

Consultants Terms of References:

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1. About UNHCR

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 19,000 people in more than 110 countries continues to help more 80 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

2. Purpose

UNHCR Representation in Moldova has jointly with the Government of Moldova identified premises which require renovation for the implementation of the refugee program in Moldova. The program comprises of reception of individuals for the registration and determination of the refugee and asylum seeker status. The premises are located inside Chisinau and in various locations in the country. New locations will gradually be included in the programme and scope of works will also include premises which are used or occupied by UNHCR or its partners. Projects in different locations will differ in nature and scope and require different expertise and service elements all which are described below in the scope of services. In this regard, UNHCR wishes to identify qualified Contractors able to develop project designs by request from UNHCR and oversee their implementation according to UNHCR's instructions. Consultancy services should form part of the scope of service and firms which have construction activities incorporated are excluded from this scope. The Contractors are not required to perform nor to contract companies for civil works, construction companies will be identified and contracted separately by UNHCR (market knowledge may be requested).

The scope of works may vary greatly, ranging from simple consultancy requests to renovate the electrical cabling of a small office to large-scale renovation projects of office buildings and re-construction of building sites.

UNHCR envisages to establish Frame Agreements with various engineering/consultancy companies for a duration of 1 year. It is foreseen that when a concrete project is initiated, the Frame Agreement holders will be contacted by UNHCR to give an offer for the defined scope. Companies shall provide a breakdown of required resources, in terms of staffing requirements and estimated days of work per staff category (please see the price sheet for more details). In addition, companies shall indicate the envisaged staff mobilization lead times and timelines for the project in question. UNHCR Shall award the project work to the company best meeting the timeline and economic interests of UNHCR.

3. Design Objectives

UNHCR aims to have building designs and implementation of renovation works to address the below:

- Wellbeing of Persons of Concern (PoCs) and of Staff members

- Efficiency of daily work, ensuring a healthy, suitable, comfortable working environment and space
- Addressing safety and health measures during the COVID-19 situation and in general, in line with local rules and regulations

Economy of Systems and Components

- Provide innovative solutions to minimizing / consolidating cores and service areas within the typical floor plates, while adhering to DM and other authority requirements
- Provide innovative solutions to address Bureau of Migration and Asylum (BMA) special requirements and work guidelines for all spaces (office spaces, common areas, Reception Facilities, interview rooms) this should be reflected on Architectural design, Safety and security systems, infrastructure systems, facades, etc.
- Prioritize standardized structural grids and earthquakes codes
- Work with unitized panels and avoid custom design glass / façade panels
- Use common material / component dimensions and modules
- Floor layouts to optimize the space usage
- Natural lighting and ventilation are vital for workspaces and the Consultant(s) should address this aspect and reflect it through all design stages
- Construction phasal approach will be UNHCR/BMA choice for the project implementation. The consultant shall deliver a full design for all required systems. On the other hand, the completed design packages will be issued for tender and construction by UNHCR, taking into consideration UNHCR's financial plan for the project implementation.

4. Scope of services

The Services to be performed by the Consultant in relation to Projects are described inclusively below.

No.	Stage
1	Concept Design
2	Schematic Design
3	Detailed Design
4	Tender Documentation and Tender Stage
5	Construction Documentation and awarding contractor(s)
6	Construction Supervision

General

The Services to be performed by the Consultant in relation to projects may include comprehensive design services (including all specialist services) for all elements of the projects, assisting UNHCR in tendering (including tender documentation), contract documentation and construction documentation, and construction supervision services (including performing the role of the Engineer under the Construction Contracts). The aforementioned services should be rendered on a complete set of AS BUILT Drawings (To be provided by the Consultant).

Some of the projects may be of a much simpler nature, requiring a limited scope of needs form UNHCR.

The following is a list of the main disciplines required to complete the design (the list is non-exhaustive and other fields may be required):

- architectural
- structural
- mechanical

- electrical
- plumbing
- fire & life safety
- civil engineering
- landscaping
- façade design and maintenance
- security, access control, surveillance
- security and risk assessments
- ICT, audio/visual, information technology, telecom and low voltage design
- codes and approvals
- environmental (including EIA if required)
- sustainability (to DM requirements only)
- lighting design
- acoustic engineering
- waste management
- geotechnical review of soil reports, preparation of preliminary test pile design and liaising with the local authority
- architect of record

5.1. Basis of scope of services

The following constitute the basis of the scope of services to be performed by the Consultant in relation to the Projects:

- The Consultant shall serve as an integral part of the project implementation team. The scope of services concentrates on deliverables; however, the Consultant shall provide a complete proactive consultancy service, attending monthly and/or weekly meetings and workshops as and when required and gives comments and advice to other team members and local consultants when required
- The Consultant shall comply with all requirements (legal and otherwise) of the local authorities
- All the drawings shall be provided in CAD and PDF formats in all stages for all disciplines, however the extensions of all deliverables shall follow the approved BxP in all stages for all disciplines
- The Consultant shall undertake constructability analysis of the design. The concept and schematic design should be developed with consideration for constructability to make sure that there are no ambiguities, inconsistencies or other problems, which could lead to otherwise preventable difficulties during construction or affecting the design intent during the design development
- The Consultant's deliverables shall be produced at an appropriate scale and level of detail (i.e., enabling the construction companies to realize the design)
- The Consultant shall be responsible for supplying the necessary human resources, systems and procedures required to effectively deliver the full coordinated sets for all trades in accordance with the Project Programme
- Procedures employed by the Consultant shall provide for a proactive approach and efficient management style and shall be supported by efficient control systems
- The Consultant shall investigate the availability of materials, products and systems that will be utilized in projects in the local market
- For complex projects, prior to the preparation of designs, the Consultant shall review relevant existing floor plans, construction specificities and subsequently report on his

review to UNHCR on the building suitability to accommodate needs of the requesting agency/organization. The Preliminary Conceptual design report shall be submitted for discussions and UNHCR's approval. It is the responsibility of the Consultant to obtain all pertinent information and other data as shall be necessary and to carry out all surveys needed to perform his obligation. Based on the results and the recommendations of such reports and the outcome of discussions between the UNHCR and the Consultant, UNHCR (and BMA or other agencies) will decide upon the final criteria of the design and the extent of the project

- The Consultant shall provide all his services in accordance with local Moldovan codes and internationally recognized codes, standard and recommended practices (BS, NFPA, ASTM etc.). All specified equipment and material shall comply with recognized codes and standards. The Consultant shall advise UNHCR in writing of all codes, standard and recommended practices that he intends adopting throughout the design for the written acceptance and written approval of UNHCR and shall provide UNHCR with one soft copy of all intended and approved codes, standard and recommended practices
- UNHCR (and its partners) may employ other parties to provide services for the project and the Consultant shall closely liaise and coordinate with the third party (or parties) throughout the design stage of the project and exchange with them regarding all required information, drawings, schedules, etc. to enable him to undertake their services on the project
- A senior Design Professional / Project Manager representing the Consultant, and approved by UNHCR, shall be the main point of contact with UNHCR, along with the necessary team of professionals assigned to the project
- If needed, the Consultant shall conduct site visits at the project location, especially during the initial stages and be responsible for familiarizing himself with the natural conditions and environmental aspects of the project to ensure the design is matching the highest and best use recommended by UNHCR

5.2. Design Stages

The Consultant shall be responsible for the execution and delivery of the following stages (depending on the complexity of the project) along with the associated deliverable items ensuring these are in line with UNHCR's design brief and guidelines:

- Stage 1 – Concept Design
- Stage 2 – Schematic Design
- Stage 3 – Detailed Design
- Stage 4 – Tender Docs. and Evaluation
- Stage 5 – Construction Documentation
- Stage 6 – Construction Supervision for Enabling & Piling Works

5.3. Stage 1 - Concept Design:

The Consultant shall start the projects through a kick-off session with UNHCR. UNHCR will organize all required stakeholders of the project to be invited to the session. UNHCR will arrange site visit(s) for the design team to become familiar with the contextual conditions of the site. The Consultant will collect required data such as site information, local regulations, UNHCR's budget, targets and expectations and all contextual data.

