

# ARCHITECTURAL SERVICES

REQUEST FOR TENDER  
CONSULTANCY BRIEF  
CONDITIONS OF TENDERING

PROPOSED UNIT TRUST OF FIJI LTD COMMERCIAL DEVELOPMENT

Prepared for Unit Trust of Fiji  
29<sup>th</sup> March 2021



Houng Lee Kaba Jacob Pte (hlkjacob)

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## 1 PRINCIPAL

The Principal for the Project is Unit Trust of Fiji. The Principal's Representative is Mr. Sanjay Kaba of Houg Lee Kaba Jacob Pte Ltd or other persons as may be nominated from time to time by the Principal.

## 2 TERMS AND CONDITIONS

Participation in this process is subject to compliance with the Terms and Conditions as detailed in Appendix E attached.

## 3 REQUEST FOR PROPOSAL

Short listed Architectural firms are now invited to provide fee proposal to enable the selection of the preferred Architect for this project.

The selection of the preferred architect will be based on the aggregate scoring across all the criteria as detailed. Firms are to demonstrate completed and constructed office developments.

The Principal as a part of the assessment process, reserves the right to reprioritise and rerank the criteria as nominated to reflect the relative strengths and deficiencies in the relative offers when viewed in holistic terms.

Failure to clearly demonstrate an adequate response to any of the criteria as nominated may invalidate the Tenderer's submission from further review.

### **Departures from aspects of this brief**

This brief recognizes that there may be many and varied design solutions for the site. Innovative and imaginative site planning and design might create inspired solutions that may possibly be beyond some of the detailed requirements of the brief. Where the designer has departed from the terms of this brief, the designer should highlight the departure in their submission together with associated reasoning.

## 4 PRIMARY ASSESSMENT CRITERIA

### 4.1 Creativity and imagination

Realisation of the potential for this development site, through innovative design and effective utilisation.

The following design characteristics will be well regarded in the concept design:

- Innovative responses to the constraints of the site.
- A demonstrated thorough understanding of the site and its surroundings with the design being sensitive to and cognisant of its location and its surroundings.
- Office Development
- Contemporary office design that involves effectively integrating various aspects of the operations to minimise interference with one another.
- Designs that recognise 'Whole of Lifecycle' costing in the selection of finishes and services and external facade materials.
- The design should include considerations to avoid users being inundated with excessive noise, direct sunlight and movement of people.
- Incorporate critical design components, including designing for pedestrian interaction.

- Appropriate design solutions and management practices to address potential conflict and the impact of different uses.
- Sustainable and energy efficient design.
- Adaptability to cater for current and future market trends.

## 4.2 Feasibility

Extent to which, in broad-brush terms, the design proposal is financially feasible. **The Architect is to provide construction estimates for the development.** Changes will be accommodated to ensure that budget target is met.

The concept design once appointed shall demonstrate:

- Value for money when viewed in ‘whole of lifecycle’ terms.
- Effective and efficient floor plate designs that maximise Net Lettable Area (NLA).
- Efficient lift and services core designs.
- Advise specific floor areas per floor and NLA calculations.
- Development intensity tables as per brief example.
- Design solutions cognisant and appreciative of the intended market for the tenancies.

## 5 SUPPORTING ASSESSMENT CRITERIA

The following supporting Assessment Criteria are also subject to review as a part of the submission. The submissions should provide specific statements and details with regard to the following:

### 5.1 Task Appreciation

Detail your understanding of the task and the particular issues and constraints associated with the project. Provide particular comments regarding the project programme and cost constraints.

Given the time constraints for the preparation of submissions, bullet points will suffice.

### 5.2 Relevant Company Experience

Outline your company’s relevant project experience, with particular reference to Office/Commercial Designs, with specific demonstrated experience and capability in the design of similar buildings in a tropical environment. Please provide list of completed and constructed projects.

### 5.3 Proposed Personnel

Provide relevant details of (and attach CVs for):

- Proposed dedicated Architects.
- Proposed Director in active charge.
- Proposed Technical support personnel.
- Proposed support personnel.

Details should include relevant experience, proposed role statements and an organisational chart for your team showing links to the Client via the Project Manager and to the Design Consultants and Contractors. Please concentrate on relevancy of information and be succinct. In addition to the proposed personnel for this project, please confirm the total staff members and roles. Please advise if COVID 19 has caused reduction in work hours and if this will affect your engagement.

### 5.4 Basis for Remuneration

Submit a lump sum fee proposal for this project (VEP in \$FJD), broken down into the stages as follows:

#### Architectural Consultancy

Due Diligence / Site Investigations/ Space Planning	\$
Concept Design (30% Design)	\$
Design development (50% Design)	\$
Design documentation (90% Design)	\$
Building Permit and Tender documentation	\$
For Construction documentation	\$
Contract Documentation	\$
Construction Administration (18 months)	\$
Defects Liability Period (12 Months)	\$
Total	\$

The fees breakdown should include the scope as referenced in Appendix A.

In addition to the above fixed lump sum fee, the consultant shall all confirm hourly rate[s] applicable for specifically requested additional works.

Include any Commercial terms or limitations as detailed.

## 5.5 Insurances

The Architectural Consultant shall provide the following;

- a) Professional Indemnity Cover (PI) of \$2,000,000 minimum.
- b) Public Liability Cover of \$1,000,000 minimum.

Confirmation of the above coverage requirements and details of current insurances shall be provided with the submission.

## 6 THE OUTLINE BRIEF

Some detailed requirements given below are for information only. They may change depending on the design and final acceptance by the Unit Trust of Fiji Board. Unit Trust of Fiji intends to develop an office building at the proposed site. This building is an investment opportunity and all the spaces will be leased out. The Architect is required to design an open plan offices with all support amenities. The net lettable area of the proposed development should be between 3000sqm to 4000sqm. The Architect is required to advise the number of levels of development suited taking into account car parking and services yard as required.

Note: should the number of levels increase based on current scope post award, no variation will be claimable. Variation consideration may be for significant scope change which would be an increase of 60 % of the floor area.

An indicative layout has been prepared for illustration purpose only. The Architect is required to use skill and judgement as a professional to undertake design works for this site that meets the client requirements. The illustrations and layout should not be relied upon. The Architect is required to undertake independent assessment of the development prior to pricing.

The development intensity table is indicative and we will rely on the Architect professional advise to economise the development.

*Table 1: Development Intensity / Efficiency*

ITEM	No.	Unit	Net Area (m <sup>2</sup> )
Basement Parking	1	m2	813
Ground Floor Parking	1	M2	460
Ground Floor	1	M2	120
Office Floor Plate	6	M2	380
Total Office area	6	No.	2280
Utilities, Core & Stairs			658
<b>Total Development Area</b>			<b>4331</b>
<b>Plot Ratio</b>			<b>4:1</b>

