REQUEST FOR PREQUALIFICATION SUBMISSION (RFPQS)

RENOVATION OF THE HISTORICAL BUILDING
(BUILDINGS A, B, C, D AND S) AT THE PALAIS DES NATIONS IN GENEVA, SWITZERLAND

Presented by: UNOG/SHP and PTS
Date: 3 May 2018
REQUEST FOR PREQUALIFICATION SUBMISSION (RFPQS)

Information Session Agenda
1. UNOG Overview
2. Strategic Heritage Plan
3. SHP Contract 2
4. RFPQS - Request for Prequalification Submissions
5. Site Visit
6. Questions and Answers

Presented by: UNOG/SHP and PTS
Date: 3 May 2018
UNUNITED NATIONS
OFFICE AT GENEVA
(UNOG) OVERVIEW
• Second largest UN Office after the UN Headquarters in New York
• The most active centre for multilateral diplomacy relating to Peace, Human Rights and Well-being in the world
Palais des Nations today

- Ariana Park: 46 hectares
- Total floor area of main buildings: 150,000+ m²
- Conference rooms: 35+
- Delegates: 75,000+/year
- Visitors: 100,000+/year
- Meetings: 12,000+/year

Original Buildings Constructed 1929-1936:
- Assembly Rooms (A+AB+AC)
- Library & Archives (B)
- Council Chamber Area (C)
- Secretariat Offices (S1+S2)

Extension Building Constructed 1950-1952:
- Offices (D)

Additional Building Constructed 1968-1973:
- Conference Building (E)
STRATEGIC HERITAGE PLAN (SHP)
The SHP will ensure that the Palais continues to serve for the next generation as a safe, cost-effective and sustainable conference centre and as a major platform to support the UN’s important mission working for peace, human rights and well-being across the world.
SHP Project Objectives

a) Health and life safety
b) Accessibility for persons with disabilities
c) Reduced energy costs
d) Upgrade IT, broadcast and congress systems
e) Flexible, functional, optimized interior and conference spaces
f) Heritage preservation
g) Business and operational continuity
h) Deliver within budget and on schedule
SHP Project Team

(a) Project Management: dedicated UN Project Team (composed by architects, engineers and specialists) teaming with:
   • Hill International (Programme Management)
   • Oger International (Technical Support Services)
   • MACE (Risk Management)

(b) Design Consultant:
   • SOM / B+P (Architects)
     o G&T (Cost Consultant)
     o Ingeni (Structural engineering)
     o Rapp (MEP) / Aecom (MEP)
     o SMW (AV-IT Security)
The next major milestones for the project are:

- **CONTRACT 1**: To **complete construction** of the new 23,000 m² office building by end **2019**.
- **CONTRACT 2**: To **select a contractor** partner in **2019** for the renovation of the 100,000+ m² of the 1930s historic buildings.
- **CONTRACT 3**: To **select a contractor** partner in **2021** for the 20,000+ m² demolition and 50,000+ m² renovation of 1970s E Building.
SHP CONTRACT 2

RENOVATION OF HISTORIC BUILDING
SECTIONS OF WORK

A Section of Work is a part of the Works that must be designed (to the extent that will be specified in the RFP solicitation, envisaged to be specialist contractor design portions only), supplied, constructed, commissioned and tested by the Contractor in accordance with the established Programme of Works and in accordance with specifications in the RFP solicitation.
## Project Timeline

<table>
<thead>
<tr>
<th>Activities / Year</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract 1 - New Building H</strong></td>
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<tr>
<td><strong>Contract 2 - Renovation of the Historical Building</strong></td>
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<tr>
<td>Request For Proposal</td>
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<tr>
<td>Evaluation of proposals</td>
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<tr>
<td>Contract signature</td>
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<tr>
<td>Contractor's mobilization</td>
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<tr>
<td>Renovation works of blds. A/B/C/D/S</td>
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<tr>
<td>Final Hand Over</td>
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<tr>
<td><strong>Contract 3 - Renovation of 1970s E bldg.</strong></td>
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</tbody>
</table>

**UN Construction Contracts:**

- Contract 2 - purpose of this EOI
- Contract 1 and Contract 2

**Firm activity:**

- This Contract
Scope of Works

Main actuations:

Building A - 47.000m2
large and medium-sized conference rooms - office space - cafeteria - public spaces