The Consultant shall review available planning guidelines and by-laws; if any, and establish the basic design parameters for the project including a site analysis to understand the site conditions, topography, views, adjacent land uses, etc. and confirm the physical opportunities and constraints.

The Consultant shall create and study architectural, Structural, MEP (mechanical, electrical and plumbing), and specialties design alternatives that will explore different approaches to the existing building and potential planning strategies.

The Consultant shall review the documents in accordance with local Moldovan codes and internationally recognized codes, standard and recommended practices (BS, NFPA, ASTM etc.). All specified equipment and material shall comply with recognized codes and standard.

- a. If needed, the Consultant shall prepare area calculations on the breakdown of areas (BUA, GFA, office spaces vs. circulation and common amenities) and floor efficiency
- b. Spaces allocations
- c. Site Layout & floor plans showing the access for ingress/egress, in terms of vertical & horizontal circulation and cores
- d. Prepare and submit to UNHCR for review purposes a draft of the Concept Design documentation. Such documentation shall be marked "Draft"
- e. The Concept Design documentation shall include such drawings, renderings, and other documents required to clearly illustrate the scale and relationship of all elements of the Project and shall also include such additional information to enable the preparation of a concept cost estimate by the quantity surveyor
- f. The Concept Design Documentation shall include as a minimum:
 - overall floor plans for the building covering all project elements including building layout and showing the relationship between the existing floor plans and the designed plans
 - Architectural renderings, plans, and sketches to demonstrate and describe the design concept and direction of all elements of the project (e.g.: including broad operational planning of both refugees' designated zones and staff members)
 - Architectural renderings and sketches depicting all elevations of all components of the project
 - Drawings detailing building sections and floor plans sufficient to demonstrate and determine the horizontal & vertical relationships i.e., flooring, ceiling, HVAC equipment, light fixtures, etc. between all components of the projects
 - sufficient full color digital perspectives to clearly demonstrate both the architectural and interior design concept (could be reconsidered by UNHCR in view of the time schedule)

Deliverables

Stage 1 concept Report that shall include the following:

- a) Compliance with the Attached guidelines for UNHCR buildings & requirements
- b) Compliance with the local Moldova codes and internationally recognized codes
- c) Area space program
- d) A preliminary study of the proposed Structural and MEP systems

Concept Design Stage Completion

Upon the completion of the Concept stage and with the UNHCR's comments, input and approval to proceed, the Consultant shall start with services for the review of the Concept design documents. During this stage of Services, UNHCR shall expect that the Consultant undertake his initial studies of civil and structural engineering as well as MEP systems, infrastructure and utility services, and general systems and routing including several potential options. The Consultant shall coordinate and collaborate with UNHCR's technical teams and his In-House team.

Based on feedback from the UNHCR and the municipal authorities, the Consultant will review, provide a recommendation report, Architectural Design along with a concept for the Landscape/outdoor spaces design as appropriate. This will include the identification of key aspects of the project including entries, and the building footprint and BUA, as well as any related aspects.

The Consultant shall coordinate the concept design work with his engineering and Infrastructure teams, regarding related Utility, infrastructure, services, etc.

Finalized design will be submitted to UNHCR as the Concept Design Report, renders, reports and drawings which will mark the milestone of “Submission of the Concept Design Report”.

(i) Attend meetings with UNHCR and other Consultants/technical teams to discuss the draft Concept Design Phase documentation and prepare minutes thereof where appropriate

(ii) Amend the draft Concept Design Phase documentation to incorporate as applicable the requirements of UNHCR and submit to UNHCR for approval purposes the final version of the Concept Design Phase documentation. All such documentation shall be marked “Final”

The consultant shall coordinate the whole design team and their respective scopes of services so that the deliverables regarding all disciplines are presented to UNHCR in alignment with the Consultant submission.

The deliverables associated with the scope of works mentioned above will consist of the below items:

a) Architectural Design:

The documents shall comply with the Codes and standards compliance for Local & International Codes.

- Concept Design report that includes:
- Architectural design for base and alternate Concept Design showing analysis of site plan at scales conducive to size of project (from 1:1000 to 1:400);
- floor plans, sections, elevations and architectural features (scale 1:200 or 1:100).
- Interior design layouts
- Perspectives and other renderings or sketches supporting the base and alternate Concept Designs
- Detailed architectural floor plans including furniture layout for typical areas, lobbies, and other public areas
- Analysis of the base and alternate designs showing their compliance with the area program, design criteria, codes, and standards including the Design Architect’s final recommendations to UNHCR
- Architectural Exterior Renderings: The consultant shall provide façade proposals for the Project each having:
 - Exterior Perspectives (if needed)
 - The compliance of the new elements with the existing structural systems
 - The compliance with the proposed MEP systems
 - Constructability verification

b) Structural Design:

Design Criteria report including the proposed structural systems for new elements (if any)

c) MEP Design:

- Design Criteria report including the proposed systems including but limited to light current, server rooms, electrical network, HVAC systems, CCTV, etc.

d) Landscape Design:

- Design completeness report
- Design consistency validation
- Compliance with codes and regulations verification
- Constructability verification
- Any further items or documents as appropriate during the validation

Cost analysis and budget:

- The cost analysis shall be based on the concept design and shall include but not be limited to: Site works, Substructure works (if any), Superstructure works (if any), External Façade works (if any), Internal works and Finishes, Electrical works, Mechanical works, Plumbing works, Landscape work, and any major Specialist items such as Feature/Specialist, Water Features (if any) etc.

Time Schedule:

- The time schedule for phases of design and construction shall be based on the final Concept Design and updated as warranted during the Concept Design stage.

Upon request, a set of Concept Design drawings shall be mounted on boards at a convenient scale (A0 or A1 size) for presentation and be provided in A2 size in hard copy and soft copy format.

5.4. Schematic Design – Stage 2 (be submitted BIM LOD 200)

The schematic Design stage is the stage of services in which UNHCR confirms all the project requirements and goals.

The Consultant prepares Schematic Design Documents consisting of drawings, sketches, models (can be submitted in the DD Stage) and other documents illustrating the scale and relationship of the Project program components. These drawings and documents are produced on greater detail than the previous Concept Design phase.

After the conclusion of Stage 2 and the submission of the Concept validation design report, the Consultant shall seek approval from UNHCR so that the design work regarding the Schematic Design can commence. The Consultant shall coordinate with UNHCR Technical teams in order to complete the required works according to the agreed project schedule.

After the completion of the Schematic Design Services, the Consultant shall present the results to UNHCR through the Schematic Design Presentation Workshop/meeting. After the review, the Consultant shall amend the Schematic Design submission according to the comments and suggestions by UNHCR.

The finalized design will be submitted to UNHCR as the Schematic Design Report which will mark Completion of the milestone of “Submission of the Schematic Design”.

