



## **Expression of Interest Provision for Architectural Services– EOI 03/2019**

1. The Fiji Revenue and Customs Service (FRCS) invites Expressions of Interest for provision for Architectural Services based on FRCS various project needs which includes:
  - Preliminary feasibility studies
  - Planning and designing
  - Specification and schedule of work
  - Cost estimation and condition survey
  - Assist in bidding and contract award phases (including Contract Management)
  - Assist in selecting the suitable contractor
  - Construction oversight and contract administration
  - Commissioning

Individuals or companies selected will be primarily responsible for providing exceptional architectural services based on FRCS project's needs as listed above and also provide added value services including, but not limited to structural engineering, security consultation, technology consultation and interior design etc.

The terms and conditions of these services are listed below for interested person(s) and companies.

### **2. Proposal Goal:**

FRCS intent is to retain an architectural individual or company with the qualification and staff resources necessary to perform planning, designing, bidding and construction oversight phases for various projects across Fiji.

The architectural individual or company being selected through this Expression of Interest process will enter into an agreement with FRCS to provide architectural services related to projects at various stages from pre-design to post-construction.

The level of service requested will vary based on the scope of any given project.

### **3. Scope of Services:**

The following scope of services is included as a guide for the proposer. It is designed to identify the minimum service level expected from the successful individual or companies and as such should be modified and augmented, based upon the experience of the firm, as necessary to complete the project.

#### **General:**

Based on the requirements of FRCS, the selected individual or company shall provide architectural services meeting all standards and code used in design for basic services as required on projects as follows:

- a) Preliminary feasibility studies
- b) Planning and designing
- c) Specification and schedule of work
- d) Cost estimation and condition survey
- e) Assist in bidding and contract award phases (including Contract Management)
- f) Assist in selecting the suitable contractor
- g) Construction oversight and contract administration
- h) Resident Project Representation
- i) Commissioning

#### **The Architect shall:**

- a) Consult with FRCS and other necessary organizations and persons in order to ascertain project requirements and review program prepared by FRCS, recommending any necessary revisions.
- b) Investigate, analyze and measure the existing facilities to the extent necessary to determine information necessary for project work.
- c) Prepare cost estimates, specification and any other key documents related to projects.
- d) Provide schematic and design development, bid documents, and a detailed cost estimate at each phase, which may include:
  - i. Attend coordination meetings
  - ii. Provide progress prints/cost estimates (labour and materials) at appropriate intervals
  - iii. Include elevations of exposed mechanical or electrical units, and/or three-dimensional renderings (as requested)
  - iv. Provide architectural design drawings which shall include all components and accessories
- e) Assist in the bidding phases
- f) Review and evaluate submittals and claims for extra costs

- g) Inspect the construction site and actively participate in on-site construction meetings.
- h) Advise FRCS regarding interpretations of contract documents and payments to contractors
- i) Conduct and assist FRCS for substantial completion by preparing a punch list and conducting final inspection.

**Agreements:**

FRCS intent is to retain an architectural individual or company with the qualifications and staff resources necessary to perform services outlined in this document for a minimum of three years.

Payment for services is anticipated to be on the basis of an approved hourly rate schedule. The magnitude of services will vary by projects. FRCS may request a fee proposal prior to commencing any approved project works. FRCS may utilize a professional services agreement outlining mutual promises prior to commencing any approved project works.

FRCS will reserve the right to approve additional architectural firms for projects as it deems necessary.

**4. Submissions must include the following:**

- Individual/Company (and their key resources) relevant experience
- Tax compliance
- VAT registration
- FNPf compliance
- References of previous works
- Detail Scope of Services/Project Phases
- Business registration certificate
- Business license
- Business profile

**5. Companies and Individuals will be selected in accordance with the conditions set above and FRCS Tender Procedures.**

Critical factors in this selection will include responsiveness of the proposal to this EOI; description of approach to the services, relevant project experience, qualification of the responding individuals or companies (and their principal assigned staff), readiness to undertake required services; ability to execute an acceptable written contract; and client references.

FRCS reserves the right to reject any or all proposals, and to request clarification of proposal and supporting materials. FRCS reserves the right to accept the proposal most favorable to their project after all proposal have been examined and evaluated.

Interviews may be conducted in-person that have submitted proposals in order to clarify certain elements if such information cannot be satisfactorily obtained by phone or via e-mail.

6. Further clarifications and questions please email [abari@frcs.org.fj](mailto:abari@frcs.org.fj) Sealed Expressions of interests marked **EOI 03/2019 - Provision for Architectural Services** must be delivered in written form to :-

**Chairman  
FRCS Tenders Board  
Fiji Revenue & Customs Service  
Private Mail Bag  
SUVA**

Or hand delivered to the FRCS Head Office Building, Building 3, Level 3, Revenue and Customs Complex, Cnr of Queen Elizabeth Drive & Ratu Sukuna Rd, Nasese.

Expressions of Interest must be delivered before **12.00pm on 10<sup>th</sup> April 2019**.