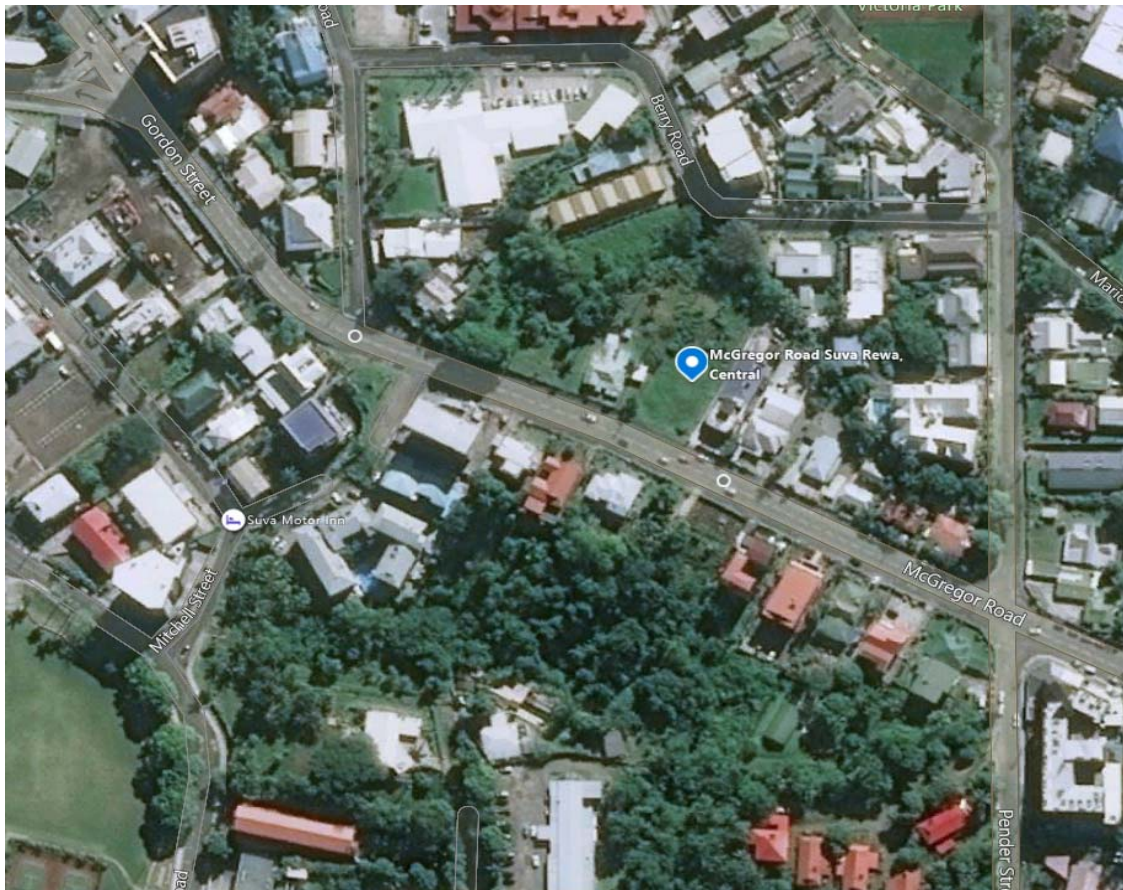
### 6.1 The Site Area

The site is located on Lot 13 (CT5441) DP1465 situated at Macgregor Road, Suva. The site is Zoned Commercial 'D' with a plot ratio of 1:1. Development / relaxation will be sought.

The Architect is to apply the building and layout planning to the site area, optimizing the Foot print of the building on the site within the constraints and planning restrictions applicable to the site. The scheme should provide appropriate levels of parking facilities.



Preliminary investigations indicate that the effective use of the site is significantly by the 9m setbacks on the Street frontages together with the side boundary setbacks at tower level likely to be also 4.5m.

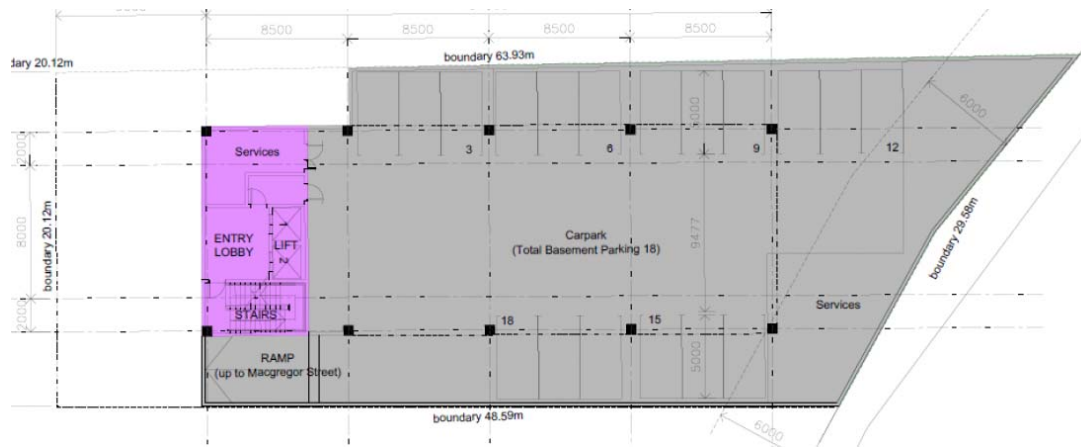


The effective use of the site is significantly by the 9m road setback to Macgregor Road frontage together with the side boundary setbacks likely to be 3.0m. Rear boundary development is likely to be 6.0m and subject to topographical site limitations. The 9.0m setback is unlikely to be subject to dispensation noting that there is a potential to reduce this after the third storey above the street level.

Potential rezoning and relaxation of the side boundary setbacks noting this approach is very similar to the current development on similar development in the proximity of the site. The narrow site and the setback as detailed above create a narrow building footprint that is not ideal in terms of development/construction feasibility.

The site constraints results in a maximum potential development footprint of approximately 560m<sup>2</sup> of available ground space per floor, noting this is further impacted by vehicle traffic routes etc. Pending further development of designs. The architect will be required to optimize this floor plate.

The footprint is quite small in terms of commercial floor plate development opportunities and impacts on the development efficiency in terms of Net Lettable Area (NLA) verses Gross Internal Area (GIA). The size services core, fire stairs, and associate lift shaft number and sizing associated with the development options proposed impact on the effective returns given they compromise a significant relative percentage of the available floor space. The extent of car-parking required also significantly influences the selection of the preferred development outcome given the loss of the effective site area to the low yield car parking use.







## PROPOSED GROUND FLOOR PLAN

Given the potential to relax the plot development ratio from the current development based on prior dispensation provided to other developers the potential size of the development in m<sup>2</sup> terms may receive approval at between 3000 to 4000m<sup>2</sup> which reflects a plot ratio of 3.5-4:1.

The above table is indicative only and presented as a guideline as to how we would expect that a design proposal be presented in terms of development intensity.

### 6.2 Office Tenancies

The primary market for this development are those users interested in Class A Office space. Class A office space is defined by BOMA as *'Most prestigious buildings competing for premier office users with rents above average for the area. Buildings have high quality standard finishes, state of the art systems, exceptional accessibility and a definite market presence'*.

Likely tenants include:

1. Corporate headquarters of Banks and similar large Institutions
2. Embassies
3. Consultancies

The designs must therefore be cognisant of the requirements of these types of tenancies and include and recognise in their designs the following:

- High quality building services (ideally deployable on a tenancy specific model, to mitigate against high end capital costs).
- Effective isolation of tenancies both physically and acoustically.
- Fire safety and prevention systems to international standards.
- Preventative access control and security systems throughout the facility.
- Sufficient undercover and secure car parking.
- The tenant will be responsible for the servicing and fit-out, and so the building structure and services core has to be sufficiently flexible to cope with these differing requirements.

The tenancies are expected to be provided in shell format with services and finishes fitout by the tenant or Unit Trust of Fiji specific to the tenancy agreement. Base services provision is expected to include electrical to tenancy specific DB, Fire services, EWIS and telecommunications backbone to each floor. Mechanical Services to be provided per floor.

## **7 ARCHITECTURE/PLANNING CONSIDERATION**

### **7.1 General**

**The following areas (but not to) require consideration during concept planning:**

- Height - The proposed development will be a maximum of 8 levels and in compliance with the master-planning/scheme plan of Suva City. Architect to confirm this.
- Concept - Site Content? Environment? Sustainability? Client Brief? Materiality? The Organisation of Internal Space
- Structure /Envelope – What structural methods have been employed, and what material/cladding methods are suitable at heights? Relationship of structure to floor plate, envelope, design expression? Structural Cores? Structural elements sizing?
- Services – What services are required and how are these accommodated? Water, electricity, ventilation etc? Traditional servicing versus ‘sustainable’ technologies? Air-conditioning tenancy specific, VAV? Space and location impact (plant rooms etc) and localised requirements (toilets, meter cupboards etc). Service risers? Servicing at height etc
- Circulation /Interior - The requirements for tall building circulation, both horizontally and vertically, for normal operation and for fire egress? Difference for office? Numbers sizes of lift/ Stairs? Cores and relationship to floor plate and area?
- Interface at Ground – A crucial element of every high rise building, and often the source of major complaint. How does such mass interact with the Ground floor plane? The resulting Aesthetics? Functions needed at ‘bottom’ of a tower (Basement/Ground Floor/ Mezzanine)? Differing lobby configurations and atmospheres?