The Consultant shall continue with the development of the design through the elaboration of the below mentioned subjects:

- Implementation of the outcomes of Concept Design into a Schematic Design following the norms and common practice
- Site plan studies including access, surface parking area, floor elevations, existing and proposed levels, general planting areas and site features, service areas (if required) and project limit lines (to be produced by and in coordination with UNHCR and in accordance with municipality requirements)

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- Floor plan studies including cores and shafts, fixed equipment as made available to the consultant in this phase and fire zoning and fire rating design, overall dimensions, spaces' dimensions, lobbies, corridors, and functional labelling
- Section and elevation studies showing longitudinal and transverse building sections and showing the building's construction materials, floor-to-floor heights, ceiling heights and overall heights, mass relationship, wall heights, architectural design treatment of the building shell, use of materials, indicative floor levels
- Interior Design for the different spaces

Furniture Layouts for all spaces

- Coordination with the Structure systems and proposed layout along with elements dimensions and locations
- Coordination with the MEP schematic design including the basic requirements
- Exterior lighting design
- Coordination of all design disciplines Input
- Develop wall types, materials, geometrics for facades of buildings
- Showing all facade component sizes, materials, glazing and shading devices, and exterior lighting fixtures

Deliverables

The deliverables associated with the scope of works will consist of the below items:

General:

- 2 (two) design workshops
- CAD drawings \ Revit model following the approved BxP
- Schematic cost estimate (should be coordinated with UNHCR)
- Schematic Design Report – A3 Size / 3 Copies (as detailed below)

Architectural Design:

- Schematic Layout
- Site Plan – Appropriate Scale
- Floor Plans – Appropriate Scale
- Building Sections – Appropriate Scale
- Building Elevations – Appropriate Scale
- Overall Floor Plans – Appropriate Scale.
- Partial Floor plans – Appropriate Scale.
- Rendered models
- Definitive area schedule
- Outline specification of internal and external material
- Outline BOQ
- Coordination with the assigned Operator, if any.

Interior Design:

- Schematic design report
- All drawings scaled (1:50)
- General floor plans as follows:
 - a. Architectural Floor Plans, schematic level
 - b. Reflected ceiling plans, schematic level
 - c. Flooring pattern plans, schematic level
 - d. Wall Finishing plans, schematic level

- e. Furniture layout with electrical Plans indicating locations, quantities of all devices (in collaboration with MEP Consultant), schematic level
- f. Furniture, Fixtures and Equipment (FF&E) layout floor plans with furniture codes, schematic level
- Schematic level blow ups of key spaces showing major design decisions as follows:
 - a. Floor Plans, schematic level
 - b. Elevations, schematic level
- Schematic key Interior elevations & sections, schematic level
- Typical Details: Door & Window, Millwork details, schematic level
- Outline Specifications (CSI format), schematic level
- Schematic specifications and priced BOQ submitted in E-procurement format
- Schematic level of the following schedules:
 - a. Sanitary fixtures schedule
 - b. Finishing schedule
 - Lighting fixtures schedule
 - c. Coordination with the Assigned operator on the suggested FF&E
 - d. Concept furniture layouts (indicative for CGI generation) through CAD format
 - e. 3D Renderings of typical interiors and rendered floor plans

Structure Design:

Final structural schematic design report including design criteria, and sheets indicating the following:

- Schematic framing plans for the additional floors, bridges, fences and internal courts, depicting structural system and preliminary sizing for different structural elements
- Columns and beams schedule
- Preliminary details for any special elements

MEP Design:

Heating, Ventilation and Air Conditioning (HVAC):

- a. Identify HVAC zones and HVAC loading
- b. Identify suggested proposed systems with complete comparisons
- c. Identify the locations of Main equipment
- d. Determine shaft location for risers and establish clearance requirements of the ductworks on architectural drawings
- e. Drawings to indicate the sizing and typical layout and clearance requirement of major MEP Equipment
- f. rooms in floors, basement, and roof
- g. Schematic specifications and priced BOQ

Electrical:

- a. Load estimation to define the electric demand of the building which includes all lighting loads, power, HVAC, plumbing, FF equipment, and all other equipment
- b. Schematic riser diagrams and plans to indicate the concept of the design
- c. Establish vertical transportation, capacities, speed and size of elevators
- d. Drawings to indicate the sizing and typical layout and clearance requirement of risers, transformers, main panel boards, etc. in main electrical rooms
- e. Coordinate the building MEP systems with infrastructure utilities
- f. Schematic specifications and priced BOQ

Plumbing and Fire Protection

- a. PL & FF calculations
- b. Schematic drawings to indicate cold and hot water supply systems
- c. Schematic drawings to indicate soil, waste, vent and storm systems
- d. Schematic drawings to indicate firefighting systems
- e. Drawings to indicate the location and sizing of water tanks for water and firefighting
- f. Coordinate the building MEP systems with infrastructure utilities
- g. Schematic specifications and priced BOQ

Exterior Lighting Design:

- a. Schematic exterior lighting details
- b. Development of preliminary lighting plans and details
- c. Preparation of preliminary design development of lighting systems and descriptions with system cut sheets and sketches, recommended manufacturer, lamp type and wattage
- d. Lux study report
- e. Façade lighting
- f. Lighting fixtures schedule and data sheets
- g. Refined rendered models and a complete set of drawings
- h. Presentation to UNHCR

Layout Landscape Design:

- a. Schematic landscape design for the selected zones
- b. Developing the schematic design drawings, including: overall landscape design area specification plans, as well as sections and illustrative diagrams with respect to the determined structure and MEP requirements
- c. Planting Study with water requirements assumption for roof floor & reception areas
- d. Preparing a general description of the landscape design theme, including materials and plants outline
- e. Schematic design for customized materials and Furniture
- f. Finally, a cost plan reflecting the landscape schematic design should be introduced for UNHCR's review and approval

Architectural Schematic Design report should include:**Cover page**

- Rendered plan and/or elevation representative of the Project
- Scale = Not to Scale

Layout plan

- Composite site plan of the Project showing location of building, driveways, parking, and landscape elements
- Clear delineation of the Project limit lines
- Site sections to explain overall relationships
- Phasing plan if required
- Scale = 1:500 / 1:250

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Overall floor plans / building plans

- Plans of all floors showing existing structural elements & system, vertical transportation elements, core elements, vertical shafts, interior partitions, floor elevations
- Interior design flooring & ceiling for common areas
- Key dimensions, bay sizes and overall dimensions
- General notes indicating major extent of materials and any special conditions or equipment
- Key Project limit lines
- Definitive Area Schedule
- Scale = 1:200 / 1:100
- Partial floor plans / Interview rooms – Waiting Areas – Circulation Segregation (refugees/Staff – Archives)
- Plans of the specific facilities / functions showing structural system, vertical transportation elements, core elements, vertical shafts, interior partitions, floor elevations
- Interior design flooring & ceiling for common areas
- Key dimensions, bay sizes and overall dimensions
- General notes indicating major extent of materials and any special conditions or equipment
- Definitive Area Schedule
- Scale = 1:50

Overall roof plans

- Overall roof plans showing equipment
- Roof material
- Preliminary drains and slope
- Scale = 1:200 / 1:100

Building sections

- Sections through buildings to show all relevant conditions including vertical transportation and adjacent conditions
- Interior design sections and internal elevations showing bulkheads, ceiling height, wall finishes for common areas
- Major vertical heights
- Ceiling heights
- Preliminary wall sections keyed
- Partitions details
- Scale = 1:200 / 1:100

Building elevations

- All major elevations
- Minor elevations if they contain significant items (internal elevations on the court)
- Typical materials
- Floor lines indicated
- Overall dimensions
- Setbacks and overhangs indicated
- Relationship to existing and finished grade clearly shown
- Schematic Exterior lighting plans, sections and renderings

