliverables:

- | | |
|---|--|
| 1. Preliminary Design - Drawings & Documents | 3 sets (hard copy & soft copy) |
| 2. Detailed Design - Drawings & Documents | 3 sets (hard copy & soft copy) |
| 3. Draft Working Drawings & Tender Documents | 3 sets (hard copy & soft copy) |
| 4. Final Working Drawings & Tender Documents | 3 sets (Book Bound hard copy & soft copy) plus 2 sets loose hard copy (Reproducible) |
| 5. Project Design Report and Priced Documents | 3 sets (hard copy & soft copy) |
| 6. Contract Documents | 5 sets (Book bound hard copy & soft copy) |

2.5 Standard Forms

2.5.1 Standard Form of Performance Bond

The successful Consultant Engineer will be required to submit a Performance Bond, in the form as per Annex-1 to the Pre and Post Contract Engineering Services of the Ministry of Works' Standard Agreement and Conditions of Contract 2009, Book No.2 – Engineering Consultancy Services, before the Consultancy Agreement can be executed.

2.5.2 Evaluation Criterial

(Refer to Annexure C)

2.5.3 Questionnaire Forms

(Refer to Annexure D)

Annexures

Annexure (A): Location Plan

Annexure (B): Requirement of the Center

Annexure (C): Technical Evaluation Criteria

Annexure (D): Technical Questionnaire Forms

Glossary

1.1. The Employer

The Employer is the Government of the Kingdom of Bahrain, the Ministry of Works (MOW), as represented by the Strategic Project Directorate.

1.2. The Client

The Client of this Project is Ministry of Youth Affairs.

1.3. The Fainancier

The Fainancier of the Project is M/s Yusuf Bin Ahmed Kanoo Group.

1.4. The Competition Closing Date

2. The Competition Closing Date is the date indicated in the letter of Invitation/ Competition advertisement or any subsequently named day advised in writing by the Employer.

2.1. The Project

The Project is Sharifa Kanoo Art Center as defined in the First Schedule of this Request for Proposal (RFP).

2.2. Lump-Sum Consultancy Agreement

A Lump-sum Consultancy Agreement is a contract for the provision of consultancy services; the exact measure of it is to be ascertained by the Participant, based on the this Request for Proposal (RFP). This Lump-sum shall not be subject to re-measurement.