### **7.2 Facade Design Considerations**

Architect to design the building façade to express the different functions of the building and to enhance the character and diversity of the streetscape.

- The façade treatment should reflect the activities carried out within the building, whilst respecting the size, appearance and proportions of existing nearby buildings.
- Provide ground floor facades that are rich in details and interesting for pedestrians
- Integrate each use in a manner that achieves a seamless appearance
- Plant and machinery activities are integrated with the building or are suitably screened.
- Vehicular entrance openings are integrated within the design of the building.

## **8 THE OPERATIONAL BRIEF**

N.B The following list of the operational design preferences are to assist the architect to interpret the product concept and brand personality, which, subject to matching the budget cost, would form the agreed basis to progress the design development.

### **8.1 Entrance, Forecourt/Unloading**

- The access, road, or city locations, should provide for easy access and drop off/pickup taxis, cars.
- Traffic management and engineering at entry and exit to avoid congestion where possible through the separation of entry and exit functions and aligned to with adjacent roadways.
- The canopy or porte-cochere should provide all weather access to entry

- Ideally, the most visible approach façade
- Directional signage to areas within the building should exist wherever possible.
- Clearly identify the primary entrance of the development and distinguished it from secondary entrances.
- Design entrances to be clearly visible from the street frontage, readily identifiable from public areas, to be well-lit at night and with clear numbering

## **8.2 Entrance lobby/Reception**

- The building main entrance lobby shall present appropriate quality and style as suited to a Class A office Building.
- This should include an area for a concierge to control the office level access.

## **8.3 Office Floors**

- Offices should have ample natural lighting
- All floors should have good views/outlook
- Lobby Floors should have prestige lobby finish

## **8.4 Toilets**

- Toilets are required for each level for offices
- Disabled toilets required at each level.

## **8.5 Car Parking**

- It is preferred that integral Car parking is for a maximum number of cars as appropriate, or to comply with local regulations and site conditions or constraints.
- Provision for visitor short term parking.

## **8.6 Passenger and Service Lifts**

- The building will provide for lifts to facilitate vertical transportation of guests and goods in an efficient manner. It is presently expected that two lifts will be required based on present building height. Architect to confirm this.
- All aspects of passenger lifts and their design comply with requirements as required in Fire Safety legislation.

## **8.7 Security and Guest Safety [General]**

- Emphasis on security and guest safety will be an important feature of the building.
- Lift car access control at lobby and at floor level.
- Electronic key card locking system for all office levels.
- Extensive closed circuit television [CCTV] security in selected areas around the properties facilities.

## 9 SCOPE OF SERVICES FOR ARCHITECTURAL FIRMS

The Architectural Consultant role includes the provision of all architectural design services, by engagement of all necessary secondary and specialist design sub-consultants which may be included but be not to:

- a) Incorporation of Environmental Impact Assessment from the EIA Consultant and Department of Environment
- b) Architectural Design
- c) Interior Design
- d) Landscape Architecture and Irrigation
- e) Environmentally Sustainable Design (Building design)
- f) Traffic management planning to and from site and consideration of Ambulatory, Disable and Vehicular access and other related traffic within the site.

The Architectural Consultant will coordinate and have overall responsibility for the quality, work and performance of all secondary and specialist design sub-consultants and for the effective integration of all design outputs.

The terminology “Design Team” may be used to describe the whole of the team (Principal and secondary and specialist design sub-consultants). The Principal intends to separately engage the services of the following consultants either directly or through the Contractor:

- **Geotechnical Engineer**
- **Civil and Structural Engineer**
  - Civil Engineer
  - Structural Engineer
- **Services Engineer**
  - Mechanical Engineer
  - Electrical Engineer
  - Hydraulics Engineer
  - Fire Engineer
- **Quantity Surveyor**
- **EIA / TIA**

The Architectural Consultant will be responsible for coordinating the activities of the other members of the Design Team and need not include for the services provided by the other consultants detailed above.

Formal authority submissions and approvals are required. The consultant should allow for:

- a) Liaison meetings and submission of formal and informal briefing documents with key Authority stakeholders; and
- b) Liaison, coordination and design development of the design with the Authorities as required.

## **10 SPECIAL CONDITIONS AND REQUIREMENTS**

The form of contract proposed to be used for the main Consultants selected for the Project will be the CCCS (2009). Unit Trust of Fiji Ltd will be concurrently preparing the necessary amendments to the standard form of contract to better adapt it to suit the project and consultants' needs in the context of the development project in Fiji. Only those Consultants shortlisted will have the opportunity to review and discuss the final form of contract. The legal agreements with all consultants selected and engaged to provide services to this project will be between Unit Trust of Fiji Ltd and the individual consultant.

## **11 PROJECT PROCUREMENT METHODOLOGY**

The principal intends to engage the Architectural consultant to assist it in developing the design of the project to a point that it is satisfied that it adequately describes its requirements. Presently it is intended that the documentation is completed in its entirety in a contract direct with the Principal. However, the Principal may use the 30% or 50% project documents to seek bids from pre-qualified contractors. If this occurs, the principal may novate the consultant to the contractor soon after they are engaged. The principal reserves the right to postpone the novation in its absolute discretion.

The architectural consultant will continue to develop the design through the phases of concept design report, contract documentation and site services under the direction of the Principal or the contractor after being novated by the Principal.

## **12 EXPENSES & DISBURSEMENT**

The consultant is to provide with their submission a proposed schedule of visits / inspections to Suva project Site, this shall include both short and extended stays. Any required inspections and the like shall also be considered. The consultant shall also advise of any periods in which they propose to maintain a full time resource on site in Fiji.

The proposed schedule of inspections shall be included in the Consultancy Agreement and will form the basis for their expenses and disbursements. This schedule will serve as the basis for measuring and managing the expenses & disbursements budget, and shall not be amended without prior written approval from the client.

All other expenses and disbursements, including but not to the cost of phone calls, facsimile messages, printing, photocopying and travel within your metropolitan area shall be included in the consultants fixed lump sum price.

## **13 SUB-CONSULTANTS**

For this Fiji-based project, Joint-Venturing, sub-consulting and "Consultants in Association" arrangements are fully anticipated. If the Consultant's proposal does include any similar version of such a consulting relationship, then the Consultant submitting the Proposal must make clear within their submission all relevant details of the proposed relationship.

A clear delineation of the scope of services between the different parties must be provided such the relative 'value add' of each party is clearly detailed.

This would include the other Consultant's complete corporate profile, their relevant project experience, number and qualifications of key staff as well as a clear outline of the proposed distribution of any proposed sharing of the services and responsibilities. For any Joint Venture arrangement, written confirmation by all JV consultant(s) is required to be submitted with the proposal. For locally based Architects, written confirmation and consent from JV partner(s) is required to be submitted with the proposal.

In the case of the successful Consultant, further details of the proposed arrangements will be required at the

point of entering into the Consultant Agreement. This will likely include evidence of “back to back” agreements between the individual Consulting entities.

## **14 DOCUMENTATION REQUIREMENTS**

### **14.1 Certification & Checking**

The Architectural Consultant shall ensure that all documents produced for the Project are checked for accuracy, completeness and compliance with the Fiji National Building Code, applicable Australian and New Zealand Standards, regulations, by-laws, engineering and drafting standards.

A suitably qualified and experienced person of the relevant discipline shall sign all Detail Design drawings as complete and correct. Appropriate system design certificates shall be provided to support certification of the building. The requirement for certification of installations, provision of as-built drawings and Operation and Maintenance manuals by the Contractor shall be included as appropriate in the Detail Design documents.

The Architectural Consultant shall ensure that a co-ordination check of completed documents – both for the preliminary and detail designs, has been undertaken prior to issuing final documents. This check shall be programmed into the Architectural Consultant’s documentation schedule and shall not be grounds for delaying works.