- Façade maintenance strategy
- Scale = 1:200 / 1:100

Presentation drawings

- Colored rendering of general plans and elevations
- Rendered perspectives (maximum of 3)
- Scale = Not to scale

Schematic details

- Preliminary wall sections
- Partial elevations indicating material and details
- Enlarged significant plans
- Scale = 1:50 / 1:20
- Design description
- Description of design features
- Design narrative and philosophy
- Exterior lighting design criteria
- Circulation and connectivity diagrams
- General notes
- Phasing strategy and program
- Scale = Not to scale
- Landscape Schematic Design report should include:
 - Final schematic landscape master plan
 - Schematic design report
 - Layout plan
 - Hard Landscape Plan
 - Materials schedule and specifications
 - Soft landscape plan
 - Planting schedule and specifications
 - Finish levels
 - Lighting plan and fixtures specifications
 - Site furniture plan and specifications
 - Gates and fences plans and sections
 - General cross sections; indicating levels and retaining wall treatments (if any)
 - Typical details and sections for design elements; to coordinate with Structure, MEP and Infrastructure networks
 - Three specific zones detailed blow ups; supported with perspectives and sketches.
- Preliminary B.O.Q in E-Procurement Format
- Landscape design guidelines

Based on the Schematic Design Documents submitted, UNHCR shall review/comment and approve the Schematic Design Documents. The Consultant shall be required to perform all revisions necessary to comply with UNHCR's comments.

Raw materials, CAD files, BIM and any related 3D models will be owned by UNHCR at the end of the schematic design stage or upon UNHCR's request at any stage.

5.5. DESIGN DEVELOPMENT – STAGE 3 (must be submitted BIM LOD 300)

The consultant is responsible for developing Architectural/Electromechanical design for the Project; finalize the design of the remaining disciplines through Design Development, Tender Drawings and Construction Documents stages; and to coordinate and liaison with other consultants and specialist (if any) who will be appointed by UNHCR to ensure that the vision and requirements of UNHCR as are integrated and ultimately achieved.

SERVICES TO BE PROVIDED:

The Services to be performed by the Consultant in relation to the projects include the following:

- Coordination and provision of relevant data
- Provision of Design Development for the following disciplines and specialties:
 - a. Civil and Structure
 - b. MEP
 - c. Exterior Lighting
 - d. Architectural
 - e. Interior design & interior lighting
 - f. Landscape Design
 - g. Provision of Authorities Approvals for the following disciplines and specialties:
- Permit drawing sets for building licenses
- Architectural & Structural permit package
 - a. Provision of Tender Drawings for the following disciplines and specialties:
 - b. Civil and Structure
 - c. MEP
 - d. Landscape Design
 - e. Exterior Lighting
 - f. Architectural
 - g. Interior Design and Interior Lighting
- Provision of Construction Documents for the following disciplines and specialties:
 - a. Civil and Structure
 - b. MEP
 - c. Exterior Lighting
 - d. Architectural
 - e. Interior Design and Interior lighting
 - f. Landscape Design
- Coordination and liaison with all specialties consultants and nominated sub consultants throughout relevant stages of the design
- provide cost estimates for each design stage
- Carry out value engineering exercises during all design stages to maintain UNHCR's Project budget

BASIS OF SCOPE OF SERVICES:

The following constitute the basis of the Scope of Services to be performed by the Consultant in relation to the projects:

- The Consultant shall satisfy the requirements of the Authorities having jurisdiction on the design of the projects

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- The Consultant shall undertake constructability analysis of the design to make sure that there are no ambiguities, inconsistencies, or other problems, which could lead to otherwise preventable difficulties during construction
- The Consultant's deliverables shall be produced at an appropriate scale and level of detail
- The Consultant shall be responsible for supplying the necessary human resources, systems and procedures required to effectively carry out the required Services in accordance with the Project Program
- Procedures employed by the Consultant shall provide for a proactive approach and efficient management style and shall be supported by efficient control systems
- A senior Design Professional / Project Manager, representing the Consultant, and approved by UNHCR, shall be the main point of contact with UNHCR, along with the necessary team of professionals assigned to the project
- The Consultant shall in performing the services use its best endeavors to identify those technical and economic solutions which are most suited to the requirements of the project
- The Consultant shall employ a highly interactive process that will focus on creating a suitable vision for the project and achieving UNHCR's development goals and objectives
- Upon the completion of Stage 3 and with UNHCR's comments, input and approval to proceed, the Consultant shall start services for Stage 4
- The Consultant shall provide Design Development documents based on the approved Schematic Design documents. The Design Development documents shall illustrate and describe the refinement of the design of the project, establishing the scope, relationships, forms, size and appearance of the project by means of plans, sections and elevations, typical construction details, and equipment layouts. The Design Development documents shall include specifications that identify major materials, systems, and establish in general their quality levels
- At this Stage, the Consultant shall maintain all the coordination activities with the specialties consultants / Suppliers appointed by UNHCR

The design Development stage shall include but not limited to the following:

Architectural Design:

- Drawings to include, and not limited to, dimensioned structural bay system, Internal partitions drawn and located and dimensioned, all casework and other equipment called out on plans, major mechanical/electrical systems reflected and indicated on the plans. Drawings to indicate all plumbing fixtures, all room names and numbers, exterior and interior doors and windows, fire rated partition types, match lines, expansion joints building sections, enlarged plans, etc.
- Drawings to include building core plans, stairs, elevators, toilets, shafts, etc. drawn to a larger scale in addition to material finishes plan with tags indicating floor wall and ceiling finishes
- Provide reflected ceiling plans for all finished spaces indicating lighting fixture locations, speakers, CCTV's, soffits/bulkheads, skylights, etc.
- Identify major ceiling materials and their relationship with partitions, areas with exposed structure, etc.
- Drawings to include all building elevations with roof structures and foundations, exterior and interior windows and doors, exterior mechanical equipment and

demarcation of all materials used, in addition to column center lines, floor levels, vertical dimensions, overall building heights, expansion joints and major panel joints. Drawings must include detailed elevations at a larger scale as necessary to indicate building entrances, building canopies, tent structures, special features, special brick work or masonry etc.

- Drawings to include major building sections identifying column lines and feature openings and relationships between floors, ceilings, structure and mechanical systems
- Drawings must indicate the finished grade around the building and include typical wall sections with assembly details, in addition to vertical dimensions including floor to floor and ceiling heights
- Drawings to include large scale details as necessary of major exterior wall assemblies (Parapet to foundation), large scale details as necessary of major foundations and perimeter treatment (Coping and Parapet details), typical window and door details (i.e.: head jamb and sill conditions) and exterior columns details. Key areas should be included such as stair details, ramps, elevators, loading docks, shafts, chutes and others where necessary, in addition to major casework elevations and millwork profiles
- Detail drawing scales must conform to the norm
- Provide exterior & interior door and window schedules for the project in addition to the project inventory and space/area schedule
- A full life safety report + drawings should be provided with the DD submission
- The Consultant shall continue with the development of the design through the elaboration of the below mentioned disciplines. In addition to these, the Consultant shall coordinate the whole design team and their respective scopes of works so that the deliverables regarding all disciplines are presented to UNHCR in alignment with consultant submission

Interior Design:

