

**Consulate General of India
Vancouver**

**Redevelopment of a Diplomatic Residence for
Consulate General of India, Vancouver**

Request for Proposal

1. Introduction:

1.1 The Government of India through Consulate General of India, Vancouver proposes to re-construct a Diplomatic Residence for Consulate General of India, Vancouver on a site located at 1045, Eyremount Drive, West Vancouver, BC, V7S2B4, Canada.

1.2 The construction program envisages the demolition of the existing structures according to local laws and construction of a detached residence and auxiliary facilities.

2. Site:

2.1 The plot has an area of 24,800 square feet (2304 square metres). It is flanked on both sides by residential lots and having roads on the front and rear side of lot. The site is generally flat.

2.2 There is an existing two storied house on the plot. At present, the plot has a gate and driveway on the front and perimeter fencing all around, with thick hedges in some places on the remaining sides.

2.3 There are a few trees near the lot boundary on the front and some trees in the backyard. There are existing residential buildings in surrounding plots.

3. Climatic Conditions

3.1 Vancouver experiences a moderate oceanic climate with summer months that are typically dry.

3.2 The daily maximum temperature averages 22 degrees C (72 degrees F) in July and August. In December, January and February, daytime temperatures hover around 6 degrees C, though it rarely falls below freezing at night. On an average, snow falls on eleven days in a year. Average yearly snowfall is 38.1 cm (15 inch).

4. Development Norms

4.1 The local building norms applicable to the site are as below:

4.1.1	Plot area	:	24,800 Sq. Ft. (2304 Sq. M.)
4.1.2	Site coverage	:	30% of plot area
4.1.3	FAR	:	0.35 (35% of plot area)
4.1.4	Set Backs	:	as per local norms
4.1.5	Parking	:	provisions to be made as per local norms

4.2 The Architects/Architectural firms may verify the Development Control Norms applicable for the project on this plot from Local authorities

5. Functional Requirements:

5.1 The detailed space requirements for covered areas for the proposed buildings are:

5.1.1	Residence	:	458 square metres (as per Annexure II)
5.1.2	Stairs and circulation @ 20%	:	92 square metres
5.1.3	Service staff accommodation	:	30 square metres
5.1.4	Garage for 2 cars @ 20 each	:	2 x 20 = 40 square metres
5.1.5	MEP services area	:	as per Local Regulations & Technical Standards
	Total Indicative Area	:	675 square metres

5.2 The area distribution detail and general parameters for the residence is given in Annexure- II.

6. Budget and Schedule:

6.1 Budget of the project would be determined by construction cost which would again be governed by the approved design and specifications. Therefore, determining the budget at this stage is extremely difficult.

6.2 The Client would be interested to complete the construction as early as possible. Ideally a period of two years would be desirable for completion of the project.

6.3 Architect's services required include the preparation of a detailed budget and detailed schedule.

6.4 The tentative cost for the construction proposal excluding the cost of demolition and applicable taxes is around C\$2833350, based on the information regarding per Sq. Feet construction cost in the area. However the Architect/ Architectural firm may finalize detailed budget and detailed schedule as per their design with the approval of client.

7. Services Required:

7.1 The following services are required to be provided by the Architectural firm as Prime consultant:

7.1.1 Architectural

7.1.2 Structural

7.1.3 Civil

7.1.4 Landscaping

7.1.5 Environment

7.1.6 Interior Design including furniture, window covering etc.

7.1.7 HVAC and Plumbing

7.1.8 Electrical

7.1.9 Security

7.1.10 Cost consulting

8. Invitation to Proposal:

8.1 Applications are sought from Architect/ Architectural Firms based on their professional experience and standing. Eligible Architects will be invited to participate in selection process.

8.2 The Architects may communicate their willingness to participate in writing to the Consulate General of India, Vancouver, Canada.

8.3 The participation in the 'Selection Process' would imply acceptance of terms & conditions stated here-in.

9. Correspondence Address:

9.1 All communications should be addressed to: 'Head of Chancery', Consulate General of India, Vancouver.

9.2 The Postal address is No. 201-325, Howe Street, 3rd Floor, Vancouver BC, Canada V6C 1Z7. Website: www.cgivancouver.gov.in, E-mail: hoc.vancouver@mea.gov.in

10. Time Schedule:

10.1 A time schedule period for the preparation and submission of proposals, is as given below:

10.2 Issue of letter - Request for Proposal	--	28 th February, 2019
10.3 Acceptance by participants and questions, if any	--	08 th March, 2019
10.4 Answers thereon	--	18 th March, 2019
10.5 Submission of application	--	17 th April, 2019

11. Eligibility Criteria:

11.1 To be eligible to participate in the Selection Process, the applicant should be a Architect or Architectural firm, registered with Architectural Institute of British Columbia (AIBC). This would include an existing Joint Venture company as well, meeting all other eligibility criteria. The applicant (or joint venture, in the case of JV firms) must have his/her/its headquarters or a branch office in Vancouver, and must have provided architectural services for executed projects in the past 10 years for at least one of the following:

At least **ONE** detached residences or one diplomatic residence building with a total built up area of 600 Sq. M. or more;

OR

TWO or more detached residence building with a total built up area of 500 Sq./ M. or more;

OR

THREE or more detached residence building with a total built up area of 400 Sq. M. or more.