Building B - 5.350m2
Historical Archives of the League of Nations - library - office space - medium or small conference/meeting rooms - public spaces

Building C - 15.000m2
new coffee shop, the new “Press Bar” - additional new amenities - office spaces - conference room - public spaces

Building D - 5.300m2
office building

Building S - 23.400m2
office building
Heritage preservation

Room XI: furniture designed by Charlotte Perriand

Room XI: interior wooden door and leather panels

Room XII: wall painting

Hall 14: staircase

Room III
Code compliance
Health and life safety

- Correction of fire safety deficiencies
- Hazardous material removal
Accessibility for persons with disabilities

- Outdoor accessibility
- Priority to pedestrian pathways
- Indoor pathways
MEP works
Reduced energy consumption

- Energy reduction
- Replacement of outdated MEP equipment
MEP works
Upgrade IT, broadcast and congress systems

A.426 to remain active during works
Qualified General Contractor for the Renovation of the Historical Buildings

Approximate overall Programme of Works broken down by principle element / function as a percentage of the overall works value

- **External Works**: 41%
- **Works to Existing Buildings**: 15%
- **Superstructure**: 9%
- **MEP**: 12%
- **Facilitating Works**: 5%
- **Internal Finishes**: 11%
- **Fittings Furnishings & Equipment**: 4%
- **Cafeteria Works**: 2%
- **Conference Rooms Renovation Works**: 1%

ESTIMATED SHP WORKS BREAKDOWN FOR THE RENOVATION OF THE 1930S HISTORICAL BUILDINGS (CONTRACT 2)
<table>
<thead>
<tr>
<th></th>
<th>UN</th>
<th>UN Design Contractor</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Design (RIBA)</td>
<td></td>
<td>X</td>
<td>Design Portions</td>
</tr>
<tr>
<td>Construction Support / Additional Design Information</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Shop Drawings and Method Statements</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Supply of IT active equipment</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Hand Over</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Maintenance</td>
<td>X</td>
<td></td>
<td>Limited to a few Technical Installations</td>
</tr>
</tbody>
</table>
BIM MODEL

A BIM Model LOD 200/300* will provided to the contractor with the RFP documentation. The appointed contractor will have to work in BIM and develop further the model to hand it over at the end of the project as an as-built model.

*LOD reference material is internationally recognised from PAS 1142, RIBA and also in AIA standards
**Legislation**
- United Nations has full juridical personality
- Standard at least equivalent to the Swiss Construction Industry (OCIRT)

**Contract**
UN modified contract based on the FIDIC Redbook

Fixed price lump-sum Contract based on:
1. Full Technical Design (RIBA 2013 - Design Stage 4)
2. A full RICS NRM2 Bill of Quantities will be provided
3. Some specialist contractor design required
4. Options and Value Engineering
5. Contract language: English
REQUEST FOR PREQUALIFICATION SUBMISSION (RFPQS)
The RFPQS document and its 11 Attachments

Revision 1 dated 24 April 2018

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Overview of Programme of Works</td>
</tr>
<tr>
<td>2</td>
<td>Levels of Interventions</td>
</tr>
<tr>
<td>3</td>
<td>Terms and Conditions Applicable to the Swiss Construction Industry (OCIRI)</td>
</tr>
<tr>
<td>4</td>
<td>Statement of Qualifications Questionnaire</td>
</tr>
<tr>
<td>5</td>
<td>Confirmation Letter for Participation in the Non-Mandatory Information Session on 10 May 2019 or 17 May 2019: Revision 1</td>
</tr>
<tr>
<td>6</td>
<td>Confirmation Letter for Request for an Optional On-Site Visit to the UNOG Premises from 4 May 2019 to 8 June 2019</td>
</tr>
<tr>
<td>7</td>
<td>Bank Guarantee for Performance</td>
</tr>
<tr>
<td>8</td>
<td>Consultant Project Directory</td>
</tr>
<tr>
<td>9</td>
<td>Relevant Experience</td>
</tr>
<tr>
<td>10</td>
<td>Overall Preliminary Risk Analysis</td>
</tr>
<tr>
<td>11</td>
<td>Clarifications</td>
</tr>
</tbody>
</table>
Vendor Response Form

Return to express interest by 18 May 2018

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**VENDOR RESPONSE FORM**

<table>
<thead>
<tr>
<th>TO:</th>
<th>Roi-Lan Nguyen Bartallo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:unog-snp-tenders@un.org">unog-snp-tenders@un.org</a></td>
</tr>
<tr>
<td>FAX:</td>
<td>Error! Reference source not found.</td>
</tr>
</tbody>
</table>

**FROM:**

**SUBJECT:** Renovation of the Historical Building (Buildings A, B, C, D and E) at the Palais des Nations in Geneva, Switzerland

**NOTICE**

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.unog.org).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its full legal name on the United Nations Global Marketplace (www.unog.org) and that your application has been submitted to the UN Secretariat.
- We strongly recommend all companies to register at least at Level 1 under the United Nations Secretariat prior to participating in any solicitations.