- Design development report
- General floors plans, scaled 1:50, including but not limited to the following:
 - a. Architectural Floor Plans
 - b. Reflected ceiling plans
 - c. Flooring pattern plans
 - d. Wall Finishing plans
 - e. Furniture layout with electrical Plans indicating locations, quantities of all devices (in collaboration with MEP Consultant)
 - f. FF&E layout floor plans with furniture codes
- Blow ups of the following spaces: public toilets, Reception area, a typical interview room & main meeting room scaled 1:20, including but not limited to the following:
 - a. Floor Plans: architectural plans, flooring pattern plans, wall finishing plans, reflected ceiling plans, electrical outlets plans
 - b. Full Elevations & sections
- Details: Door & Window, Millwork details, schematic level
- Vendor list
- Specifications (CSI format)
- Priced BOQ E-procurement format
- Full schedules:
 - a. Sanitary fixtures schedule

- b. Room book finishes schedule
 - c. Lighting fixtures schedule
 - d. Millwork schedule
 - e. Coordination with the assigned operator on the suggested FF&E
- Full package of FF&E including but not limited to the following:
 - a. Plans showing codes of each FF&E item, FF&E list, includes but not limited to item, manufacturer, local distributor/dealer, price, specs, availability in local market
 - b. Staff & People of Concern, interior and outdoor spaces, FF&E schedules, per space, including full specifications for selections. E.g. brands, codes and material. And for custom designed items, full specifications including dimensions and sketches to be included
 - c. Staff & PoCs spaces FF&E schedules, per space, including full selections specifications
 - d. Approved, updated FF&E materials, fabric & finishes pallets/sample boards, per space
 - e. Accessories schedules, including specs and dimensions (pots / bins, decorative items, etc.)
 - f. Priced BOQs for all FF&E items and accessories in both PDF and excel formats

Structural:

The structural detailed drawings shall be drawn to a suitable scale, and shall show the different parts of the additional floor to be added and details of all structural modifications to be done to the existing situation with the required dimensions and levels covering the following:

- Complete structural analysis software models
- Complete calculation sheets for all structural elements
- Structural plans showing the concrete dimensions for all structural elements including, floors, shear walls, cores and beams
- floors, shear walls, cores and beams
- The detailed structural partial plans
- Structural connections and relations between different structural parts
- Structural details for the water insulation, stairs, cores and miscellaneous
- Development of itemized Bill of Quantities (BOQ) Submitted in E-Procurement Format

HVAC:

- a. HVAC floor plans for all areas showing pipes, supply & exhaust air ductwork with sizes based on the updated calculations
- b. Provide typical mechanical equipment room plans with resolution of review comments made during the previous submission
- c. The sequence of operation explaining the function and role of each control device and describe the safety/alarms and normal operating controls of each system
- d. Complete riser diagrams and the schedules of equipment
- e. HVAC calculations
- f. Technical specifications
- g. HVAC BOQs

Electrical:

- a. Final electrical lighting and power layout plans of different floors

- b. Power system riser diagrams for mains and emergency networks
- c. Single line diagrams and panel schedules for essential and nonessential panel boards
- d. Layout plans, sections and details of electrical equipment rooms and risers
- e. Layout plan and details of earthing and lightning protection systems
- f. Layout plan for the landscape lighting and panel single line diagram
- g. Complete calculation for electrical systems
- h. Triple play system layout plans
- i. Fire detection and alarm system Layout plans
- j. CCTV and access control Layout plans
- k. General arrangement layout plans and details of Security Systems, Control Room(s) and IT Rooms indicating the arrangement of different equipment
- l. Systems riser diagrams including systems chart and distribution in each floor
- m. Technical specifications for different systems and elevators
- n. Electrical & Low Current BOQs

Plumbing & Fire Fighting:

- a. Final Design calculations for water and sewage demands, firefighting and main equipment
- b. A full set of floor plans showing single line distribution system; locating major equipment and size clearances requirements; shafts (dimension chases; mechanical rooms and required wall/floor penetrations, and block-outs)
- c. Complete riser diagrams for sanitary, stormwater, sanitary sewage and fire protection systems
- d. Detailed drawings for toilettes for both drainage and domestic water systems
- e. Standard general miscellaneous details for typical installations of different systems
- f. Complete material and equipment specifications for all plumbing and fire protection systems
- g. Technical specifications
- h. PL & FF BOQs

Landscape:

The schematic design shall be refined during Detailed Design development to establish more detailed plans. The Consultant shall ensure that each of the different services, levels, irrigation, landscape drainage and lighting are coordinated together.

Work during this phase include but not limited to:

- Analyze UNHCR comments on landscape schematic design
- Review unsolved issues on schematic design
- Provide comments report for the schematic package and recheck schematic design documents
- Review and coordinate all architectural, structural, MEP data
- Determine and implement structure, MEP requirements
- Prepare a general description of the project, including materials and plants outline
- Provide landscape specification
- Submit Detailed Design documents
- Developed design for customized materials and Furniture
- Attending the tender process and replying to the tenderers queries

For the Hard landscaping:

- General notes and abbreviations
- Landscape Drawings (LANDSCAPE D)
- Hard Landscape Key Plan @ scale 1:250
- Hard Landscape Layout Plans @scale 1:250
- Materials layout and details @scale 1:250
- Dimensions layout @scale 1:250
- Finish levels and site grading plans @scale 1:250
- Storm drainage plans @scale 1:250 and details; excluding sub-surface engineering
- Site furniture plan @scale 1:250 and details
- Setting out and Levels plan @ 1:400
- Landscape lighting plan @ 1:250 and specifications Irrigation (main line, sprinklers and dripper's network plans)
- @ 1:250 and specifications
- Type of irrigation control system
- Typical details addressing fixation and type of slot drains, linear drains, etc.
- Details for stairs and ramps indicating elevation, material, concrete support, and handrails
- Handrail Details indicating Post spacing and profile, and fixation details
- Hard Landscaping Details @ 1:20/10
- Specifications
- Priced Bill of Quantities
- Rendering shots for main landscape areas and features
- Detailed Design for Customized Materials and Furniture

For the Soft Landscaping:

- Palms, trees, shrubs etc. Planting plans @ 1:200
- Soft Landscaping Details @ 1:20/10
- Planting Details including sub-base/depth and type of soil for each plant type, as well support method for stability
- Specifications

The Design Development Deliverable should include but not limited to the following:

2 x copies A1 sheet size + 2 x copies A3 sheet size including:

- Setting out plans in addition to partial site plans using match lines
- Floor plans – for all buildings using ACAD in addition to partial floor plans using match lines
- Elevations covering all buildings with materials and FFL levels
- Sections covering all buildings
- Blow-up sections
- Wall sections
- Reflected ceiling plans in addition to partial floor plans using match lines
- General details
- Miscellaneous details
- Wet areas blow ups
- Stair details
- Doors and windows (use industry norm scales)
- Hardware schedules
- Final Earthwork package (if any)

- The following file formats should be provided: PDF, CAD and Revit models
- Signed and/or stamped quality control sheets should be provided for all disciplines
- Final full specifications; refer to CSI format -1988 Master format / Divisions 1-16
- A BOQ for all disciplines should be provided in an E-procurement format

Design Development Cost Plan:

The Consultant shall coordinate with the cost consultant appointed by the UNHCR for purpose of assisting him in the preparation of a Design Development cost estimate based on documentation available at completion of the Stage.

The Consultant shall adhere to UNHCR's budget by carrying out value engineering exercises during Design Development stage.

5.6. Life Safety – Stage 4

Life Safety Review and study according to the Moldovan Fire Protection Code requirements and/or National Fire Protection Association for those clauses that are not addressed by Moldovan Fire Protection Code:

- a. Reviewing the Architecture drawings
- b. Reviewing the Site plan, Layout, Assembly points and fire apparatus access road
- c. Advise for: Firefighting, HVAC, Electrical and Structural, etc.