### **14.2 Documentation Compliance**

The Architectural Consultant’s documentation shall comply with the following as a minimum:

- (a) For the final issues of the Concept Design Report and Contract Documentation supply one bound hard copy (A4 or A3 for specifications, schedules and the like; A3 and A1 copies of drawings), one loose-leaf hard copy and an electronic copy (PDF) of all documentation. Preliminary issues of documents shall be in a format e.g. email, hard copy, appropriate to the information being provided and the urgency of response required. All correspondence will have a specific reference to that transmittal.
- (b) Electronic copies of specifications, reports, manuals and similar shall be in PDF and most current version of Microsoft Office attached to emails or copied to compact disks or USB devices.
- (c) Hard copies of specifications, reports, manuals and similar shall be in A4 or A3 format, as appropriate, with appropriate Project identification and issue status on each page.
- (d) Electronic copies of all drawings shall be supplied in AutoCAD file format current version along with all support files including x-refs, fonts, shapes, images, plot styles, plotter configuration files and CTB files. A PDF copy of the drawing shall also be issued at the same time.
- (e) Hard copies of all drawings shall be in A3 and A1 format, as appropriate, with suitable Project identification and issue status on each page.
- (f) For the final issues of the Operation and Maintenance manuals three hardcopies suitably fitted in 3 or 4 ring A4 binders shall be specified. Appropriate Project identification, engineering system identification and issue status shall be provided on each page. An electronic copy of the Operation and Maintenance manuals on CD shall be provided. The use of PDF files is an acceptable format for the electronic copy of the Operations and Maintenance manuals.



## **15 PROJECT CONSTRAINTS**

Constraints on the Project include but are not to:

- (a) Project schedule
- (b) Project budget
- (c) Safe working procedures within the site will be enforced.

## **16 PROJECT SCHEDULE**

In accordance with the program prepared and updated by the Project Scheduler (Refer Appendix D), submit to the project manager for approval a design development program which makes allowance for the Planning Phase. Design Documentation to be submitted to the Project Manager at each of the design review milestones and otherwise in a manner and at a rate which will give the project manager a reasonable opportunity to review the Design Documentation within the period of time within which the project manager may review it.

## **17 SUPPORT DOCUMENTATION**

Please refer to the Appendices for the following:

- a) Scope of Services
- b) Project Documentation Manual
- c) Topographical Survey
- d) Program
- e) Terms and Conditions

## 18 SUBMISSION REQUIREMENTS

By providing a submission the Tenderer is detailing their acceptance to the terms of this brief.

Design statement or report

This should be not more than 12- A4 pages outlining design rationale and including an outline specification for materials and finishes. It may include any combination of text and drawings.

The design report should include:

1. Cost Estimate for the construction cost of design inclusive of any associated development costs.
2. Cost of Consultancy Fees.
3. Building Area Schedule
4. Floor plate designs indicating service core area and net lettable areas
5. A detailed design methodology statement clearly highlighting the need to demonstrate financial feasibility as a part of the design process.

### NOTE:

Digital Animation

Competitors may choose to, but are not required to submit a short animation from a 3D digital model.

### 18.1 Submission of Tenders/ Design Competition

Tenders are required to be submitted by no later than 2:30pm on 9<sup>th</sup> April 2021 in both hard and soft copy in a sealed envelope, addressed and delivered to:

**Proposed Unit Trust of Fiji Commercial Development – Request For Tender (RFT) – Architectural Services Consultancy**

Chairperson  
UTOF Tender Committee  
Level 2, Provident Plaza 1,  
Ellery Street  
Suva,  
Fiji.

Please submit your proposal in **triplicate** plus electronic copy on CD.

### 18.2 Presentation

Shortlisted Architects will be invited to present their proposals to the client.

### **18.3 Contact**

All contact, queries and the like regarding this invitation and brief shall be submitted in writing and emailed to:

Mr. Sanil Sami  
Project Manager  
HLK Jacob Pte Ltd

Office + (679) 330 5638  
Office fax + (679) 330 5231  
Email: [ssami@hlkjacob.com.fj](mailto:ssami@hlkjacob.com.fj)

# APPENDICES

## 19 APPENDIX A

### SCOPE OF ARCHITECTURAL CONSULTANT SERVICES

1. The Architectural Consultant is required to:
  - (a) Exercise the skill, judgment and diligence expected of a competent professional and expert.
  - (b) Perform all work in accordance with recognized professional standards
  - (c) Allow for alterations to Project briefing information at no additional cost.
  - (d) Certify that documentation has been properly and competently prepared and checked.
2. The Architectural Consultant shall carry out the Services of site inspection, investigation, reporting, design, documentation, coordination and quality assurance of the Project elements to ensure that the Project Objectives and requirements of the Principal are achieved.
3. General Scope of Services – The following is given to provide the consultant guidance as to the level of input as a minimum expected of them in providing their services:
  - (a) Provide design and documentation services for all elements of the Project.
  - (b) Ensure design complies with the Principal's objectives and requirements.
  - (c) Coordinate and manage the full design team including sub consultants.
  - (d) Attend and report to various Project Steering Committee once per month, and Management and Design Meetings (one per fortnight). These meetings will be held on site in Suva.
  - (e) Coordinate, chair and minute Design Coordination Meetings.
  - (f) Manage and coordinate the Design Team and their deliverables and integrate the services of sub-consultants or specialist consultants to ensure the Project Objectives are achieved.
  - (g) Undertake the User Group and Working Group consultation and meetings to fully define the user requirements.
  - (h) Advise and provide appropriate documentation of materials and finishes.
  - (i) Produce a final Concept Design Report including all required drawings, elevations, key typical details if required and schedules/ sample boards of materials and finishes.
  - (j) Participate in the presentation of the Concept Design Report to the Users if required.
  - (k) Obtain Principal sign-off of development of concept or design before proceeding to the next stage.
  - (l) Ensure, in consultation with the Project Manager and other consultants that the design can be constructed in an effective, efficient and economical manner.
  - (m) Consult with other specialist consultants in the preparation of their component drawings and specifications.
  - (o) Participate in build-ability reviews with the Client's Representative, Project Manager and Cost Planner.
  - (p) Prepare any special reports, schedules, drawings, images and plans as may be required by the Principal/ Project Manager from time to time. These may include colour plans and colour perspectives at each design phase. At concept and schematic design stages, these may be used to assist with internal or external presentations.
  - (q) Liaise and meet with Authorities if required and ensure that their requirements are incorporated into the design and documentation.
  - (r) Assist Principal and Client's Representative with any press releases and media liaison as requested by the Principal and Client's Representative.
  - (s) Prepare in consultation with the Principal and Contractor the design and documentation programmes and ensure conformance thereto, allowing sufficient time for approval and cost planning of each documentation stage.
  - (t) Ensure, in consultation with the Principals Contractor and other consultants that the design can be constructed in an effective, efficient and economical manner.
  - (u) Provide design, field and other personnel to enable efficient performance and co-ordination of the Architectural Consultant's obligations and duties.
  - (v) Provide all necessary documentation in accordance with the budget cost of the Works.
  - (w) Provide sufficient documentation within an acceptable time to enable cost planning and cost



- checking of the Project.
  - (x) Complete the documentation to ensure compliance of the Project within the Budget. Project budget compliance "sign off" is required at each stage of the project.
  - (y) Ensure that the documentation provides the Contractor with complete and detailed drawings and specifications for the execution of the works under contract.
  - (z) Prepare brief monthly progress reports to form part of the Principal/Contractor's report.
  - (aa) Agree to be innovated should the procurement strategy require to be a Contractor.
  - (bb) Ensure that the design conforms to all acoustic, ESD, and similar codes and regulation requirements as necessary.
  - (cc) Assist in making for all authority submissions pertinent to the Brief and for assisting the Principal/Contractor in gaining same. All necessary authorities' fees shall be paid by the Principal/Contractor unless agreed otherwise.
  - (dd) Implement and maintain a systematic approach to the control and assurance of the quality of the design and the Works by employing quality assurance systems which are consistent with Australian and New Zealand Standards for the construction industry.
  - (ee) Prepare building works contract documentation for the Project with the requirement that the Principal/Contractor establishes implements and maintains quality assurance systems in accordance with the Australian Standard for the construction industry.
  - (ff) Upgrade design, drawings and documents to reflect amendments in a timely manner.
  - (gg) The Architectural Consultant is responsible for obtaining Principal/Contractor "sign off" at the end of each consultancy stage and during each design phase. No variation for additional fees will be paid for changes that occur prior to sign off. Any variation to cover rework after "sign off" is subject to negotiation with the Principal/Project Manager and must be substantiated to the satisfaction of the Principal/Project Manager.
  - (hh) Participate in a briefing session with the contractor tenderers (5 no.) during the initial tender stage onsite.
  - (ii) Participate in a workshop with the tenderers (post tender receipt) to assess the ability of the contractor.
  - (jj) Review of draft design documentation prepared by others including comment regarding design development and improvements.
4. Conduct design reviews at 10%, 30% and 90% of the design development program. The design reviews shall serve two functions:
- a) To ensure the functionality, performance and productivity of the proposed deliverables, and
  - b) To allocate resources and priorities going forward. If a design review yields nothing more than smiles and slaps on the back it has failed.
5. The design reviews will involve the participation of key design consultants and client representatives who will:
- (a) Brainstorm on possible errors and other risks for each critical subproject constraints of Cost, Schedule, Quality and Performance.
  - (b) Actively test for performance overshoot.