11.2 In the above criteria for the architectural services, similar project means having the scope of work similar to scope of this project i.e. providing comprehensive services for planning, design and architectural services (including civil, electro- mechanical, plumbing, HVAC, security, landscaping, internal & external services, complete interior-designing & furniture etc.).

11.3 Desirable Criteria:

11.3.1 National or International level competitions and awards won for executed projects of independent residences during the architectural practice.

11.3.2 Experience in use of green technologies with standard ratings (eg. GRIHA, LEEDS, etc.), energy saving practices like use of solar power, etc. in executed projects of independent residences – any three similar projects implemented by the applicant.

11.3.3 Experience of having executed work based on single stage two envelope (two bids) system of tendering and familiarity/conversant with CCDC conditions of contract.

12. General Requirements:

12.1 Participating Architects shall ascertain the local building regulations applicable to the site and follow the same. Architects may visit the site with prior permission of Consulate General of India, Vancouver.

12.2 Proprietor of Architectural Firm should be an Architect and shall have valid registration with AIBC and should be eligible to submit the proposal to the municipality and the other local authorities concerned for obtaining permissions/ approvals and licenses etc. as required. This should be supported with certified copy of the registration certificate showing registration number, date of registration and its date of validity and clearance certificate regarding tax payment.

12.3 The applicant should have sufficient number of Technical and Administrative employees for rendering the architectural consultancy services as per the terms and conditions of the consultancy contract agreement. The applicant should submit a list of these employees with details of their technical qualification and experience stating clearly how these would be involved in this project.

12.4 Additional information pertaining to association arrangement, if required with other technical firms/ professionals; commitment to adherence to professional Code of Ethics and proposed work schedule for the project shall be supplied with application.

12.5 The Consulate General of India, Vancouver reserves the right to reject any prospective

application without assigning any reason.

12.6 Even though an applicant may satisfy the requirements, he/she would be liable for disqualification, if he/she has made misleading or false representation or deliberately suppressed information related to technical eligibility or has a record of poor performance such as abandoning work, not properly completing the projects or fulfilling the contract agreements or financial failures/weaknesses.

13. Submission of proposal:

13.1 With a view to ensure a thoroughly professional and transparent implementation of the project, Architects are hereby invited to submit their proposal along with their financial bids (strictly in a separate sealed envelope) as per Annexure-I to this document.

13.2 For Eligibility Criteria: Applicants are required to provide certified or self attested documents for the following:

13.2.1 Copy of Registration certificate from the appropriate statutory authorities permitting Applicant to practice as an Architect/ Architectural firm in Vancouver.

13.2.2 Address of the company headquarters or branch office, as given in the Company registration document (copy to be attached).

13.2.3 Applicants are required to provide information of the projects completed in the last 10 years and which are similar to the proposed diplomatic residence project. Only those projects will be considered which satisfy the eligibility criteria (as prescribed in Section 3.1 above) determined from the following data duly certified by the client.

Sl.	Item
1.	Project summary with photographs
2.	Project name, location and brief description
3.	Project owner/ Name of Client
4.	Date of Commencement and Completion of the Project
5.	Total plot area and total covered area (in Sq. M.)
6.	List the key constituents in the project and their area of expertise
7.	Scope of work handled by the applicant in this project
8.	References (name, title, telephone number/ email)

13.3 For Desirable Criteria:

13.3.1 Attach certified copy of citation/ award received or copy of official announcement in press. Details of the projects which were awarded, provided in format given in 13.2.3 above.

13.3.2 Copy of certificate received for use of Green Technologies in respect of buildings or projects/buildings.

13.3.3 Details of projects executed based on single stage two envelope (two bid) system of tendering and CCDC conditions of contract.

13.4 Conditions of eligibility for Joint Venture firms: A certified copy of MOU between the firms having a joint venture shall be provided. The joint venture firm shall meet all the laid down criteria of registration, experience, turnover, awards etc. as a single entity, to be considered from the date of the joint venture MOU.

NOTE:

1. Please provide sufficient information and valid proof for each parameter/factor assigned for calculating scores against each Desirable Criteria.

2. If sufficient information and valid proof is not available about some parameter/factor

during evaluation, Zero (0) score may be assigned to that parameter/factor.