2.3. TRA

Telecommunications Regulatory Authority

2.4. EWA

Electricity & Water Authority

2.5. GDCD

General Directorate of Civil Defence

2.6. RPDD

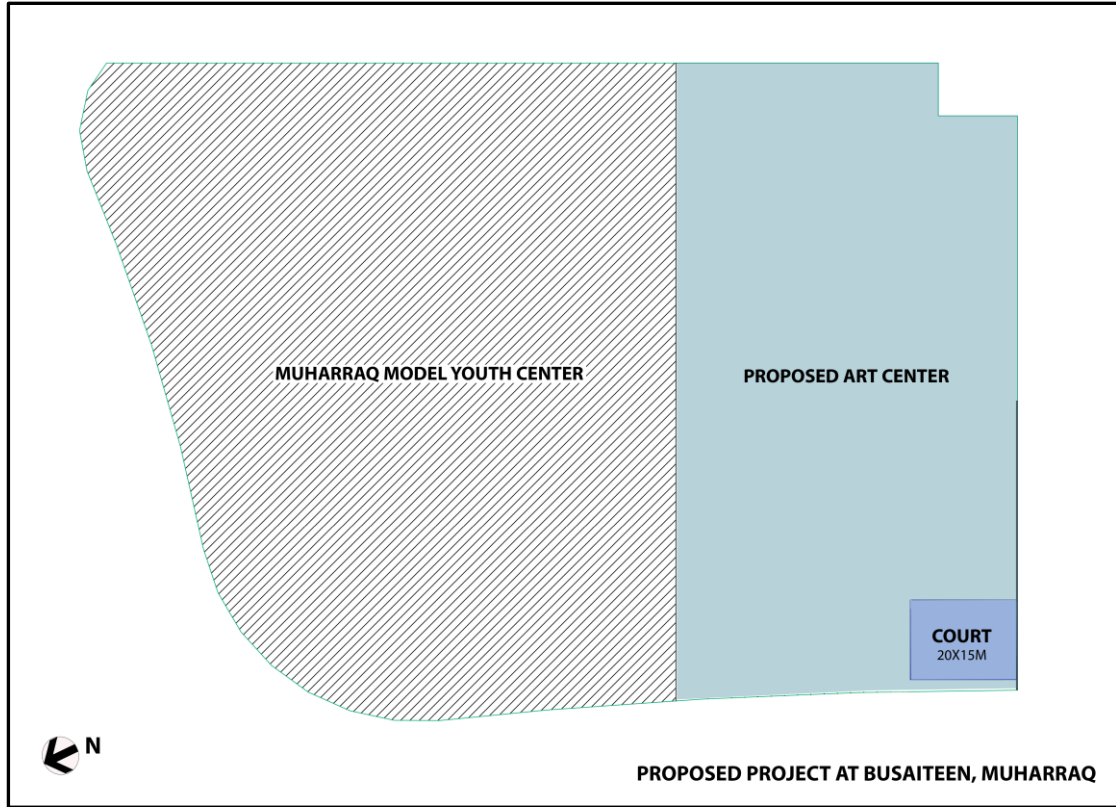
Roads Planning & Design Directorate

2.7. SEPPD

Sanitary Engineering Planning & Projects Directorate

Annexure (A): Location Plan





Annexure (B): Requirement of the Center

Sharifa Kanoo Art Center

No	space المساحات المطلوبة	capacity القدرة الاستيعابية	No. Spaces العدد	Area المساحة	Total area المساحة الكلية	Floor Area with 30% circulation مساحة الدور الكلية	Remarks الملاحظات
1	Reception الاستقبال		1	40	40		
2	Commercial space (café/gift shop) مساحة تجارية (مقهى محل بيع هدايا)	-	2	48	48		
3	Recording and editing studio استوديو تصوير و مونتاج	-	1	40	40		
4	Audio recording studio استوديو تسجيل صوتي	-	1	30	30		
5	Stores مخازن				80		The stores shall be located in relation to the halls.
6	Toilets دورات مياه	5	8	28	224		
7	prayer halls مصلى	20	2	45	90		
8	Labour rest area استراحة عمال	3	1	15	15		shall be connected with a small pantry

9	Acting Hall قاعة تمثيل	15	1	195	195		
10	Painting studio مرسم	15	1	100	100		
11	Fashion Studio تصميم أزياء	10	1	100	100		
12	Carpentry and carving hall نحت ونجارة	10	1	225	225		
13	Administration مكاتب إدارية	10	1	185	185		Shall accommodate a pantry & WCs (2 male + 2 female)
Total					1372	1783.6	
1	Guard Room حراسة	2	1	7.5	7.5	9.75	with toilet facility
2	Covered Outdoor Garden حديقة خارجية مغطاة	30	1	200	200	200	
Total Floors Area (exculding parking area & covered outdoor garden & services) مساحة المبنى الكلية من دون مواقف السيارات والحديقة الخارجية						1793.35	
Total built up Area including 30% services (excluding parking area & covered outdoor garden)						2207.2	
PLOT AREA						6928	3984+2944
3	car park (required) مواقف السيارات المطلوبة	40			594	772.2	

Annexure C: Technical Evaluation Criteria

The submitted Concept will be evaluated based on the following criteria:

1- Suitability of the design to the project brief and requirements (20%)

The ability to translate the project brief and requirements and demonstrate them creatively in the design of spaces and overall design of the project. The design shall also reflect the vision of the project in all aspects of the design.

2- Integration of Spaces (20%)

The ability to integrate the building with its surroundings, spaces with their function, access and circulation and how the people interact with the spaces. It covers solutions for master planning problems, landscaping design, car parking allocation and outdoor spaces.

3- Functionality of the Design (20%)

The extent of functionality of the design and whether the spaces are suitable for their intended use or not. It covers quality of spaces in terms of measurements, geometry, orientation, interrelation and zoning.

4- Sustainability and Environmental Consideration (20%)

The use of techniques and design solutions to assure efficient use of energy, effective use of natural resources and minimizing the negative impact on the environment.

5- Form and Architectural Aesthetic (20%)

How the form demonstrates design creativity in terms of shape, massing, materials, detailing, façade design and blending with the surroundings. The extent of innovation, creativity and novelty in the design.

*During evaluation, 10 points incentives will be added to the proposals submitted by students or fresh graduated students.