**Planning Phase: Preliminary Design = 30% Design: Functional Requirements and Concept Design Report Services**

Without limiting the provisions of the Brief, the Consultant shall:

1. Participate in meetings with the client representatives to adequately understand and interpret the objectives of the project.
2. Identify project stakeholders and coordinate stakeholder communication to ensure the requirements of the stakeholder parties are reflected in the Concept Design.
3. Review and assess the development feasibility assessment works undertaken to date.
4. Consult with local authorities and integrate requirements where approved by Unit Trust of Fiji.
5. Carry out analyses of the site conditions, infrastructure, traffic considerations, drainage and all environmental matters consistent with achieving a cost effective design solution.
6. Develop preliminary building floor plan layouts and initial site profiles including the provision of coordination and integration of the work of involved sub-consultants including input from any other geotechnical or site surveying conducted.
7. Coordinate the formulation of conceptual designs that accurately reflects the requirements of the design brief and detail the following:
  - (a) overall buildings gross floor areas with relationship plans depicting conceptual configurations, indicative proposed building form, elevations and perspectives;
  - (b) Provision of area schedules indicating Gross Floor Area, Net Lettable Area and associated area and development density data.
  - (c) in a site Master Plan concept assess and recommend layouts and key and pedestrian vehicular access ways within and around in an integrated and coordinated manner; and
  - (d) Incorporate the documentation of the design team site infrastructure services comprising hydraulics and drainage, mechanical, electrical and seawater storage and reticulation.
8. Assist and undertake redesign where necessary with the Contractor and project Cost Consultant, the project cost plan to comply with the overall project budget parameters prescribed by Unit Trust of Fiji.
9. Use best endeavors to ensure that the proposed buildings and services depicted by the Design Brief, and subsequently the Concept Design Report, complies with the requirements of the project budget and cost plan.
10. Achieve Unit Trust of Fiji approval and signoff of the Concept design and subsequently, the Concept Design Report prior to commencing schematic design.
11. The Concept Design Report shall be sufficiently advanced and in sufficient detail that the deliverables can be identified. All documents shall be based on the best available information of site conditions and its constraints. No assumptions will be made if these assumptions may be reasonably checked out on Site.
12. Finalize the Concept Design Report in consultation with Principal's Representative, Project Manager and other nominated Consultants to establish:

- (a) Intent, quality and performance standards of the Project.
  - (b) The technical brief to define:
    - (i.) design philosophy
    - (ii.) functional needs of users
    - (iii.) fit out flexibility
    - (iv.) design performance criteria
    - (v.) life cycle/maintenance/ESD parameters
    - (vi.) comparative industry benchmarks
  - (c) Assessment of authority requirements.
  - (d) Building cost budget (design input to Cost Planner).
  - (e) Commercial viability and sustainability parameters.
  - (f) All required drawings, typical elevations, a perspective, key typical details as required and a design commentary on materials and finishes.
13. Participate in the presentation of the Concept Design Report to Unit Trust of Fiji if required.
14. Obtain Principal sign-off of Concept Design Report before proceeding to the next stage.
15. Test budget and return on investment.
16. Investigate and report on design options and alternatives, such as but not to:
  - (a) Capital cost of project
  - (b) Advantages and disadvantages of each option with firm recommendations
  - (c) Relative operating costs
  - (d) Value analysis as required
17. Liaise with Authorities as necessary and report.
18. Review and adjust the design to satisfy emerging statutory requirements, key stakeholder requirements, Project objectives as required.
19. Attend Project Coordination Group meetings and coordinate and minute Design Coordination Meetings.
20. Develop and finalize the design drawings in accordance with the Client's directions, producing all necessary dimensions and details in order to allow final design rationalization, coordinating all elements of the design.
21. Integrate industry advice in consultation with the Design Team.
22. The Scope of Works includes but is not to attendance at meetings, preparation of alternative designs, submission of drawings and reports, as well as life cycle performance and build ability advice. Particular care and attention will be required in the development of the design in relation to:
  - (a) Seismic design requirements
  - (b) Services integration and coordination within the building structure, Mechanical Services

- design for effective thermal control within the building and energy management.
  - (c) Acoustic design and noise suppression between offices
  - (d) Corrosion resistance and durability
  - (e) Cyclonic design requirements
  - (f) Repetition and prefabrication of built elements
  - (g) Integration of the design elements with the process design requirements of the buildings.
23. Actively participate in a value management review
  24. Liaise and incorporate the advice of the Authorities/Building Certifier as appropriate
  25. Development of concept designs together with other consultants. The consultant shall provide
    - (a) Computer generated 3D walk through of buildings and walkways.
    - (b) Coloured perspectives for each of the main buildings and the site to enable understanding of the concepts and for presentation to internal and external stakeholders
  26. Issue of sketch plans
  27. Participate in design review
  28. Coordinate the documents so that it is a coordinated and cohesive report.

**Planning Phase: Detailed Design & Contract Documentation Phase = 50% Design**

1. Provide a developed design in accordance with the design brief, budget and any Principal's requirements for its approval; and
2. Provide the developed design to be approved by the Principal by the date set out in the development program.
3. The format of the specification and drawings shall be agreed with Principal/ Contractor's prior to commencing Detailed Design. The Architectural Consultant shall provide examples of documentation format for the Project Manager to review early in the Detail Design.
4. Trade packaging of documentation would be expected in line with the Architectural Consultants normal practice. The headings below are general and the final scope of works may have an impact on groupings:
  - (a) Early Works
  - (b) Main Project
5. Only documents with sufficient details for accurate pricing as assessed by Principal/ Contractor's will be allowed for use in Tendering. Where the Project Manager considers that insufficient information has been provided on a specific document or set of documents the Architectural Consultant shall revise and provide additional information at the Architectural Consultants cost.
6. Documentation shall be provided to allow the Contractor to issue separate trade contracts for the construction of the Project.
7. The Architectural Consultant shall;
  - (a) Prepare Detailed Design ("DD") drawings and supporting documentation to meet all statutory requirements and take necessary actions to expedite the approval process.
  - (b) Establish a design development timetable and take reasonable steps to comply with the timetable.
  - (c) Attend Project Steering Committee Meetings (minimum monthly) to be located onsite in Suva.
  - (d) Coordinate and minute Design Coordination Meetings (minimum weekly), these may be held at the consultant offices, however the Project manager or delegated representative shall be invited, and an action listing of the outcomes of the meeting shall be issued within 48 hours of the meeting.