The Life Safety Report according to the Moldovan Fire protection code requirements and guidelines:

- a. Preparing the report of the project including total study for: Occupancy Classification, Occupancy Load and Exit Unit numbering calculations, Calculations of Escape Routes, Fire egress, Travel Distances, Dead Ends, Fire Rated Walls, Fire Rated Doors, Architectural fire Zones plan, Fire Barriers.
- b. Advise for: Smoke evacuations system, Staircase pressurization fans, Smoke extraction fans, Firefighting systems, Fire alarm systems, Emergency lighting, Fire elevators, panic buttons system, magnetic door locks with access cards, etc.

Life Safety Drawings:

- a. Preparing the Life Safety drawings (fire rated walls and doors, Escape routes, Travel Distance, Dead end, Signage)
- b. In company with UNHCR, attend meetings with Civil defense (if any) and UNHCR Safety Field advisor(s) to discuss/review Life Safety relevant issues required at the design stage (when required)
- c. Liaise and coordinate with Civil Defense to get approval / consent required at the design stage and attend site inspection visits (when required by the Civil Defense Authority if any)

Deliverables (must include but not limited to):

- Life Safety Design Report

The report shall include but not limited to the following:

- a) Objectives / Purpose of the Report
- b) Short project description
- c) Statement of the Codes and standards used in the design / Report References
- d) Building classification
- e) Occupancy classification
- f) Fire rating for building structure (columns, beams, roof, etc.)

- g) Separation of building spaces, fire zoning and fire rating for building elements as needed, walls, doors, etc.
- h) Pressurized zones requirements and limits
- i) Escape routes and Exits: (Basis of design, No. of exits, Travel distances, Dead ends, Exit calculations, etc.)
- j) Garage / Parking areas requirements
- k) Fire Apparatus Access Road

- Life Safety Drawings

The drawings shall include but not limited to the following:

- a) Occupant load
- b) Fire rated walls and doors
- c) Escape routes
- d) Travel Distance
- e) Dead-end
- f) Site plan showing Assembly points, Fire apparatus access road, location of fire hydrants, etc.
- g) Signage

- Architectural life safety certificate stamped from Moldovan Syndicate of Engineers

5.7. Authorities Approval and Permits Set – Stage 5

Provide Permit drawing sets to submit to authorities for building licenses. Deliverables for the Permit Documents A0 size as Soft Copy (include but not limited to):

The architectural permit package shall include the following:

- Site plan including external roads, fencing, parking and showing different buildings coordinates levels and areas schedule
- All floor plans showing all project elements and area names
- Elevation and required sections to illustrate the relation of different parts, showing the heights and levels

The structural permit package for new components of the project (additional floor structural modifications in slabs) shall include the following:

- Complete structural analysis software models
- Complete calculation sheet for all structural elements as per project codes and specifications
- Concrete dimension for all structural elements including, floors, shear walls, cores, beams, etc.
- Reinforcement tables and details for all structural elements including new foundations, floors, shear walls, cores, beams, if any, etc.

The MEP authorities package:

- The consultant will provide a complete package required for the Authority approvals

5.8. TENDER DOCUMENTS – STAGE 6

The Consultant shall provide Tender Documents based on the approved Design Development documents and updated budget for the cost of the project. The Tender Documents shall set forth in detail the requirements for construction of the project. The Tender Documents shall include drawings

and specifications that establish in detail the quality levels of materials and systems required for the project. The Consultant shall reply to contractors' queries which UNHCR shares with the consultant during the tender process. The consultant also shall review and evaluate the technical offers of the bidders and provide the Tender evaluation report.

SUBMISSION TO INCLUDE:

Architectural Drawings

- Finalization of the drawings and deliverables as per the previous stage
- coordination between all trades and ensuring cost compliance and designing to budget
- including the interior design drawings and related documents
- Final specification document will be required at this stage
- Final BOQ in E-Procurement Format

Structural & MEP

- Finalization of the drawings and deliverables as per the previous stage in addition to full coordination between all trades
- Provide structural plans and details for all additional and modified structural elements (drawings and calculations) including life safety report
- Provide all needed civil defense documents including but not limited to drawings and code compliance
- Drawings must incorporate full specifications and trade coordination
- Final BOQ in E-Procurement Format

Interior Design Drawings

- Finalization of the drawings and deliverables as per the previous stage in addition to full coordination between all trades and ensuring cost compliance and designing to budget including the related documents.
- Final specification document will be required at this stage
- Final BOQ in E-Procurement Format

Landscape Drawings

- Finalization of the drawings and deliverables as per the previous stage in addition to full coordination between all trades and ensuring cost compliance and designing to budget, including the related documents
- Final specification document will be required at this stage
- Final BOQ in E-Procurement Format

5.9. CONSTRUCTION DOCUMENTS – STAGE 7

The Construction Documents shall set forth in detail the requirements for construction of the projects. The Construction Documents shall include drawings and specifications that establish in detail the quality levels of materials and systems required for the projects. The submission should fulfill and include the revised drawings (if any) that reflecting the contractors' queries.

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SUBMISSION TO INCLUDE:**Architectural Drawings**

- Finalization of the drawings and deliverables as per the previous stage in addition to full coordination between all trades and ensuring cost compliance and designing to budget; including the interior design drawings and related documents
- Final specification document will be required at this stage

Structural & MEP

- Finalization of the drawings and deliverables as per the previous stage in addition to full coordination between all trades
 - a. Provide life safety report
 - b. Provide civil defense drawings and code compliance
 - c. Drawings must incorporate full specifications and trade coordination

Construction Documents Interior Design

- Submission must include all previously mentioned spaces in the DD
- Drawings must include sufficient information to enable quantification and allow for tendering
- Drawings to include and not limited to detailed floor plans, detailed interior elevations, detailed sections, coordinated reflected ceiling plans, coordinated electrical plans indicating location of all devices, coordinated
- plumbing fixtures plans indicating locations of all devices, finalized furniture layout with furniture codes, detailed door & window schedules, detailed millwork schedules, room finishes schedule, final pallet boards/material
- samples and full Specifications (CSI format -1988 Master format / Divisions 1-16)
- Landscape Drawings
- Blow Ups 1:200 and 1:100
- Details/ Sections 1:10 or 1:20
- Plans 1:500 or 1:200

1. Title Sheet

- a. Site Layout
- b. Schedule of Drawings
- c. Project Name, Location etc.

2. Layout Plan

- a. Existing conditions features
- b. Proposed features
- c. Dimensions or X, Y (coordinates)
- d. Detail reference tags, labels and descriptions
- e. Notes
- f. Legend
- g. Key Plan
- h. Company Title Block

3. Drainage Plan/ Details and Specifications

- a. Finish floor elevations
- b. Top of Wall, Bottom of Wall, Top of Stair, Bottom of Stair etc., spot elevations
- c. Drain point locations and subsurface drainage network
- d. Rim Elevations, Inverse Elevations