**PLEASE NOTE:** You can express your interest to this RFP only by filling out this form manually or electronically (recommended) at: https://www.un.org/Depts/ptni_NODE/addInterestExpressed?RFP=ROUNDGS15012

**COMPANY INFORMATION**

- **UNOG Vendor ID Number:**
- **Legal Company Name:**
- **Company Contact:**
- **Address:**
- **City:**
- **Postal Code:**
- **Country:**
- **Phone Number:**
- **Fax Number:**
- **Email Address:**
- **Company Website:**

We declare that our company fully meets the prerequisites A, B, C, D, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the RFP/IS INSTRUCTIONS page.

**Signature:** _____________________________  **Date:** ____________

**Name and Title:** ___________________________
Content and structure of RFPQS documents

**Section 1 and Attachments 1, 2, 3, 7, and 11**
provide General information on the requirements

**Section 2 and Attachments 5 and 6**
provide information on the prequalification procedure
all communications via [unog-shp-tenders@un.org](mailto:unog-shp-tenders@un.org)

**Section 3 and Attachments 4, 9 and 10**
provide information on the prequalification criteria and forms
The prequalification phase aims:

- to obtain confirmation from firms of their interest and willingness to participate in the Request for Proposal (RFP)
- to provide UNOG all the necessary information to determine, the firm is suitably experienced and qualified to perform the scope of works and if it has the sufficient financial and resource capacities to undertake the works.

UNOG anticipates, in line with construction industry tendering best practice, that the Request for Proposal solicitation will be issued only to the prequalified firms which have been assessed to have met the relevant criteria.
Prequalification as:

i) a Single Firm, or, as

ii) a Consortium

Extract Attachment 4
Step A
Mandatory Technical Criteria (Pass/Fail)

Firms must first pass all Mandatory Technical Criteria

1. Bankruptcy (PASS / FAIL)
2. Corruption or any other illegal activity. (PASS / FAIL)
3. Contract Termination
4. Bank Guarantee for Performance (PASS / FAIL)
5. Contract Language (PASS / FAIL)
6. Annual Turnover (Revenue) (PASS / FAIL)
7. Registration UNGM
8. Exclusions for Conflict of Interest (PASS / FAIL)
9. Relevant Experience (PASS / FAIL)
   i. Major renovation projects of operating public buildings (150,000m² last 10 years)
   ii. Renovation of heritage or high profile buildings (30,000m² last 10 years)
   iii. Renovation or construction of office buildings high-end finishes (150,000m² last 10 years)
   iv. Renovation or construction of conference centers (5,000m² last 5 years)
   v. Implementation of Building Information Management (BIM) (50,000m² last 5 years)
Step B
Scored Technical Criteria
(120 points)

1. Document Format
   (5 points)
2. Project Management
   (20 points – maximum 10 pages)
3. Technical Installations, such as Mechanical, Engineering and Plumbing (MEP) Audio Visual, IT systems.
   (15 points – maximum four pages)
4. Health, Safety & Environmental Protection Matters (10 points – max two pages)
5. Quality Assurance.
   (10 points – max four pages)
6. Programme
   (10 points – max four pages)
7. Risk Management
   (10 points – two pages)
8. BIM Management Plan
   (5 points – max four pages)
9. Business Continuity
   (25 points – max eight pages)
10. Heritage Management
    (10 points – max four pages)
Step C
Scored Technical Criteria Site Visit (max 10 points)

Reference Project Site should demonstrate:

Ability to organize and manage works in renovation projects of a similar nature and complexity

- business continuity in a live operating building Environment and/or

- renovation of a major building and/or

- renovation of a heritage building

Organisation:

UNOG will pay for the travel of its personnel to project site. The duration of the visit, including travel time, is not expected to exceed one business day.
Specific Requirements / Information

Completed prequalification submissions to submit by 18 June 2018 email to unog-shp-tenders@un.org
- Use Attachments 4 (Questionnaire), 9 (Experience) and 10 (Risks)

Only pre-qualified vendors will be invited to submit a proposal.