- (e) Supportively participate in design and cost reviews. Where required, adjust design and documentation to suit revised cost parameters.
- (f) Participate in build-ability reviews with the Project Manager, Contractor, Principal's representatives and Cost Planner.
- (g) Develop and finalise the design drawings in accordance with the Principal/ Contractor's instructions, producing all necessary dimensions and details in order to allow final design rationalization, coordinating all elements of the design.
- (h) Attend and supportively participate in two Value Management workshops in each phase.
- (i) Arrange for the services engineers to provide estimates and life cycle costing/value engineering advice on: Capital cost and Operating cost.
- (j) Establish a coordinated commissioning philosophy for all services.
- (k) Review drawings and documents for compliance with the Fiji National Building Code conditions and amend documents as necessary.
- (l) Produce final Detailed Design documentation including all required drawings, elevations, details and schedules of materials and finishes.
- (m) Participate in the presentation of the Detailed Design drawings to stakeholders.
- (n) Obtain Client sign-off of Design Development before proceeding to the next phase.
- (o) Test budget and return on investment, iteratively until the Principal confirms agreement.
- (p) Design and documentation of all buildings and built elements with the exclusion of the external landscaping where liaison and coordination with the other design consultants will be required
- (q) Full documentation of the buildings, including all necessary elevations, sections and detailed sections required to fully understand and construct the works.
- (r) Detailed room elevations of all public areas and accommodation rooms.
- (s) Detailing of construction details
- (t) Prepare schedules of finishes, materials, sample boards, embellishments and treatment schedules. Use best endeavours to ensure that all specified products are available to meet the construction programme. Provide duplicate sample boards covering internal and external finishes for approval.

### **Planning Phase: Tender Phase Milestone Services = 90% Design**

1. Ensure that the consultants produce a developed design in accordance with the design brief, budget and any Principal requirements for its approval; and
2. Ensure that the developed design is approved by the Principal by the date set out in the development program
3. Without limiting the requirements of this section developed design documentation shall include:
  - (a) Detailed design drawings that are coordinated across the design disciplines.
  - (b) Design detailing of wall/ floor junctions, doors windows and changes in finishes and levels.
  - (c) Coordination of services with the built elements.
  - (d) Service buildings, layouts plans and elevations with construction details.
  - (e) Joinery & Stainless steel detailing.
  - (f) Finishes schedules (internal and external). Including submitting Colour/finishes boards for all areas.
  - (g) Door and Window Schedule.
  - (h) Door Hardware Schedule.
  - (i) Complete Room data sheets including Furniture Fixtures and Equipment Listed.
  - (j) Fixtures Schedule (Plumbing and Electrical).
  - (k) Colour Schedules and Colour Boards.
  - (l) Furniture fixtures & Fittings
  - (m) Submissions Schedule (detailing samples required to be submitted for approval).
  - (n) Trade Specifications for Services Packages including Equipment listings.
  - (o) Duplicate sample boards covering internal and external finishes for approval.
4. Deliverables for the Detailed Design & Contract Documentation Phase

By the completion of the Detailed Design stage, the Architectural Consultant shall produce an approved Design Solution within the nominated Project Budget including but not to documentation as follows:

- (a) Document Register
- (b) Detailed design drawings for the required trade packages
- (c) Detailed specifications for the required trade packages
- (d) Detailed technical schedules for all specified equipment
- (e) Detailed requirements for obtaining maintenance procedures and spare parts holding
- (f) The Architectural Consultant may be required to provide a Tender review report at the completion of a Trade Package Tender period making a firm recommendation as to the preferred tenderer and stating the reasons for their being preferred. This report should identify all risks associated with the implementation and how those risks will be managed.

### **Delivery Phase: For Construction Documentation**

1. The Consultant must ensure that they produce and complete all documents required for construction in accordance with the tender phase design approved by the Principal by the date set out in the program.
2. Prepare contract drawings and documentation in accordance with the Contractor's Trade Package requirements.
3. Provide Technical Specifications for the trades and agree trade scopes with the Project Manager and provide documentation within the agreed framework.
4. Participate in a build-ability review with the Project Manager and Cost Planner.
5. Provide final coordinated design and tender documentation for preparation of Bills of Quantities in accordance with the design and documentation programme.
6. Issue specifications conforming to the building contract documents.
7. Provide coordination responsibility in the preparation of coordinated landscape, architectural, structural and civil and services drawings.
8. Liaise with the Project Manager in the preparation of contract documents, including warranties and guarantees.
9. Assist the Principal Contractor's and other Consultants in the analysis of tenders.
10. Attend Project Steering Committee (PSC) meetings and other meetings as required.
11. Ensure that the detailed design, documentation and specifications comply with the developed design approved by the Principal and all relevant statutory, regulatory codes, standards and guidelines.
12. Conduct a coordination meeting, prior to tender issue, of all consultants and their respective documentation.
13. Prepare schedules of finishes, materials, sample boards, embellishments and treatment schedules. Use best endeavours to ensure that all specified products are available to meet the construction programme. Provide duplicate sample boards covering internal and external finishes for approval.
14. Be responsible for coordination and quality conformance of all design documentation.
15. Obtain Project Manager's approval for issue of final documentation for tender, including the



preparation and issue of addenda, during the tender process.

16. Assist the Project Manager during the tender process including answering queries from tenderers and site inspections for tender inspection.
17. Take part in the tender review process providing written advice on the various tenders including advice on cost saving proposals.
18. Test budget and return on investment.
19. Detail full maintenance and breakdown maintenance to be provided for a period of two years from the Date of Practical Completion as a part of the Contract Documentation.
20. Include handover training with Principal's representatives and subcontract maintenance staff in all Construction Phase documentation. This will be a minimum of one day with manuals and documentation that can be implemented immediately.
21. All documentation shall be produced in triplicate and provided in digital format in the most current versions of Microsoft Office documents, PDF and AutoCAD drawings.
22. Certification of completed design work.

#### **Delivery Phase: Construction and Post Construction Phase**

1. Manage the Design Team under the direction of the Project Manager/Contractor to ensure that the contractor's requirements with respect to documentation flow and on-site activities are satisfied.
2. Ensure that the documentation provides the Project Manager/Contractor with complete and detailed information for the execution of the works under contract.
3. Inspect the Works and report to the Project Manager/Contractor and where appropriate supply additional information to assist the Project Manager/Contractor when requested in checking claims, issuing certificates, negotiating variations and other contractual matters.
4. Review submissions by the Contractor's including workshop details and temporary works documentation and use best endeavors to ensure that the safety, quality and intent of the design are fully complied with.
5. Provide staff to clarify details of the design as and when required by the Project Manager/Contractor (this will not be a variation to the design for this work as the Architectural Consultant should have produced and checked detail in format that is clear and concise).
6. Provide during the construction phase the services set out below:
  - (a) The Architectural Consultant shall as a minimum, visit the site fortnightly or more as is required, during construction and observe work being executed to determine that the work is in conformity with the design intent of the contract documents, in compliance with sample construction elements and that the Work is of the required quality and report in writing with photographs each time a site visit has been undertaken to the Project Manager.
  - (b) Prepare and furnish to the Project Manager/Contractor additional documents with respect to authorised variations.
  - (c) Review and examine, for compliance with the design intent of the contract documents, submissions by the Contractor of relevant shop drawings, samples and other submissions from sub-contractors, manufacturers, suppliers and fabrications.
  - (d) Evaluate and report on the Contractor's alternative or substitution proposals for compliance with the design intent of the contract documents.
  - (e) Prepare and furnish to the Project Manager/Contractor written advice and documentation for

- the correction of errors or deficiencies in work executed by the Contractor(s) if required.
- (f) Participate in detailed reviews of the Project with the Project Manager/Contractor for conformity of the Works to the design intent.
7. Review services penetration drawings and other detailed drawings provided by the Contractor as required for construction of the Works.
  8. Prepare drawings and information associated with contract variations and assist the Project Manager/Contractor with Variation Price Requests and variations.
  9. Update the documents during construction as amendments and changes are made where necessary due to change in scope brought about by the Principal's revisions or the Contractor's rationalization so as to accurately reflect the current status of the design in a suite of As-Built project documents.
  10. Issue site and technical instructions through the Project Manager if required.
  11. Attend site, Project Steering Committee and other meetings as required.
  12. Assist the Contractor to obtain all guarantees, warranties, etc, and issue to the Client.
  13. Recommend alternative materials and finishes and provide any documentation required due to material non-availability and perform the necessary co-ordination of drawings.
  14. Certification that the works as constructed are in accordance with the design and instructions as provided by the consultants.
  15. Assist the Project Manager/Contractor to procure the Certificates or equivalent approvals by provision of any necessary drawings required by the relevant authority.
  16. Inspect relevant drawings submitted by the Contractor showing the Works as executed.
  17. Assist the Project Manager/Contractor to procure for the Principal occupancy, practical completion and final certification of the Works.
  18. Assist the Project Manager/Contractor with the administration of defects liability period and warranties.
  19. Review and ensure that the inspection start-up and commissioning procedures provided by the Contractors comply with the Briefs and witness the operation of all services systems with other Consultants to ensure the Brief is met.
  20. Coordinate and check Operating and Maintenance Manuals prepared by the Project Manager. Check compliance with the Principal's/Project Manager's requirements for manuals.
  21. Assist the Project Manager/Contractor in commissioning planning, including Practical Completion and Final Completion Certificates
  22. At all times, respond in a timely manner to not induce delay costs.
  23. Deliverables for the Construction and Post Construction Phase:  
Written reports/responses provided by the Architectural Consultant shall include but not be limited to:
    - (a) Requests for Information
    - (b) Proposed Site Instructions
    - (c) Proposed Variations Pricing Reports including estimate of costs/savings
    - (d) Defect Lists
    - (e) Revised drawings and/or specifications