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- e. Sections and Elevations of important level changes with solutions
 - f. Drainage direction strategy
 - g. Slope indications
 - h. Legend
 - i. Key Plan
 - j. Title Block
- 4. Materials (hardscape) Plan/ Details and Specifications
 - a. Floor pattern layout
 - b. Site Structure (pergolas, Gazebos, tents canopies.... etc.)
 - c. Materials plan dimension
 - d. Materials details
 - e. Detail Reference Key
 - f. Legend
 - g. Key Plan
 - h. Title Block
 - i. iBOQ and specification
 - j. Labels
 - k. Sections and Elevations of features
- 5. Furniture Plan/ Details and Specifications
 - a. Furniture layout
 - b. Furniture details
 - c. Detail Reference Key
 - d. Legend
 - e. Key Plan
 - f. Title Block
 - g. BOQ
 - h. Labels
 - i. Sections and Elevations of features
- 6. Planting Plan / Details and Specifications
 - a. Tree/Palm layout dimension or X, Y.
 - b. Tree/Palm labels including type, quantity, height and size
 - c. Shrub grouping labels including type, quantity and pots size
 - d. Ground cover grouping labels including type, quantity and pot size
 - e. Legend including Latin Name, Common Name, Height and Diameter, Pot Size, Total Quantity
 - f. Detail Reference Tags
 - g. Special planting Notes
 - h. BOQ
 - i. Key Plan
 - j. Title Block
- 7. Irrigation Plan/Details and Specifications
 - a. Main line, Lateral, spray head, drip line, bubble, valve, Point of Connection, sprinkler coverage routing and locations
 - b. Detail Reference Labels
 - c. Point of Connection as related to the Master Plan Irrigation Strategy
 - d. Pump Station Location and Layout with Filters, Irrigation Injection system and all other amenities
 - e. Isolation Valves/ Air Vents
 - f. Reservoir Tank Locations (if any)
 - g. Controller and Cable Routing

- h. Legend with Valve Calculations / Groupings / Water Consumptions / Watering Schedule
 - i. BOQ with quantities of all items above
 - j. Key Plan
 - k. Title Block
- 8. Lighting Plan/Details and Specifications
 - a. Fixture locations with detail reference labels
 - b. Details of fixture mounting
 - c. Legend with lighting fixture code, image, type, manufacturer, quantity, bulb specifications (watts etc.)
 - d. Booklet with Manufacturer cut sheets
 - e. Bill of quantities
 - f. Key Plan
 - g. Title Block
- 9. Any additional site Details and Sections not included above needed for clarity
- 10. Detail Sheets/Sections:
 - a. Retaining walls (if any)
 - b. Surface Paving
 - c. Fences, Screens, Walls etc.
 - d. Woodwork
 - e. Site drainage details
 - f. Handrails details
 - g. Paving details
 - h. Site Furniture
 - i. General details
 - j. Specification
 - k. Bill of quantities
- 11. Final Way Signage including signage plans and details.

Full Specification Document

Refer to CSI format -1988 Master format / Divisions 1-16.

The Construction Document Deliverables should include but not limited to the following (as softcopy):

- Overall site plan and context scale 1:1000 using AutoCAD in addition to partial site plans using match lines scale 1:500/1:400
- Setting out plans scale 1:1000 in addition to partial site plans using match lines scale 1:500
- Overall layouts indicating the outdoor facilities and landscaped areas
- Floor plans – Ground, First, Second and basement (if applicable) scale 1:200 using ACAD in addition to partial floor plans using match lines scale 1:100.
- Partial plans for specialized facilities and rooms. Interview room, Main meeting room, Reception area, Waiting areas.
- Elevations covering all buildings with materials and FFL levels scale 1:200 using AutoCAD
- Sections covering all buildings scale 1:200 rendered using AutoCAD
- Blow-up sections scale 1:100
- Wall sections scale 1:25
- Reflected ceiling plans scale 1:200 using ACAD in addition to partial floor plans using match lines scale 1:100.
- General details scale 1:5 or NTS

- Miscellaneous details scale 1:5 or NTS
- Wet areas blow ups scale 1:25
- Stair details 1:25
- Doors and windows (use industry norm scales)
- Hardware schedules
- Other drawings and details based on the typology of the project
- The following file formats should be provided: PDF, CAD and Revit models
- Signed and/or stamped quality control sheets should be provided for all disciplines
- A BOQ for all disciplines should be provided in E-procurement format

6. TIME SCHEDULE FOR SERVICES

The schedule of Deliverables shall be adjusted for individual projects; however it should never exceed the timeline below unless separately agreed with UNHCR:		
Item	Status	Required Action
Concept Review & Validation Report	Not more 5 Calendar days from commencement date	
UNHCR's review and approval	3 Calendar days from Concept Review & Validation report Submission	
Concept Review & Validation report Completion	2 Calendar days from UNHCR's Review	
Schematic Design Stage	7 Calendar days from Concept Review & Validation Completion	
UNHCR's review and approval	3 Calendar days from Schematic Submission	
Schematic Design Completion	2 Calendar days from UNHCR's Review	
Life safety and Detailed Design Packages - In progress	7 Calendar days from Schematic Completion	50% life safety + 50% DD + BOQ
UNHCR's review and Cost assessment	7 Calendar days from 50% DD Submission	
Detailed Design Package - Completion	7 Calendar days from UNHCR's Review	100% DD Full Package
Design Development Approval	5 Calendar days from 100% DD Submission	
Tender Package	5 Calendar days from 100% DD Submission	Shall be produced in parallel
Final Life safety package (100%) and Permit Package	5 Calendar days from 100% DD Submission	
UNHCR's review for Tender and Permit	3 Calendar days from Tender & Permit Submission	
Tender & Permit Packages Completion	2 Calendar days UNHCR's Review	
Construction Package	4 Calendar days from Tender documents completion	
UNHCR's review and approval	4 Calendar days from Construction Completion	

Construction Package completion	5 Calendar days from Client Review	
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7. Design warranty

UNHCR will request the Consultant to provide warranty or a performance bond for the design which will be specified for different projects individually. The Consultant will be informed of the warranty conditions/performance bond value when the project is shared for quotation and

8. SUPERVISION SERVICES

The Consultant shall obtain the written approval of UNHCR prior to carrying out any duties of the Engineer under the Construction Contract which require such written approval. The Consultant shall be assisted in its role as the Engineer by a firm engaged by UNHCR to provide the professional services.

- Issue to the Contractor all documentation (including without limitation drawings and specifications) required for the construction of the Works under the Construction Contract in the number of copies to be determined later
- Administer the terms of the Construction Contract and carry out regular inspections of the construction and materials delivered to site to ensure that the Works are constructed in accordance with the Construction Contract
- Utilize UNHCR 's project management technology platforms where applicable to improve the efficiency of data management and UNHCR 's decision making capability (for example, Primavera Expedition or similar) and to not duplicate data management)
- Set up and maintain document control systems in relation to the Project
- Arrange weekly site meetings to monitor and discuss the progress of the Works and other matters relating to the construction of the Project including chairing the meetings and preparing and distributing the minutes
- Arrange technical meetings as required including chairing the meetings and preparing and distributing the minutes
- Advise the Contractor of the permits, licenses, certificates and the like required to be collected by the Contractor from the relevant authorities and departments and monitor the Contractor's compliance
- Review and approval of the Contractor's proposed procedures in respect of health, safety and security matters and monitor the Contractor's adherence thereto
- Review and approval of the Contractor's procedures manuals applicable to the Works including method statements and monitor the Contractor's adherence thereto
- Review and approval of programmes submitted by the Contractor
- Within seven days after the end of each month prepare and submit to UNHCR the number of copies of a progress report
- Review and approval of shop drawings, product data, samples, inspection and test reports and other Contractor submittals
- Respond to technical queries, clarifications and the like raised by the Contractor
- Carry out off-site inspections of materials and equipment as necessary
- Issue Site Instructions in accordance with the Construction Contract
- Approve all materials
- Instruct the Contractor to take samples as required