Annexure (D): Technical Questionnaire Forms

1. Determination of Eligibility

- Name of Firm:
- CREPE Category:
- Details of 3 previous **similar** projects undertaken:
 - a) Project:.....
.....
Employer:.....
.....
Scope of
Project:.....
Value:
 - Details of Services provided by
Firm:.....
Specialist sub-consultants' involved (name &
scope):.....
 - b) Project:
.....
Employer:
.....
Scope of
Project:.....
Value:
 - Details of Services provided by
Firm:.....
Specialist sub-consultants' involved (name &
scope):.....
 - c) Project:
.....
Employer:.....
.....
Scope of
Project:.....
Value:
 - Details of Services provided by
Firm:.....
Specialist sub-consultants' involved (name &
scope):.....

- Provide proof of the involvement with the above Projects with either published brochures or articles, written confirmation from the Project Employer or other verifiable documents.

Notes:

1. *If specialist sub-consultants have been used on the above Project examples, then the same sub-consultants should be those intended for this Project so that it can be determined that the firms have experience working together for office building projects are of similar size as minimum.*
2. *If the bidder does not have reasonable experience in similar projects then the Tender will be considered to be technically non-compliant and therefore rejected without further examination.*

2. Firm to be named as the Consultants

- name
- address
- tel.no. e-mail
- fax. no. web page
- contact person
- year the firm was established under the name presented
- professional fees received each year for the last five years

2016	2017	2018	2019	2020

	discipline	number
■ staff employed by discipline professional staff	<input style="width: 180px; height: 20px;" type="text"/>	<input style="width: 180px; height: 20px;" type="text"/>
	<input style="width: 180px; height: 20px;" type="text"/>	<input style="width: 180px; height: 20px;" type="text"/>
	<input style="width: 180px; height: 20px;" type="text"/>	<input style="width: 180px; height: 20px;" type="text"/>
	<input style="width: 180px; height: 20px;" type="text"/>	<input style="width: 180px; height: 20px;" type="text"/>
		<input style="width: 180px; height: 20px;" type="text"/>
administrative staff	<input style="width: 180px; height: 20px;" type="text"/>	<input style="width: 180px; height: 20px;" type="text"/>
	<input style="width: 180px; height: 20px;" type="text"/>	<input style="width: 180px; height: 20px;" type="text"/>
	<input style="width: 180px; height: 20px;" type="text"/>	<input style="width: 180px; height: 20px;" type="text"/>
	<input style="width: 180px; height: 20px;" type="text"/>	<input style="width: 180px; height: 20px;" type="text"/>
total staff		<input style="width: 180px; height: 20px;" type="text"/>

■ List the projects that most accurately reflect the firm’s technical capabilities and relevant project experience. The projects listed should demonstrate, amongst others, the firm’s ability to execute:

- Art Center, Galleries, Community Center

project title	<input style="width: 100%;" type="text"/>		
value	<input style="width: 150px;" type="text"/>	Employer	<input style="width: 150px;" type="text"/>
date completed	<input style="width: 150px;" type="text"/>	* service provided	<input style="width: 150px;" type="text"/>

project title	<input style="width: 100%;" type="text"/>		
value	<input style="width: 150px;" type="text"/>	Employer	<input style="width: 150px;" type="text"/>
date completed	<input style="width: 150px;" type="text"/>	* service provided	<input style="width: 150px;" type="text"/>

project title	<input style="width: 100%;" type="text"/>		
value	<input style="width: 150px;" type="text"/>	Employer	<input style="width: 150px;" type="text"/>
date completed	<input style="width: 150px;" type="text"/>	* service provided	<input style="width: 150px;" type="text"/>

project title	<input style="width: 100%;" type="text"/>		
value	<input style="width: 150px;" type="text"/>	Employer	<input style="width: 150px;" type="text"/>
date completed	<input style="width: 150px;" type="text"/>	* service provided	<input style="width: 150px;" type="text"/>

project title	<input style="width: 100%;" type="text"/>		
value	<input style="width: 150px;" type="text"/>	Employer	<input style="width: 150px;" type="text"/>
date completed	<input style="width: 150px;" type="text"/>	* service provided	<input style="width: 150px;" type="text"/>

project title	<input style="width: 100%;" type="text"/>		
value	<input style="width: 150px;" type="text"/>	Employer	<input style="width: 150px;" type="text"/>
date completed	<input style="width: 150px;" type="text"/>	* service provided	<input style="width: 150px;" type="text"/>

Notes:

* *Master Plan, Infrastructure, Design Development, Engineering services, etc.*

* *This sheet should be duplicated and completed as required.*

3. Proposed Specialist Service Providers/ Sub-Consultants

- Specification:
(e.g., Engineers, Architect, etc.)
- name
- address
- tel.no. e-mail
- fax.no.
- contact person
- CRPEP License No.
- Disciplines
- year the firm was established under the name presented
- professional fees received each year for the last five years

2016	2017	2018	2019	2020

	discipline	number
■ staff employed by discipline	professional staff	<input style="width: 150px; height: 20px;" type="text"/>
	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
administrative staff	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
total staff		<input style="width: 150px; height: 20px;" type="text"/>

Note:

- All questions asked must be answered for each of the specialist service providers / sub-consultants listed above.
- This sheet should be duplicated and completed as required by the number of specialists proposed.

- List of projects that most accurately reflect technical capabilities and **relevant** project experience.

project title	<input type="text"/>		
value	<input type="text"/>	Employer	<input type="text"/>
date completed	<input type="text"/>	* service provided	<input type="text"/>

project title	<input type="text"/>		
value	<input type="text"/>	Employer	<input type="text"/>
date completed	<input type="text"/>	* service provided	<input type="text"/>

project title	<input type="text"/>		
value	<input type="text"/>	Employer	<input type="text"/>
date completed	<input type="text"/>	* service provided	<input type="text"/>

project title	<input type="text"/>		
value	<input type="text"/>	Employer	<input type="text"/>
date completed	<input type="text"/>	* service provided	<input type="text"/>

project title	<input type="text"/>		
value	<input type="text"/>	Employer	<input type="text"/>
date completed	<input type="text"/>	* service provided	<input type="text"/>

project title	<input type="text"/>		
value	<input type="text"/>	Employer	<input type="text"/>
date completed	<input type="text"/>	* service provided	<input type="text"/>

Notes:

- Each of the above projects should be illustrated elsewhere within the Consultant's submission together with a brief description as to its relevance to this project.
- This sheet should be duplicated and completed as required by the number of specialists proposed.

* Master Plan, Infrastructure, Design Development, Engineering services, etc.

4. The Project Team

The purpose of this section is to identify the proposed structure of the project team and the skills and experience of the personnel who will have the major responsibilities. It is intended that this sheet will provide outline information only. Furthermore-detailed information should be provided within the consultant's submission and should include CV's of each of the key members of the project team.

Brief details of the organisation of the proposed overall team structure and the project teams within each discipline, with years and type of experience along with their qualifications.

An organogram should be attached to this sheet

■ *Brief resumes of key personnel*

■ *Project Director : firm*

	<input type="text"/>			
<i>name</i>	<input type="text"/>			
<i>experience:</i>	<i>present firm</i>	<input type="text"/>	<i>other firms</i>	<input type="text"/>
<i>name last two previous employers/firms</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>highest academic degree achieved</i>	<input type="text"/>			
<i>professional associations and dates registered</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

■ *For each key personnel project Architect, Engineer, etc. : firm*

	<input type="text"/>			
<i>name</i>	<input type="text"/>			
<i>experience:</i>	<i>present firm</i>	<input type="text"/>	<i>other firms</i>	<input type="text"/>
			<input type="text"/>	<input type="text"/>
<i>highest academic degree achieved</i>	<input type="text"/>			
<i>professional associations and dates registered</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: This sheet should be duplicated and completed as required by the number of specialists

5. Work Program

Provide programme (Gantt Chart) from start to close-out of the project including cash flow.

6. Firm & their Partners Duties

Provide the statement of how the firm & their sub-consultants (if any) handle the Services.

7. Method Statement

Provide the detailed method statement for the proposed work as defined in the scope. Make sure the provided method statement covers all aspects of the Services.

Tenderers shall provide comprehensive method statement on how they will carry out and manage the following pre- and post-contract consultancy services:

- a) Investigation, information gathering, liaison with stakeholders.
- b) Validation of project requirements and scope of work.
- c) Finalizing the Concept Design.
- d) Procurement of specialist firms for site investigation, studies, surveys and testing.
- e) Preparation of preliminary design, detailed design, working drawings and tender documents.
- f) Priced Schedule of Rates and Prices.
- g) Tendering and recommendation of contractor.
- h) Building permission.
- i) Supervising Construction.
- j) Quality Assurance & Quality Control.
- k) Health & Safety.
- l) Defects Liability Period