- (f) Updated document registers/transmittals
- (g) Recommendation on proposed maintenance procedures and spare part holdings
- (h) Monthly inspection reports in a form approved by the Project Manager
- (i) As-Built documentation in both hard copy and electronic format and drawings that accurately reflects the work undertaken including changes and variations

**Delivery Phase: Post Construction – Defects Liability Stage**

1. Re-inspect the Works to verify outstanding matters are completed and issue or arrange for the issue of the appropriate certificates in accordance with the provisions of this Agreement and in association with the Project Manager/Contractor.
2. Arrange for the provision of all “as-built” architectural documents.
3. The “for construction” documents shall represent the Works as as-built at project completion. Contractor to mark a set of documents produced for the PDC to incorporate into “as-built” documentation. [The Architectural Consultant shall be entitled to rely upon the accuracy, completeness and sufficiency of information provided by the Construction Contractor and other third parties].
4. Assist the Project Manager/Contractor in compiling an index to the project documentation.

## 20 APPENDIX B

### DRAWING AND DOCUMENT PROTOCOLS

Drawings shall have the following typical naming convention:

*Building ID - Discipline - Organization Code - drawing number*  
 For example: A - A- ABC -004

This is an architectural drawing of Area A facility, produced by company ABC and is a plan layout drawing.

All drawings are to be registered and subject to document transmittals.

Where not agreed otherwise the following convention will be adopted for all drawing numbering:

Computer file references shall be identically identified and include revision number.

Building Identification	Discipline	Organisation Code (2-4 letters)	Type/ number
	(refer to Table 6 for full list)		
A (Main Building)	A- Architect		000- Site plans, layouts
B(Externals)	SV- Surveyor		100- Plans (1:100)
C (Car Park)	S- Structural Engineer		200- Elevations
	M-Mechanical Engineer		300- Sections
	E- Electrical Engineer		400- Construction Details
	C- Civil Engineer		500- Schedules
	H- Hydraulic Engineer		600- Room Details
	ID- Interior Designer		700- Fitout Details
	L- Landscape Architect		800- Details
	F- Fire Engineer		900- Shop Drawings
	AC- Acoustic Engineer		

Where drawings are of works associated with the existing facilities, the drawings shall be numbered to coordinate with the existing system. Discuss this with the HLKJ Project Manager to receive current drawing numbering and associated documentation.

Revisions issued during pre-working drawing phase to be numbered sequentially and revisions issued during working drawings phase to be identified with letters.

For example:

Preliminary Drawing revisions shall be numbered progressively from P1, P2, P3 etc and when 'approved for construction' A, B, C etc.

**All changes to working drawings or to any drawing issued in any tender documentation and their subsequent revisions shall be clearly clouded with a brief comment on the changes to the drawing included in the revision column.**

Approved drawings shall be numbered progressively from A in an alphabetical manner.

- (a) All drawings should be clearly marked as 'PRELIMINARY' or 'SKETCH' or 'MEASURED DRAWING' until approval of the drawing is provided by HLKJ.
- (b) All drawings are to include a clear note stating 'NOT FOR CONSTRUCTION' until Unit Trust of Fiji approves a drawing 'FOR CONSTRUCTION'.
- (c) All drawings are to include the Unit Trust of Fiji logos.
- (d) Drawing file names shall be the same as the drawing number but with the revision added so the file can be uniquely identified eg drawing number OS-A-ABC-004, file name OS-A-ABC-004-P1.
- (e) All drawings shall be numbered and revision numbers updated in line with changes. Changes to drawings to be detailed in the title bar next to the revision number and the area affected highlighted i.e. clouded.
- (f) All drawings in AutoCAD are to be in readable in AutoCAD 2010 format.
- (g) All working drawings are to be typically in A1 format, with drawings suitably sized for clarity and group to ensure effective sizing.
- (h) Drawings are typically drawn with one drawing unit equalling one millimetre.

#### **SOFTWARE REQUIREMENTS**

The following computer software is approved for use on this project. Unit Trust of Fiji reserves the right to reject documents or drawings submitted on incompatible versions or outdated software versions.

- Microsoft Office 2007 or later (with MS Access)
- Microsoft Project 2007, 2010
- AutoCAD 2010
- Adobe Acrobat Professional 9.0
- Winzip version 7.0
- Revit Architecture/Structure/MEP 2010

All external computer files must be checked for viruses prior to being copied or transferred to the firm's computer. Where computer files are protected by a password, the HLKJ Project Manager must be advised, in writing, the password.

**21 APPENDIX C - PROGRAM/SCHEDULE**

Unit Trust of Fiji  
Preliminary Consultant Work Program

ID	Task Name	Duration	Start	Finish	Predecessor	Timeline																																						
						A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
1	<b>Project Management Programme</b>	805 days	12-04-21	10-05-24		[Timeline bar from 12-04-21 to 10-05-24]																																						
2	<b>Consultant Procurement</b>	45 days	12-04-21	11-06-21		[Timeline bar from 12-04-21 to 11-06-21]																																						
3	Consultants Engagement - Architect - Surveyor and Quantity Surveyor	2 wks	12-04-21	23-04-21		[Timeline bar from 12-04-21 to 23-04-21]																																						
4	Outline Applications	3 wks	26-04-21	14-05-21	3	[Timeline bar from 26-04-21 to 14-05-21]																																						
5	UTOF Approval	1 wk	17-05-21	21-05-21	4	[Timeline bar from 17-05-21 to 21-05-21]																																						
6	Consultants Engagement - Building Services / Civil Engineer / Structural Engineer / Geotechnical Engineer/ TIA Consultants/ EIA Consultants	1 wk	24-05-21	28-05-21	5	[Timeline bar from 24-05-21 to 28-05-21]																																						
7	Evaluation	1 wk	31-05-21	04-06-21	6	[Timeline bar from 31-05-21 to 04-06-21]																																						
8	Approval UTOF	1 wk	07-06-21	11-06-21	7	[Timeline bar from 07-06-21 to 11-06-21]																																						
9	<b>Design and Documentation</b>	140 days	12-04-21	22-10-21		[Timeline bar from 12-04-21 to 22-10-21]																																						
10	Site Survey -	3 wks	12-04-21	30-04-21		[Timeline bar from 12-04-21 to 30-04-21]																																						
11	TIA and EIA	3 wks	03-05-21	21-05-21	10	[Timeline bar from 03-05-21 to 21-05-21]																																						
12	Geotechnical Works	3 wks	03-05-21	21-05-21	10	[Timeline bar from 03-05-21 to 21-05-21]																																						
13	Concept Design 30%	4 wks	24-05-21	18-06-21	12	[Timeline bar from 24-05-21 to 18-06-21]																																						
14	UTOF Approval	1 wk	21-06-21	25-06-21	13	[Timeline bar from 21-06-21 to 25-06-21]																																						
15	50% Developed Design Documentation : Architectural, Building Services, Civil and Structural	6 wks	28-06-21	06-08-21	14	[Timeline bar from 28-06-21 to 06-08-21]																																						
16	UTOF- Endorsement - Approval	1 wk	09-08-21	13-08-21	15	[Timeline bar from 09-08-21 to 13-08-21]																																						
17	90% Developed Design Documentation : Architectural, Building Services, Civil and Structural	6 wks	16-08-21	24-09-21	16	[Timeline bar from 16-08-21 to 24-09-21]																																						
18	Client Endorsement - Approval	1 wk	27-09-21	01-10-21	17	[Timeline bar from 27-09-21 to 01-10-21]																																						
19	Tender Documentation	3 wks	04-10-21	22-10-21	18	[Timeline bar from 04-10-21 to 22-10-21]																																						
20	Issue Tender Documentation	0 days	22-10-21	22-10-21	19	[Timeline bar from 22-10-21 to 22-10-21]																																						
21	<b>Local Authority Approvals</b>	40 days	27-09-21	19-11-21		[Timeline bar from 27-09-21 to 19-11-21]																																						
22	Building Permit	8 wks	27-09-21	19-11-21	17	[Timeline bar from 27-09-21 to 19-11-21]																																						
23	<b>Project Tender Phase</b>	45 days	25-10-21	24-12-21	20	[Timeline bar from 25-10-21 to 24-12-21]																																						
24	Tender Period	3 wks	25-10-21	12-11-21	20	[Timeline bar from 25-10-21 to 12-11-21]																																						
25	Tender Evaluation/Negotiation and Award	4 wks	15-11-21	10-12-21	24	[Timeline bar from 15-11-21 to 10-12-21]																																						
26	Contract Documentation	2 wks	13-12-21	24-12-21	25	[Timeline bar from 13-12-21 to 24-12-21]																																						
27	<b>Construction Phase</b>	620 days	27-12-21	10-05-24	26	[Timeline bar from 27-12-21 to 10-05-24]																																						
28	Construction Duration	18 mons	27-12-21	12-05-23		[Timeline bar from 27-12-21 to 12-05-23]																																						
29	Handover/Commissioning	4 wks	15-05-23	09-06-23	28	[Timeline bar from 15-05-23 to 09-06-23]																																						
30	Defects Liability Period	12 mons	12-06-23	10-05-24	29	[Timeline bar from 12-06-23 to 10-05-24]																																						