3. Information, as sought for each Desirable Criteria, is to be given by individual applicant or each member of the consortium including lead member separately as attached annexure.

4. Length of experience will be counted as on the date of issue of this letter.

13.5 The proposal along with all enclosures needs to be submitted on or before 0400 PM on 25th March, 2019 to : Head of Chancery, Consulate General of India, Vancouver, 201-325, Howe Street, Vancouver, BC V6C 1Z7.

13.6 All communications and queries, if any, may be addressed to Head of Chancery, Consulate General of India, Vancouver, 201-325, Howe Street, Vancouver, B C V6C 1Z7 at his email address : hoc.vancouver@mea.gov.in

13.7 Consulate General of India, Vancouver reserves the right to accept or reject proof of credentials at its sole discretion without having to furnish reasons to the Bidders thereof.

14. Evaluation & Award of Work

14.1 **Assessment:** The Technical bid shall be given a weightage of 75%, while 25% weightage shall be given to the financial bids. Each participant shall be asked to make a presentation in support of their eligibility as well as on their past projects, citations, innovative practices and experience before a Committee constituted for this purpose. This would be used for evaluating the technical bids. On the basis of the presentation, each Architect shall be graded to evaluate as per evaluation criteria. In the next stage, the Financial bids of those Firms, who would have secured at least 60% marks in technical evaluation of the presentation made to the Committee, will be opened.

14.2 **Technical assessment:** Following criteria would be adopted for assessment of technical weightage and the applicant should focus the presentation to address these aspects:

S. No.	Criteria/Parameter	Maximum score
A	General criteria:	(75)
1	Experience in similar Implementation of high end projects (at least 3 three or more detached residences)	30
2	Innovation in the completed projects	10
3	Experience in Green building technologies and climate responsive designs	10
4	Experience in complete interior design including furniture of residences	15
5	Experience in local body clearances	5
6	Experience in budget and cost consulting	5
B	Additional technical criteria	(25)
1	Structure of the organization	10
2	Project Management capabilities	5
3	Experience of designing Diplomatic/ Consulate buildings/ Residences	10
4	Total score on Technical parameters	(100)

14.3 Financial assessment:

14.3.1 Only the percentage of fees quoted by the applicant (Annexure-I) shall be considered as the financial bid and would be used for calculating financial weightage.

14.3.2 Submission of Financial Bid in any other format or bids with conditions would be summarily rejected.

14.3.3 The applicant with lowest percentage quote would be given 100%. Financial weightage of other applicants would be calculated using the formula:

$$\left[\frac{\text{Lowest percentage quote}}{\text{percentage quote of the applicant}} \times 100 \right] \% \\ \text{(to be adjusted to two decimal places).}$$

14.4 Errors and rectification: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected accordingly. If there is discrepancy between words and numbers, the amount in words will prevail.

14.5 Evaluation: The technical and financial scores secured by each bidder will be added using weightage of 75% and 25% respectively to compute a Composite Bid Score. The bidder securing the highest Composite Bid Score will be declared as the Best Value Bidder for award of the project. In the event of composite scores are `tied`, applicant with higher technical weightage would be adjudged the highest scorer.

15. Award of Work

15.1 Consulate General of India Vancouver would inform the selected Architect/ Architectural firm, in writing and issue an award letter.

15.2 The Architect would be required to sign the Agreement. The basic terms and conditions of appointment of the Architectural Firm would be as per the Draft Agreement (Annexure-III) which is based on RAIC 6C Template.

FINANCIAL QUOTATION/BID

Services	Fee Quotation
Architectural Consultancy Services consolidated for Comprehensive Services for planning, design and Architectural services including Structural, Civil, Landscaping, complete Interior design including furniture, window covering etc., environmental, HVAC and Plumbing, Electrical, Security, internal and external services Budget and Cost consulting and local approvals (excluding taxes/duties etc.) %
Retaining fee to be paid upon execution of the contract, in terms of Article A-14 of the Draft Agreement (excluding taxes/duties etc.)	In Canadian \$

Important Notes:

1. No other condition for payment shall be acceptable. Any financial bid/ quotation with conditions shall be summarily rejected and render the applicant ineligible.
2. The basis for calculating the percentage fee shall be as per provisions of GC 13.2 of the Draft Agreement.
3. **~~Retaining Fee shall not be considered for working out financial weightage for the purpose of selection.~~**