List of pre-qualified vendors will be posted on the UNOG website.
Final Step
Establish List of Prequalified Firms

**Ranking of firms**

In accordance with the prequalification criteria

Pass all Mandatory Criteria

Scored Criteria

Obtain a Minimum 85 points for both Part B and Part C, and a minimum of 75 points for Part B
Site Visit
1. Building A, Room XII (Conferencing, Heritage)
3. Building A, A.27, Lev.0 (Electrical, Business Continuity)
5. Building C, Hall (Press Bar, Amenities, Offices)
6. Ariana Park, Exterior (Cafeteria Extension)
7. Building B, Library Entrance (Fire*, Heritage, Archive)
8. Building A, Cafeteria Corridor (Circulation, Cafeteria)
9. Building A, Assembly Hall (Conferencing, Fire*)
10. Building A, Pas Perdus (Heritage, Cafeteria extension)

*Fire = Fire Code Compliance
THANKS
QUESTIONS
## Next Steps

<table>
<thead>
<tr>
<th>Main Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission by firms of their Expression of Interest (EOI)</td>
<td>18 June 2018</td>
</tr>
<tr>
<td>Request for Proposal issued (RFPS)</td>
<td>September 2018</td>
</tr>
<tr>
<td>Submission Deadline for Proposals by the firms for the RFP</td>
<td>February 2019</td>
</tr>
<tr>
<td>Contract Signature</td>
<td>June 2019</td>
</tr>
<tr>
<td>Start of Renovation Works</td>
<td>July 2019</td>
</tr>
<tr>
<td>Complete the construction Works of the New Permanent Building</td>
<td>Latest by October 2021</td>
</tr>
</tbody>
</table>
Typical Tender Process Stages

1. RFI / RFPQS / EOI
2. Solicitation (RFP / ITB / RFQ)
3. Bidders Conference / Q&A
4. Bid Opening
5. Technical + Commercial Evaluation
6. Internal Approval / HCC Review
7. Contract Award
8. Debriefing of Vendors
• Formal solicitation with est. value > USD 500,000
• Goods / Services with medium to high complexity
• Evaluation of proposals based on both Mandatory Requirements and Scoring methodology (Best Value for Money)
• Contract awarded on «Best Value for Money» basis to the bidder submitting the most economically advantageous bid
Contract value > USD 500,000

- Reference letters from three independent, non-affiliated clients/companies;
- Income Statements and Balance Sheet (audited/certified financial statements or equivalent) for the last three years.
- Completed Basic and Level 1 registration.
- Registration level visible in UNGM (email alert).

If not sure send an email to the contact in UNGM or UNOG Procurement.
Business Seminar

Join us for a Business Seminar: How to do Business with the United Nations?

- July 9 from 9h00 to 12h00
- Friday October 5 from 14h00 to 17h00
- Tuesday November 20 TBC

Click here for more information and to register.

Procurement at UNOG is carried out by the Purchase and Transportation Section (PTS), Central Support Services, Division of Administration.

PTS provides purchasing, contracting, business travel and transportation services to the following United Nations offices:

- United Nations Conference on Trade and Development (UNCTAD)
- Economic Commission for Europe (UNECE)
- United Nations Compensation Commission (UNCC)
- Office for the Coordination of Humanitarian Affairs (OCHA)
- United Nations Environment Programme (UNEP) - Regional Office for Europe
- United Nations Institute for Training and Research (UNITAR)
- Office of the High Commissioner for Human Rights (OHCHR)
- Office of the United Nations High Commissioner for Refugees (UNHCR) (business travel and transportation only)
- United Nations Joint Staff Pension Fund Secretariat (UNJSPF)
- United Nations Institute for Disarmament Research (UNIDIR)
- United Nations Research Institute for Social Development (UNRISD)
- Chief Executive Board for Coordination (CEB) Secretariat
- United Nations Office for Disarmament Affairs (ODA)
- Joint Inspection Unit (JIU)
- Department of Economic and Social Affairs (DESA)
- United Nations International Strategy for Disaster Reduction Secretariat (UNISDR)