Project: UTOF - Commercial Development	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

## **22 APPENDIX D**

### **TERMS AND CONDITIONS FOR THIS RFT**

#### **22.1 INFORMATION NECESSARY FOR SUBMISSIONS**

- a) Before completing the submission response, respondents must carefully read and comply with the Terms and Conditions for the RFT (this document).
- b) Lodgement of a submission shall be taken to mean that the respondent has obtained all information necessary for its accurate preparation. The information contained in or attached to this document or subsequently provided, is provided in good faith. However it is provided for guidance only and no guarantee is given as to its accuracy, completeness, validity or applicability. No claim may be made against Unit Trust of Fiji for costs or losses which may arise from anything contained in or omitted from this document or provided subsequently.
- c) Claims by the successful respondent(s) for extra remuneration on the grounds of not being furnished with sufficient, or accurate information, or any unforeseen terms will not be considered by Unit Trust of Fiji.
- d) This document is not an offer and is to obtain information only.
- e) Note that regardless of anything expressed or implied to the contrary in this document, Unit Trust of Fiji reserve the right to conduct the RFT process as they see fit and Unit Trust of Fiji reserves the right to select the successful respondent as it sees fit.

#### **22.2 CONFIDENTIALITY**

- a) Confidential information includes all information and documentation obtained by or provided to you during this RFT process, including, without limitation, this document but excluding all information which is in the public domain; is required to be disclosed by law or was already known by you and is in the public domain (“Confidential Information”). Respondents may only use Confidential Information for the purposes of this RFT process.
- b) By accepting this document, recipients agree to keep Confidential Information confidential and will only use it for the purposes of this RFT. No information contained in this document is to be shared or revealed to anyone not approved by Unit Trust of Fiji in writing.
- c) The Recipient must:
  - i. Hold the Confidential Information in strict confidence and not disclose, or cause or permit the disclosure of, the Confidential Information.
  - ii. Keep the Confidential Information including without limitation any documents secure and protected from any use, disclosure or access by any other party.
  - iii. Promptly notify Unit Trust of Fiji if it suspects, or becomes aware of, any unauthorised use, storage, copying or disclosure of the Confidential Information.

#### **22.3 COST OF PREPARATION OF SUBMISSIONS**

- a) Respondents are responsible for their own cost of preparing and lodging submissions and all other costs, including site visits, arising out of the process. For the avoidance of doubt, no claim can be brought against Unit Trust of Fiji if this process is aborted or if there is otherwise a departure from the processes set out in this document at any time.

#### **22.4 FORMAT OF SUBMISSION RESPONSE**

- a) The response must contain all the documents and information requested, and all questions must be answered.
- b) Submissions must include a complete response as per instructions in the document and these conditions. Failure to observe these instructions may cause a response to be considered non-compliant, however Unit Trust of Fiji reserves the right to include same in its evaluation.



## **22.5 CLARIFICATION**

- a) Enquiries regarding aspects of this document should be referred to the Principal's Representative to the contact name that appears in the document.
- b) Unit Trust of Fiji reserves the right to inform all other respondents on any question or matter raised and the clarification given.

## **22.6 DECISION PROCESS**

- a) Respondents are to submit their best proposal for all of the requirements listed. The decision process is not solely dependent on price and issues in the RFT; design, service and quality levels are also extremely important. Respondents' offers may be accepted in part or in full at the sole discretion of Unit Trust of Fiji. Unit Trust of Fiji may select more than one respondent to provide the requirements stated in this document.

## **22.7 LODGING THE SUBMISSION**

- a) Submissions must be lodged by the date specified in the document. Late submissions may be considered invalid and excluded from the evaluation, however Unit Trust of Fiji reserves the right to accept late submissions if in Unit Trust of Fiji's reasonable opinion the late submission was due to factors beyond the control of the recipient and Unit Trust of Fiji does not consider that acceptance is unfair to other respondents.
- b) Upon delivery of the responses in accordance with this document, the submissions become the property of Unit Trust of Fiji, however Unit Trust of Fiji agrees to keep all Confidential Information, confidential and only use such information for the purposes of this RFT.

## **22.8 ADDITIONAL INFORMATION**

- a) The respondent may be called upon to supply information additional to that shown in its submission in respect of the services to be provided.
- b) The respondent may be required to authenticate and, or provide evidence of claims made in its submissions.
- c) False or misleading claims or claims that cannot subsequently be authenticated may disqualify a respondent from further consideration and render their submission invalid.
- d) Respondents can include in their submission any other information that may enhance the competitiveness of their submission.

## **22.9 PRICES**

- a) The submission shall include price or rate details as required in Clause 5.4 of this document.

## **22.10 ACCEPTANCE**

- a) Unit Trust of Fiji shall not be bound to accept the lowest offer of any submission and no submission shall be deemed to have been accepted until a formal written agreement is executed by the parties.
- b) An invitation to negotiate further with a respondent will not constitute an acceptance of the submission by Unit Trust of Fiji.
- c) An acceptance of a submission or any invitation to negotiate or make an offer will not constitute a contract to supply services to Unit Trust of Fiji.

## **22.11 RESERVATION OF RIGHTS**

Unit Trust of Fiji reserves the right to:

- a) Extend the submission closing date.

- b) Amend the requirements at any time prior to the submission closing date, provided that the amendment is notified to all respondents.
- c) Include non-compliant responses in any evaluation.
- d) Seek information from or negotiate with one or more of the respondents on any issue at any time and to continue to negotiate with one or more of the respondents.
- e) Discontinue negotiations at any time with any respondent.
- f) Abandon this process whether before or after the receipt of submissions.
- g) Make inquiries of any person, company or organisation to ascertain information regarding the respondent and its submission.
- h) Take any other action it considers appropriate;

And if Unit Trust of Fiji chooses to exercise any of these rights, no claim may be made against Unit Trust of Fiji for any resulting costs or losses.

#### **22.12 RESPONDENT'S EXPECTATIONS**

Respondents may expect that:

- a) Unit Trust of Fiji will preserve the confidentiality of respondents' confidential information.
- b) Unit Trust of Fiji will afford invited respondents the opportunity to compete fairly for the business.
- c) Unit Trust of Fiji will provide advice to respondents on the outcomes of their offer.