**Area distribution for the residence of an officer of
Consulate General of India**

Built-up area details

A. HO Entrance Lobby-	20 Sq. M.
B. Living/drawing and Dining room-	200 Sq. M.
C. Powder room-	6 Sq. M.
D. Kitchen-	30 Sq. M.
E. Pantry-	16 Sq. M.
F. Kitchen store-	12 Sq. M.
G. Representational Area [Sum of A to F]	284 Sq. M.
H. Pantry 2/ Kitchen 2-	12 Sq. M.
I. Breakfast room/Dining-	20Sq. M.
J. Master Bed room-	20 Sq. M.
K. Attached toilet-	6 Sq. M.
L. Dress-	8 Sq. M.
M. Bed room 2-	18 Sq. M.
N. Bed room 3-	18 Sq. M.
O. Guest Bed room-	15 Sq. M.
P. Study/ Library-	15 Sq. M.
Q. Store-	12 Sq. M.
R. Toilet 1-	5 Sq. M.
S. Toilet 2-	5 Sq. M.
T. Toilet 3-	5 Sq. M.
U. Guest Bed room Toilet-	5 Sq. M.
V. Utility-	10 Sq. M.
W. Total Area [Sum of A to V]	458 Sq. M.
X. *Internal circulation and walls [@ 20 % of 'W']-	92 Sq. M.
Y. Remaining Built up Area [sum of H to X excluding 'W']	266 Sq. M.
Z. Sum of A to Z (excluding W):	550 Sq. M.
1) Staff accommodation with Toilet (2Nos.)-	30 Sq. M.
2) Total area with Staff accommodation:	580 square meters
3) Garage area (2 cars)- 2x20:	40 square meters

Total Area

675 square meters (including MEP/ any
other unforeseen requirements)

Separate Open /garden area required to be kept for hosting function.

**** Areas mentioned are indicative. However, variation can be done up to 5-10% as per suitability of design and local norms.**

General Guidelines/Parameters

1. The Proposal should be in conformity with the "Local Development Control, Standards

& Regulations” of Vancouver and the building should fit into the overall site parameters.

2. Necessary considerations should be given to the terrain /slope of the land, the surrounding environment and the existing urban context of Vancouver.

3. The Proposal should be based on the green building design concept using local materials and ambiance. Buildings should have sufficient natural lighting and should be conducive to central heating and air-conditioning.

4. The overall spatial composition and its ambiance should be an integral part of facilitating the urban form the organization of spaces and the activities in a coherent relationship to one and another.

5. All local factors such as climatic conditions (i.e. mild summers and cool winters, etc.) and sub soil conditions should be taken into account while designing as well as finalizing the structural elements and materials for the proposed buildings, specially the external finishes, so that maintenance problems can be avoided.

6. The available roads may be utilized for suitable entry/exit keeping in view local norms, design requirement, security, traffic flow etc.

7. The residence of an officer of the Consulate General of India should have its due primacy as well as privacy and sufficient open areas for hosting receptions. There should be provision for a garden in the residence for both aesthetic and functional reasons. The representational area should be kept large due to the functional requirements of the officer.

8. The residence shall have representational area of 284 Sq. M., besides a large drawing and dining room in the representational area, a study cum library would also be required. The kitchen for representational entertaining should be suitably equipped. A smaller family kitchen and a smaller family dining area should also be provided.

9. The design of the residence should be functional and efficient besides offering optimum architectural qualities. All open spaces should be well integrated in the overall plan of whole plot and should be properly landscaped. Planned open spaces should be kept around the building for landscaping and outdoor entertaining.

10. Building design should have all modern facilities. The building should be designed keeping in mind the security requirements and services. The building should be accessible for differently - abled and elderly persons.

11. The internal layout should satisfy the functional requirements and contemporary needs of a modern residence. All rooms should have connections for telephone, computer terminals, and other facilities with concealed wiring.

12. The residence can be proposed in two floors. The ground floor may be provided with representational area including entrance lobby, reception area, an office/study, large, formal drawing room, a separate but adjoining large, formal dining room, kitchen, kitchen store, pantry, powder room, guest bedroom and other service areas etc. The upper floors may have the private family living, dining, kitchen and bedrooms. Covered parking/garage for 2 cars may be provided in the ground floor with additional space for visitors parking.

13. The entrance lobby should have adequate storage space for keeping over coats etc. The powder room (with a washbasin and WC) should have access from the entrance lobby.

14. The master bedroom of the residence should be provided with a dress and toilet. The master bedroom should have a carpet area of at least 25 Sq. M.. Bath tub may be provided only in the master bedroom toilet.

15. The residence should have ample built-in storage space such as wardrobes, cupboards, bookshelves, drawers, etc.

16. A store and a laundry room would be required in the residence. Two service staff rooms should also be provided with the main residence.

17. The service staff accommodation should have a separate access from the garage or lobby. They should have a bedroom with attached toilet and storage space. They should also have a small balcony.

18. While designing the residence, care should be taken to ensure provision of proper natural light and ventilation, window wire-netting system to keep out mosquitoes/insects and proper drainage system.

19. The residence should have standard provisions for duct cabling for telephone and TV satellite cable.