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- Issue the Engineer's certificates of payment
- Assist in the preparation of Variation Orders including preparing and / or amending drawings and specifications, if applicable
- Advise UNHCR of potential claims and claims avoidance
- Advise UNHCR as to the validity or otherwise of claims for extensions of time submitted by the Contractor under the Construction Contract
- Prepare and submit to UNHCR on a monthly basis report on the status of all claims for additional payments or otherwise submitted by the Contractor under the Construction Contract
- Check that the Contractor prepares and maintains Project records including as-built drawings as the Works proceed
- As appropriate, instruct the Contractor to open up completed work to confirm or otherwise that it is in accordance with the Construction Contract
- Prepare lists of defects for all trades and issue to and check rectification by the Contractor
- Check and approve the Contractor's as-built drawings and operations and maintenance manuals
- Compile all approved as-built drawings, operations and maintenance manuals and other project records and deliver to UNHCR the number of copies that will be determined later
- Ensure that the Contractor provides all warranties and guarantees required in accordance with the Construction Contract
- Instruct the Contractor to carry out all tests required under the Construction Contract and attend all such tests. Inform UNHCR of the proposed date, time and place of all tests in sufficient time to enable UNHCR to have the opportunity of attending. Maintain a record of all such tests including test certificates
- (ff) Prepare and submit to UNHCR a preliminary handover report and assist UNHCR in the handover process
- Issue Taking-Over Certificates
- Establish suitable procedures for the identification, notification and rectification of defects during the Defects Liability Period and for the final inspection of the Works prior to the issue of the Final Certificate taking into account the need to avoid disturbance to normal operations and use
- Carry out inspections of the Works at monthly intervals (or such shorter intervals as may be necessary) during the Defects Liability Period and thereafter as necessary to:
 - confirm that all work outstanding on the date of issue of the Taking-Over Certificate has been completed and all defects previously notified to the Contractor have been remedied
 - Identify any further defects and notify the Contractor of such further defects
 - Submit a report to UNHCR within seven days of each such inspection giving details of the status of works completed, defects remedied and outstanding works and defects
- Carry out a final inspection after the end of the Defects Liability Period and prior to the issue of the Final Certificate to confirm that the Works have been carried out and completed in accordance with the Construction Contract
- Review and approval of the technical content of guarantees and warranties submitted by the Contractor including the period of validity
- Issue Final Certificates
- Contribute to feedback reviews

- Carry out all other duties of the Engineer under the Construction Contract including during the Defects Liability Period and thereafter up to and including the issue of the last Final Certificate
- Quantity Surveying Services
- Project Management

Construction Supervision Staff

The Consultant's personnel (including any replacement personnel) occupying the following positions in providing that part of the Services described in (Construction Supervision Phase) above shall meet the criteria described below and shall be subject to the prior approval of UNHCR and/or Project Manager. No such approval or otherwise shall release the Consultant from any of its obligations or liabilities under the Agreement:

DESIGN TEAM

Project Manager

Valid registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in relevant field.

Experience (for BSC 15 years and for MSC 10 years), relevant degree from a recognized University or relevant professional qualification.

Principal Architect

Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in relevant field. Experience BSC 15 years and MSC 10 years.

Principal MEP Engineer

PEC registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in relevant field. Experience BSC 15 years and MSC 10 years.

Principal Structural Engineer

PEC Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in relevant field. Experience BSC 15 years and MSC 10 years Relevant technical qualification.

Principal HVAC Engineer

PEC Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in relevant field. Experience BSC 15 years and MSC 10 years.

CONSTRUCTION SUPERVISION TEAM

Resident Engineer

Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in civil engineering. Relevant Experience of 15 years.

Assistant Resident Engineer(ARE) (Buildings)

Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in civil/Architecture Engineering. Relevant Experience of 8 years.

ARE (HVAC)

Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in mechanical engineering. Relevant Experience of 8 years.

ARE (Elect.)

Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in electrical engineering. Relevant Experience of 8 years.

ARE (MEP)

Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in civil engineering. Relevant Experience of 8 years.

SELECTION CRITERIA

- 1- Valid Registration with the Ministry of Economy and Infrastructure
- 2- Tax certificate
- 3- Years of experience and Presence in local market exceed 10 years – *please provide supporting evidence*
- 4- All Architectural, Civil, Structural & Electromechanical Engineering Trades must be in-house (current license of multi-disciplinary Consultancy firm) – *please provide supporting evidence*
- 5- Registered as a multidisciplinary consultancy in Moldova – legal expertise in rehabilitation projects, certified designers, project verification, construction supervision – *please provide supporting evidence*
- 6- Demonstrate at least 3 successful similar projects since 2017 with a cumulative value of not less than 10 million EUR
- 7- Provide a list of reputable clients since 2019 i.e., UN agencies, international firms, public sector, high-end developers, well-established foundations & private sector entities
- 8- Using BIM software on LOD300+, must submit a BIM statement or equivalent
- 9- Architectural/Engineering awards – *please provide supporting evidence*
- 10- Key Personnel CVs must indicate the presence of a hierarchy of organizational structure:

Key Personnel Qualification & Experience. S.NO	POSITION	QUALIFICATION & EXPERIENCE
DESIGN TEAM		
1	Project Manager	Valid registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in relevant field. Experience (for BSC 15 years and for MSC 10 years), relevant degree from a recognized University or relevant professional qualification
2	Principal Architect	Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in relevant field. Experience BSC 15 years and MSC 10 years
3	Principal MEP Engineer	PEC registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in relevant field. Experience BSC 15 years and MSC 10 years.
4	Principal Structural Engineer	PEC Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in relevant field. Experience BSC 15 years and MSC 10 years Relevant technical qualification
5	Principal HVAC Engineer	PEC Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in relevant field. Experience BSC 15 years and MSC 10
All above key staff must be permanent employees of the Consultant		
CONSTRUCTION SUPERVISION TEAM		

6	Resident Engineer	Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in Civil Engineering. Relevant Experience of 15 years.
7	Assistant Resident Engineer (ARE) (Buildings)	Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in Civil/Architecture Engineering. Relevant Experience of 8 years
8	ARE (HVAC)	Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in Mechanical Engineering. Relevant Experience of 8 years
9	ARE (Elect.)	Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in Electrical Engineering. Relevant Experience of 8 years.
10	ARE (MEP)	Registration with Ministerul Infrastructurii si Dezvoltarii Regionale (MIDR) with Bachelor or Master's degree in Civil Engineering. Relevant Experience of 8 years.

UNHCR may verify the authenticity of licenses of individual trades against the list available at:

<https://date.gov.md/ckan/dataset/19433-specialisti-atestati-din-domeniul-construcțiilor>

Attachment A

List of acronyms & Abbreviations

A/E	Architect/Engineering consultant (generally a company including all basic design disciplines)
ASHRAE	American Society of Heating, Refrigerating and Air Conditioning Engineers
BMA	Bureau of Migration and Asylum
FSS	UNHCR Field Safety Section
IMU	Infrastructure Management Unit
ISO	International Organization for Standardization
K°	Unit of measurement for temperature
LAN	Local Area Network
Lux	Unit of measurement for lighting
MOSS	Minimum Operating Security Standards
Pa	Pascal
PL	Type Compact Fluorescent light bulbs

RoU	Right of Use (used for facilities granted free of charge to UNHCR by other entities, e.g. local governments)
SRF	Shatter-Resistant Film
SMS	Supply Management Services
SoW	Scope of Work
SRA	Specific Risk Assessment
STC	Sound Transmission Class
UN	United Nations
UNHCR	United Nations High Commissioner for Refugees
UPS	Uninterrupted Power System
TV	Television
FF&E	Furniture, Fixtures and & Equipment
HVAC	Heating, Ventilation and Air Conditioning
MEP	Mechanical, Electrical and Plumbing
BS	
NFPA	National Fire Protection Association
ASTM	American Society for Testing and Materials